

4-10-19 Draft _____	2
Res No 4 (19-20) NutritionProgramFunding2019 _____	4
Res No 5 (2019-20) - Amend 2019 Budget - Dispatch System _____	6
Res No 7 (19-20) Reserve Deputy Wages _____	7
Res No 8 (19-20) Water Patrol Wages _____	8
Res No 6 (19-20) Accept Donations WCP _____	9
2018 Budget Review COUNTY CLERK _____	10
Codification of the Code of Ordinance Finance Notes _____	16
Municode Recodification Quote _____	17
General Code Recodification Quote _____	46

WAUPACA COUNTY FINANCE COMMITTEE MINUTES
April 10, 2019

Chair Federwitz called the meeting to order at 9 a.m. and gave the open meeting statement with the following members present: Supr. Craig, Flease, Johnson, Neumann, McClone and G. Murphy. Co. Bd. Chr. Koeppen was excused. Others present: Casey Beyersdorf, Greg Flohr, Heidi Dombrowski, Amanda Welch, Jill Lodewegen, Diane Meulemans, Mark Sether, and Brent Wyland.

REVIEW AND APPROVE AGENDA. – MOTION: Supr. Flease moved and Supr. G. Murphy seconded the motion to approve the agenda. Motion carried without a negative vote.

MINUTES OF PREVIOUS MEETINGS – MOTION: Supr. Johnson moved and Supr. Neumann seconded the motion to approve the minutes of the March 13, 2019 meeting. Motion carried without a negative vote.

PUBLIC COMMENT: No public comment.

1. Highway Commissioner Casey Beyersdorf and Operations Manager Greg Flohr reviewed the 2018 Highway Financial Report with the committee.
2. Finance Director's Report - Heidi Dombrowski
 - a. Heidi distributed and reviewed the 2018 Budget with the committee which is on file.
 - b. She then presented Res. No. 2 (2019-20) 2018 Budget Amendment – Transfer from General Fund to Transportation Services Fund to address the address that negative balance and anticipated needs for additional funds in 2019 winter maintenance. **Motion:** Supr. Flease moved and Supr. McClone seconded the motion to approve Res. No. 2 (2019-20) Transfer from General Fund to Transportation Services Fund and move on to the full county board. Motion carried without a negative vote.
 - c. Heidi distributed and reviewed the 2019 Budget Review report dated for March with the committee noting that the general fund was coming in good in the first three months.
 - d. Monthly Vouchers. **Motion:** Supr. Craig moved and Supr. Johnson seconded the motion to approve the monthly vouchers. Motion carried without a negative vote.
3. Treasurer Report – Mark Sether
 - a. Mark confirmed with the committee again that 8 of the 9 in-rem property by Swan Park in Waupaca have sold and that he continues to work with Corporation Counsel and the City of Waupaca regarding lots within the city that currently have a covenant which they hope to remove. He noted with them that he is working on the 2012-13 properties which currently have 43 parcels with 19 of them vacant land and that a court date had been set up in July.
 - b. Mark then reviewed: Investments, Tax Certificates, County Sales Tax, Interest on Delinquent Taxes, and Interest on Investments stating that sales tax is trending higher than budget and interest rates on investments are good.
4. Information Technology Dept. Report – Brent Wyland Director
 - a. Brent gave an overview of his monthly report to the IT Committee which included the Highway fiber project, AS400 on-site training, evidence garage project and his capital outlay account.

- b. Monthly Bills. **Motion:** Supr. Craig moved and Supr. Neumann seconded the motion to approve the monthly bills for IT. Motion carried without a negative vote.

Co. Bd. Chr. Koeppen joined the meeting noting he had been at Jury Duty.

5. Human Resource Department Report – Amanda Welch, Director/Administrative Coordinator

- a. Mandy requested a 2018 carryover of \$3,500 to go toward new tables and chairs for room 1037, which pricing had come in higher than anticipated. **Motion:** Supr. Flease moved and Supr. Johnson seconded the 2018 carryover request of \$3,500. Motion carried without a negative vote.
- b. Monthly Report –She reviewed the report on recruitment, terminations and unemployment compensation updates.

6. County Clerk – Jill Lodewegen

- a. Jill provided an overview of the final cost for the voting phones and updates to equipment in the County Board Room. The original budget transfer was in the amount of \$3,800 with final cost coming in at \$3,436.76.
- b. Approve/Deny County Board Claims: Per Diem & Mileage Allowance for the month of March is \$13,790.05. **Motion:** Supr. Flease moved and Supr. McClone seconded the motion to approve the per diem and mileage expenses. Motion carried without a negative vote.

7. Adjourn. Motion: Supr. G. Murphy moved and Supr. Neumann seconded the motion to adjourn at 10:48 a.m. The meeting adjourned.

Jill Lodewegen
County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.

RESOLUTION NO. 4 (2019-2020)

SUBJECT: 2019 Budget Amendment for DHHS Nutrition Programming

WHEREAS, The Wisconsin Elders Act, 1991 Wisconsin Act 235, established a role of aging units in state statute: “Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need”; and

WHEREAS, Waupaca County operates seven (7) Senior Dining (Congregate) Nutrition Sites throughout Waupaca County, as well as the Home Delivered Meal (Meals on Wheels) Program; and

WHEREAS, Waupaca County DHHS’s 2019 budget was approved to utilize \$215,418 of the current Committed Fund Balance; and

WHEREAS, the 2019 nutrition program budget included \$255,819 tax levy; and

WHEREAS, contract changes to the food vendor in the Iola and Manawa areas will result in an increase in nutrition program expenses of approximately \$36,000; and

WHEREAS, the 2018 DHHS budget closed with a net loss of \$448,640.79.

NOW, THEREFORE, LET IT BE RESOLVED the Waupaca County Board of Supervisors authorizes the Health and Human Services Department to use approximately \$36,000 additional funds from the DHHS Committed Fund Balance to maintain operations of the nutrition program for 2019.

Passed this _____ day of
_____, 2019

_____ Ayes _____ Nays

ATTEST:

APPROVED AS TO FORM:

Jill L. Lodewegen
Waupaca County Clerk

Diane L. Meulemans
Corporate Counsel

RECOMMENDED FOR INTRODUCTION
BY WAUPACA COUNTY FINANCE
AND HUMAN RESOURCES
COMMITTEE

RECOMMENDED FOR
INTRODUCTION BY WAUPACA
COUNTY DEPARTMENT OF HEALTH
AND HUMAN SERVICES BOARD

Resolution No. 5 (2019-2020)

Subject: 2019 Budget Amendment

WHEREAS, Waupaca County’s E911 Dispatch System is critical to the safety of residents, guest and emergency responders; and

WHEREAS, the current call taking system (phone side) is not compatible with the dispatch system (radio side); and

WHEREAS, the vendor from whom the current dispatch system (radio side) was purchased ceased business operations in December 2018; and

WHEREAS, the purchase and installation of a new call taking system and dispatch system will include enhancements such as caller identification and will result in Waupaca County being fully compliant with the Next Generation 9-1-1 Federal mandates; and

WHEREAS, the anticipated expenditure is estimated at \$670,000 for the projects as stated.

NOW, THEREFORE, BE IT RESOLVED that the following transfers be made from the General Fund Unassigned Fund Balance of \$8,294,464 to the Capital Improvement Fund:

Transfer from:

General Fund Balance Unassigned – \$670,000

Transfer to Capital Projects Fund \$670,000.00

Transfer to:

E911 – Outlay \$670,000.00

Passed this 21st day of

May, 2019

_____ Ayes _____ Nays

Recommended for Introduction by the Waupaca County Law Enforcement and Finance Committees:

ATTEST:

Jill Lodewegen
Waupaca County Clerk

Approved as to form:

Diane L. Meulemans, Corporation Counsel

RESOLUTION NO. 8 (2019-2020)

SUBJECT: Water Patrol Wage- Increase

WHEREAS, the Department of Natural Resources has a reimbursement program in place to partially fund water patrol; and

WHEREAS, recruiting for and maintaining employees for this position has become extremely difficult at the current rate of pay; and

WHEREAS, a strong law enforcement presence on the Chain O' Lakes and other waters is important to maintaining public safety on the waters that are heavily used for recreation during the summer months.

NOW, THEREFORE, BE RESOLVED that the Waupaca County Board of Supervisors does hereby authorize an increase to the hourly wage for Water Patrol Deputies from \$15.50 per hour to \$17.00 per hour for water patrol, effective upon passage by the County Board.

Passed this 21st day of May, 2019

_____ Ayes _____ Nays

ATTEST:

Jill Lodewegen
Waupaca County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans, Corporation Counsel

RECOMMENDED FOR INTRODUCTION BY THE
WAUPACA COUNTY LAW ENFORCEMENT
COMMITTEE AND FINANCE COMMITTEE



2018 BUDGET SUMMARY - COUNTY BOARD

Through 12/31/18
 Prior Fiscal Year Activity Included
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
FUND 11 - General									
REVENUE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 48904 - NACO / PFA ADMINISTRATION FEES									
Miscellaneous Revenue	5,000.00	.00	5,000.00	.00	.00	14,389.11	(9,389.11)	288	8,963.25
PROGRAM 48904 - NACO / PFA ADMINISTRATION FEES Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$14,389.11	(\$9,389.11)	288%	\$8,963.25
DEPARTMENT 09 - COUNTY CLERK Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$14,389.11	(\$9,389.11)	288%	\$8,963.25
REVENUE TOTALS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$14,389.11	(\$9,389.11)	288%	\$8,963.25
EXPENSE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 51110 - COUNTY BOARD									
Personal Services	140,069.00	.00	140,069.00	14,107.08	.00	108,137.36	31,931.64	77	125,508.48
Contractual Services	350.00	.00	350.00	61.36	.00	338.72	11.28	97	347.59
Supplies and Expense	66,025.00	.00	66,025.00	4,130.45	.00	52,374.19	13,650.81	79	58,711.05
Capital Outlay	.00	1,250.00	1,250.00	.00	.00	1,109.03	140.97	89	.00
PROGRAM 51110 - COUNTY BOARD Totals	\$206,444.00	\$1,250.00	\$207,694.00	\$18,298.89	\$0.00	\$161,959.30	\$45,734.70	78%	\$184,567.12
DEPARTMENT 09 - COUNTY CLERK Totals	\$206,444.00	\$1,250.00	\$207,694.00	\$18,298.89	\$0.00	\$161,959.30	\$45,734.70	78%	\$184,567.12
EXPENSE TOTALS	\$206,444.00	\$1,250.00	\$207,694.00	\$18,298.89	\$0.00	\$161,959.30	\$45,734.70	78%	\$184,567.12
FUND 11 - General Totals									
REVENUE TOTALS	5,000.00	.00	5,000.00	.00	.00	14,389.11	(9,389.11)	288%	8,963.25
EXPENSE TOTALS	206,444.00	1,250.00	207,694.00	18,298.89	.00	161,959.30	45,734.70	78%	184,567.12
FUND 11 - General Totals	(\$201,444.00)	(\$1,250.00)	(\$202,694.00)	(\$18,298.89)	\$0.00	(\$147,570.19)	(\$55,123.81)		(\$175,603.87)
Grand Totals									
REVENUE TOTALS	5,000.00	.00	5,000.00	.00	.00	14,389.11	(9,389.11)	288%	8,963.25
EXPENSE TOTALS	206,444.00	1,250.00	207,694.00	18,298.89	.00	161,959.30	45,734.70	78%	184,567.12
Grand Totals	(\$201,444.00)	(\$1,250.00)	(\$202,694.00)	(\$18,298.89)	\$0.00	(\$147,570.19)	(\$55,123.81)		(\$175,603.87)



2018 BUDGET SUMMARY - COUNTY CLERK

Through 12/31/18
 Prior Fiscal Year Activity Included
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
FUND 11 - General									
REVENUE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 44101 - DANCE HALL LICENSES									
Licenses and Permits	1,475.00	.00	1,475.00	1,100.00	.00	1,850.00	(375.00)	125	2,125.00
PROGRAM 44101 - DANCE HALL LICENSES Totals	\$1,475.00	\$0.00	\$1,475.00	\$1,100.00	\$0.00	\$1,850.00	(\$375.00)	125%	\$2,125.00
PROGRAM 44202 - MARRIAGE LICENSES									
Licenses and Permits	9,500.00	.00	9,500.00	435.00	.00	10,595.00	(1,095.00)	112	11,325.00
PROGRAM 44202 - MARRIAGE LICENSES Totals	\$9,500.00	\$0.00	\$9,500.00	\$435.00	\$0.00	\$10,595.00	(\$1,095.00)	112%	\$11,325.00
PROGRAM 44203 - CONSERVATION LICENSES									
Licenses and Permits	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 44203 - CONSERVATION LICENSES Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
PROGRAM 44204 - DOMESTIC PARTNER LICENSE									
Licenses and Permits	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 44204 - DOMESTIC PARTNER LICENSE Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
PROGRAM 45200 - ANIMAL CARE RESTITUTION									
Fines, Forfeits, and Penalties	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 45200 - ANIMAL CARE RESTITUTION Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
PROGRAM 46110 - CLERK FEES									
Public Charges for Services	5,000.00	.00	5,000.00	171.84	.00	5,899.94	(899.94)	118	3,694.00
PROGRAM 46110 - CLERK FEES Totals	\$5,000.00	\$0.00	\$5,000.00	\$171.84	\$0.00	\$5,899.94	(\$899.94)	118%	\$3,694.00
PROGRAM 46112 - PASSPORT REVENUE									
Public Charges for Services	14,000.00	.00	14,000.00	1,960.00	.00	21,275.00	(7,275.00)	152	15,700.00
PROGRAM 46112 - PASSPORT REVENUE Totals	\$14,000.00	\$0.00	\$14,000.00	\$1,960.00	\$0.00	\$21,275.00	(\$7,275.00)	152%	\$15,700.00
DEPARTMENT 09 - COUNTY CLERK Totals	\$29,975.00	\$0.00	\$29,975.00	\$3,666.84	\$0.00	\$39,619.94	(\$9,644.94)	132%	\$32,844.00
REVENUE TOTALS	\$29,975.00	\$0.00	\$29,975.00	\$3,666.84	\$0.00	\$39,619.94	(\$9,644.94)	132%	\$32,844.00
EXPENSE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 51410 - COUNTY CLERK									
Personal Services	211,695.00	.00	211,695.00	24,307.14	.00	225,132.95	(13,437.95)	106	205,933.56
Contractual Services	175.00	.00	175.00	25.17	.00	207.48	(32.48)	119	185.12
Supplies and Expense	10,400.00	.00	10,400.00	808.97	.00	8,691.19	1,708.81	84	9,981.67
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 51410 - COUNTY CLERK Totals	\$222,270.00	\$0.00	\$222,270.00	\$25,141.28	\$0.00	\$234,031.62	(\$11,761.62)	105%	\$216,100.35
DEPARTMENT 09 - COUNTY CLERK Totals	\$222,270.00	\$0.00	\$222,270.00	\$25,141.28	\$0.00	\$234,031.62	(\$11,761.62)	105%	\$216,100.35
EXPENSE TOTALS	\$222,270.00	\$0.00	\$222,270.00	\$25,141.28	\$0.00	\$234,031.62	(\$11,761.62)	105%	\$216,100.35



2018 BUDGET SUMMARY - COUNTY CLERK

Through 12/31/18
 Prior Fiscal Year Activity Included
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
FUND 11 - General Totals									
REVENUE TOTALS	29,975.00	.00	29,975.00	3,666.84	.00	39,619.94	(9,644.94)	132%	32,844.00
EXPENSE TOTALS	222,270.00	.00	222,270.00	25,141.28	.00	234,031.62	(11,761.62)	105%	216,100.35
FUND 11 - General Totals	(\$192,295.00)	\$0.00	(\$192,295.00)	(\$21,474.44)	\$0.00	(\$194,411.68)	\$2,116.68		(\$183,256.35)
Grand Totals									
REVENUE TOTALS	29,975.00	.00	29,975.00	3,666.84	.00	39,619.94	(9,644.94)	132%	32,844.00
EXPENSE TOTALS	222,270.00	.00	222,270.00	25,141.28	.00	234,031.62	(11,761.62)	105%	216,100.35
Grand Totals	(\$192,295.00)	\$0.00	(\$192,295.00)	(\$21,474.44)	\$0.00	(\$194,411.68)	\$2,116.68		(\$183,256.35)



2018 BUDGET SUMMARY - ELECTIONS

Through 12/31/18
 Prior Fiscal Year Activity Included
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
FUND 11 - General									
REVENUE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 43512 - VOTING EQUIPMENT GRANT									
Intergovernmental Revenues	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 43512 - VOTING EQUIPMENT GRANT Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
PROGRAM 46114 - BALLOT PRINTING & PROGRAMMING									
Public Charges for Services	6,000.00	.00	6,000.00	822.79	.00	5,059.20	940.80	84	8,994.46
PROGRAM 46114 - BALLOT PRINTING & PROGRAMMING Totals	\$6,000.00	\$0.00	\$6,000.00	\$822.79	\$0.00	\$5,059.20	\$940.80	84%	\$8,994.46
PROGRAM 46115 - VOTER REGISTRATION FEES									
Public Charges for Services	7,000.00	.00	7,000.00	.00	.00	11,550.00	(4,550.00)	165	6,450.00
PROGRAM 46115 - VOTER REGISTRATION FEES Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$11,550.00	(\$4,550.00)	165%	\$6,450.00
PROGRAM 46116 - ELECTION RECOUNT									
Public Charges for Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 46116 - ELECTION RECOUNT Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
PROGRAM 49309 - FUND BALANCE-ASSIGNED									
Other Financing Sources	32,669.00	.00	32,669.00	.00	.00	.00	32,669.00	0	.00
PROGRAM 49309 - FUND BALANCE-ASSIGNED Totals	\$32,669.00	\$0.00	\$32,669.00	\$0.00	\$0.00	\$0.00	\$32,669.00	0%	\$0.00
DEPARTMENT 09 - COUNTY CLERK Totals	\$45,669.00	\$0.00	\$45,669.00	\$822.79	\$0.00	\$16,609.20	\$29,059.80	36%	\$15,444.46
REVENUE TOTALS	\$45,669.00	\$0.00	\$45,669.00	\$822.79	\$0.00	\$16,609.20	\$29,059.80	36%	\$15,444.46
EXPENSE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 51420 - ELECTIONS									
Personal Services	290.00	.00	290.00	64.59	.00	290.66	(.66)	100	113.03
Contractual Services	110,000.00	.00	110,000.00	.00	.00	101,152.62	8,847.38	92	31,994.57
Supplies and Expense	13,250.00	.00	13,250.00	501.46	.00	10,038.10	3,211.90	76	3,783.45
Grants, Contributions, Indemnities & Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Cost Reallocations	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 51420 - ELECTIONS Totals	\$123,540.00	\$0.00	\$123,540.00	\$566.05	\$0.00	\$111,481.38	\$12,058.62	90%	\$35,891.05
DEPARTMENT 09 - COUNTY CLERK Totals	\$123,540.00	\$0.00	\$123,540.00	\$566.05	\$0.00	\$111,481.38	\$12,058.62	90%	\$35,891.05
EXPENSE TOTALS	\$123,540.00	\$0.00	\$123,540.00	\$566.05	\$0.00	\$111,481.38	\$12,058.62	90%	\$35,891.05
FUND 11 - General Totals									
REVENUE TOTALS	45,669.00	.00	45,669.00	822.79	.00	16,609.20	29,059.80	36%	15,444.46



2018 BUDGET SUMMARY - ELECTIONS

Through 12/31/18
 Prior Fiscal Year Activity Included
 Detail Listing

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE TOTALS	123,540.00	.00	123,540.00	566.05	.00	111,481.38	12,058.62	90%	35,891.05
FUND 11 - General Totals	(\$77,871.00)	\$0.00	(\$77,871.00)	\$256.74	\$0.00	(\$94,872.18)	\$17,001.18		(\$20,446.59)
Grand Totals									
REVENUE TOTALS	45,669.00	.00	45,669.00	822.79	.00	16,609.20	29,059.80	36%	15,444.46
EXPENSE TOTALS	123,540.00	.00	123,540.00	566.05	.00	111,481.38	12,058.62	90%	35,891.05
Grand Totals	(\$77,871.00)	\$0.00	(\$77,871.00)	\$256.74	\$0.00	(\$94,872.18)	\$17,001.18		(\$20,446.59)



2018 BUDGET SUMMARY - ALL OTHER PROGRAMS

Through 12/31/18

Prior Fiscal Year Activity Included

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
FUND 11 - General									
EXPENSE									
DEPARTMENT 09 - COUNTY CLERK									
PROGRAM 51540 - RISK MANAGEMENT									
Supplies and Expense	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fixed Charges	126,080.00	.00	126,080.00	(4,986.91)	.00	118,498.47	7,581.53	94	133,456.13
PROGRAM 51540 - RISK MANAGEMENT Totals	\$126,080.00	\$0.00	\$126,080.00	(\$4,986.91)	\$0.00	\$118,498.47	\$7,581.53	94%	\$133,456.13
PROGRAM 52220 - FIRE SUPPRESSION									
Contractual Services	2,000.00	.00	2,000.00	1,446.25	.00	1,446.25	553.75	72	333.75
PROGRAM 52220 - FIRE SUPPRESSION Totals	\$2,000.00	\$0.00	\$2,000.00	\$1,446.25	\$0.00	\$1,446.25	\$553.75	72%	\$333.75
PROGRAM 52221 - COURTHOUSE SECURITY									
Contractual Services	.00	137,944.00	137,944.00	.00	.00	52,527.00	85,417.00	38	3,061.41
PROGRAM 52221 - COURTHOUSE SECURITY Totals	\$0.00	\$137,944.00	\$137,944.00	\$0.00	\$0.00	\$52,527.00	\$85,417.00	38%	\$3,061.41
PROGRAM 55110 - GRANTS TO LIBRARIES									
Grants, Contributions, Indemnities & Other	1,001,292.00	.00	1,001,292.00	.00	.00	1,001,292.00	.00	100	984,617.00
PROGRAM 55110 - GRANTS TO LIBRARIES Totals	\$1,001,292.00	\$0.00	\$1,001,292.00	\$0.00	\$0.00	\$1,001,292.00	\$0.00	100%	\$984,617.00
PROGRAM 55112 - O W L S									
Grants, Contributions, Indemnities & Other	5,000.00	.00	5,000.00	.00	.00	5,000.00	.00	100	5,000.00
PROGRAM 55112 - O W L S Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	100%	\$5,000.00
PROGRAM 56300 - EAST CENTRAL WI REG PLAN									
Supplies and Expense	64,681.00	.00	64,681.00	.00	.00	64,680.77	.23	100	64,266.86
PROGRAM 56300 - EAST CENTRAL WI REG PLAN Totals	\$64,681.00	\$0.00	\$64,681.00	\$0.00	\$0.00	\$64,680.77	\$0.23	100%	\$64,266.86
PROGRAM 56700 - WAUPACA CNTY ECO DEV CORP									
Grants, Contributions, Indemnities & Other	76,410.00	.00	76,410.00	.00	.00	76,410.00	.00	100	76,410.00
PROGRAM 56700 - WAUPACA CNTY ECO DEV CORP Totals	\$76,410.00	\$0.00	\$76,410.00	\$0.00	\$0.00	\$76,410.00	\$0.00	100%	\$76,410.00
PROGRAM 56710 - NORTH CENTRAL ITBEC BOARD									
Grants, Contributions, Indemnities & Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
PROGRAM 56710 - NORTH CENTRAL ITBEC BOARD Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
DEPARTMENT 09 - COUNTY CLERK Totals	\$1,275,463.00	\$137,944.00	\$1,413,407.00	(\$3,540.66)	\$0.00	\$1,319,854.49	\$93,552.51	93%	\$1,267,145.15
EXPENSE TOTALS	\$1,275,463.00	\$137,944.00	\$1,413,407.00	(\$3,540.66)	\$0.00	\$1,319,854.49	\$93,552.51	93%	\$1,267,145.15
FUND 11 - General Totals									
EXPENSE TOTALS	1,275,463.00	137,944.00	1,413,407.00	(3,540.66)	.00	1,319,854.49	93,552.51	93%	1,267,145.15
FUND 11 - General Totals	(\$1,275,463.00)	(\$137,944.00)	(\$1,413,407.00)	\$3,540.66	\$0.00	(\$1,319,854.49)	(\$93,552.51)		(\$1,267,145.15)
Grand Totals									
EXPENSE TOTALS	1,275,463.00	137,944.00	1,413,407.00	(3,540.66)	.00	1,319,854.49	93,552.51	93%	1,267,145.15
Grand Totals	(\$1,275,463.00)	(\$137,944.00)	(\$1,413,407.00)	\$3,540.66	\$0.00	(\$1,319,854.49)	(\$93,552.51)		(\$1,267,145.15)

Consider for 2020 Budget

Why?

- Currently created and updated by each individual department with much of Corporation Counsel time.
- Not searchable for citizen
- Not searchable for staff to reference or research
- Not cross checked against each other, stats checks, uniform etc.

What companies provide this service?

- Municode (samples: Fond du Lac County, Lincoln County, Outagamie County)
- General Code (samples: Pierce County, Price County, City of Manawa, City of Marion)

What Services, Cost, Pros/Cons?

- Municode Recodification (1X Cost, 10-12 month process) \$15,950
- General Code Codification (1X Cost, 12-18 month process) \$11,957 (can change if we add any after Chapter 51)
- Municode Web Hosting \$550 per year. Cost extra per ordinance (\$35 or \$60) to post new items prior to per page price.
- General Code Web Hosting \$995 but don't have to pay to posting new items prior to adding to code for per page price. NOTE: After one year they remove posting if you don't add to your code via the per page price. See notes below. NOTE: Also have access to sample legislation from other Wisconsin clients when researching additions to ours.
- Municode Per Page Rate \$19, only pages that need to be updated plus supplement pages. They do NOT recodify these. Just add as you have passed
- General Code Per Page Rate \$18, only pages that need to be updated plus supplement pages. They DO recodify these. Rate good for 3 years.
- For either service, I would suggest budgeting \$3,000 a year after the recodification to cover web hosting and per page price which would allow for 111 to 128 pages until we have a better feel for how many pages each year are needed.

Any additional information you may want me to look into prior to budget request?

Would you like demo?



P.O. Box 2235 Tallahassee, FL 32316
municode.com • 800.262.2633

RECODIFICATION SERVICES WITH FULL-SERVICE SUPPLEMENTATION & WEBSITE HOSTING OR SELF-PUBLISHING SOFTWARE OPTIONS

WAUPACA COUNTY, WISCONSIN

March 11, 2019

Quote valid for 90 days



Self-Publishing Software

Municode as Total Code Administrator



Tracy Stevanov

Midwest Territory Account Manager

Phone 800-262-2633 ext. 1383

Email tstevanov@municode.com

PO Box 2235 Tallahassee, FL 32316



GovTech Top 100 Innovators in
2016, 2017 & 2018



CONNECTING YOU & YOUR COMMUNITY

LETTER OF INTEREST

March 11, 2019

Ms. Jill Lodewegen
County Clerk
County of Waupaca
811 Harding Street
Waupaca, WI 54981

via email: Jill.Lodewegen@co.waupaca.wi.us

Ms. Lodewegen:

Thank you for speaking with Midwest Territory Account Manager Tracy Stevanov regarding the recodification of the County's Code of Ordinances. This proposal will provide the scope of services and pricing for the recodification process, which will result in an official Code of Ordinances that is free from internal conflicts and inconsistencies, conforms to the laws of the State of Wisconsin, and is easily accessible in print and online to staff and citizens alike.

With over 67 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,500 municipalities throughout the United States and host over 3,500 municipal codes online. Our team of full-time experienced codification attorneys has created thousands of Codes of Ordinances for clients throughout the United States. For ongoing maintenance and online publication of the new Code, we specialize in both traditional full-service supplementation services with Municode as Total Code Administrator (**Option 1**) or our Self-Publishing Software service for in-house maintenance of the new Code (**Option 2**). Both options are summarized below.

★ **Option 1: Municode as Total Code Administrator**

We will publish and maintain the new Code as a Total Code Administrator. Following the recodification process, you can simply email all newly enacted legislation to Municode for supplementation by our team of legal editors and proofreaders. This option includes online publication in HTML format, giving you full access to the standard and premium features available on MunicodeNEXT. To see an online Code in Wisconsin that is administered in full by Municode, please see the Cudahy, WI Code:

https://library.municode.com/wi/cudahy/codes/code_of_ordinances

★ **Option 2: Municode Self-Publishing Software**

Our Self-Publishing Software enables clients to publish and maintain their Code of Ordinances and other desired publications online independently and in-house, with no printed copies of the Code necessary, although any sections may be exported in printable format. After the newly recodified Code is converted to Municode's Self-Publishing database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. Although the Self-Publishing Software option does not include the online features available via MunicodeNEXT, the Code will still be fully transparent and searchable with this option. To see an example of an online Code that is maintained and published via our Self-Publishing Software option, please visit the Alpine City, UT Code: <https://alpine.municipalcodeonline.com/#>

To start the recodification process, simply make your selections on pages 3-6 of this proposal and fill in and sign the signature page on page 7. In addition to email, Tracy can be reached at 800-262-2633 ext. 1383, and our Vice President of Client Services, Steffanie Rasmussen (800-262-2633 ext. 1148), also welcomes your call at any time. Thank you for the opportunity to submit this proposal. We look forward to speaking with you soon.

Sincerely,



Dale M. Barstow
Vice President of Sales
Phone: 800-262-2633 ext. 1225

EXECUTIVE SUMMARY

Recodification, Supplementation and Web Hosting

Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation:
MunicodeNEXT

★ **Recodification**\$15,950¹

Timeline10–12 months

The recodification base cost of \$15,950 is based on a 750 page, single column 10-point code (or 848 11-point single column pages or 938 12-point single column page.)

A full-time, Municode attorney will legally review the existing Code, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to other ordinances to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, state law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment. Following recodification, you can choose to have Municode update the Code through our supplement service and host on our website MunicodeNEXT or use our Self-Publishing Platform to update the Code in house.

Option 1: Municode as a Total Code Administrator:

★ **Supplement Service** (single column per page rate).....\$19²

Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

★ **Online hosting = MunicodeNEXT!**\$550³

The online code is only \$550 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,295 annually.

Option 2: Self-Publishing Software Platform⁴:

★ Conversion to Municode's Self-Publishing Platform **No charge**

★ Annual Online Software Licensing and Web Hosting Fee **\$3,700**

★ Online Code Hosting Fee for *additional* publications..... **\$295 per publication**

★ Conversion Timeline, post code adoption..... **4–6 weeks**

¹ Please see page 3 for additional pricing details

² Please see page 4 for additional pricing details.

³ Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

⁴ Please see page 6 for additional pricing details.

OPTION 1: SUPPLEMENTATION QUOTATION SHEET

Municode as Total Code Administrator

Supplement Service Base Page Rate¹⁰

Page Format	Base Page Rate
Single Column	\$19 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you¹¹
- ★ Updating electronic versions¹² and online code
- ★ Printing 3 copies

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics¹³ & tabular¹⁴ matter, each
- ★ MyMunicode or online code

**Actual
If applicable
\$10
Selections on page 5**

Electronic media options for Code of Ordinances (sent via download)¹⁵

- | | |
|---|--|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update |

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

¹⁰ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

¹¹ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹² We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹³ Includes printing of all copies.

¹⁴ Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹⁵ “delivery” is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

OPTION 1: WEBSITE HOSTING QUOTATION SHEET

Municode as Total Code Administrator (MunicodeNEXT Online Code)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of over 3,500 Codes on MunicodeNEXT [here](#). You can sign up to participate in one of our webinars [here](#) or view a pre-recorded version of the webinar [here](#).

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

STANDARD WEB HOSTING

- Online Code = MunicodeNEXT**, annually  **\$550**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- OrdBank** annually (or per ordinance)  **\$340 (\$35)**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually (or per ordinance) **\$440 (\$60)**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- CodeBank Compare + eNotify**¹⁶ annually  **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- MuniPRO** Service annually **\$295**
Search over 3,500 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- MuniDocs**¹⁷ annually, upgraded self-loading capabilities – *first 3 months of service free!* **\$350**¹⁸
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually. **\$1,295**¹⁹
Includes **MunicodeNEXT (Online Code)**, **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

RECOMMENDED ADDITIONAL SERVICES (See pages 17 & 18 to review additional services)

- MunicodeMEETINGS** Agenda Management Software, annually **\$4,000**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹⁶ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁷ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁸ Includes 25 GB storage. Quote for additional storage available upon request.

¹⁹ Total value if each item were to be purchased a la carte would be approximately \$1,585 per year with participation in our OrdBank service.

OPTION 2: SELF-PUBLISHING SOFTWARE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances, annually

\$3,700²⁰

The creation of the custom service/instance online enables users access to:

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates
- ★ Legislative History Tool
- ★ PDF Ordinance/Resolution Storage²¹
- ★ Automatic PDF Generation for backup/printing
- ★ Online Training and Customer Service
- ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP (Includes 3 hours training) **No Charge²²**

The conversion of an existing code/document to the online Self-Publishing platform empowers users to have a current code and focus on present/future changes. Includes up to 1,500 pages of Code material, additional pages will be converted at 50¢ per page. If Code material is less than 1,500 pages, the remaining page count balance may be applied toward the conversion of any additional publication *during the first 3 months of the Agreement term*. All converted material will be posted to a customer's platform within 4 to 6 weeks from our receipt of the applicable material, provided the material is in an editable electronic format. Conversion does not include renumbering services.

CODE UPDATE SERVICES, per ordinance/resolution page

\$18

During the initial Code conversion, additional material such as ordinances, resolutions, or policies can be added into any coded publication upon request.

SOFTWARE LICENSE, Additional publications, each, annually

\$295²³

- ★ Minutes (Council Minutes, Planning Commission Minutes, etc.)
- ★ Policies & Procedures (Employee Handbooks, Manuals, etc.)
- ★ Resolutions
- ★ Public Works, Cemetery, Sewer & Water, etc.
- ★ Construction Standards, Design Standards, etc.
- ★ Plans, (General Plan, Comprehensive Plan, etc.)
- ★ Charters, Museums, Airports, etc.

ADDITIONAL SERVICES AVAILABLE

- ★ Conversion, per additional publication (if added after the first 3 months) **\$1,000**
- ★ Code Update Services, *after* initial Code conversion, per hour **\$150²⁴**
- ★ Consultation Services, per hour **\$100²⁵**
- ★ Additional Training, per hour **\$150**
- ★ Onsite Training

Quote available upon request

RECOMMENDED ADDITIONAL SERVICE

(The perfect companion to our Self-Publishing Software service! Please see pages 17 & 18 for details)

- MunicodeMEETINGS** Agenda Management Software, annually **\$4,000**

Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

²⁰ Includes 5 user licenses. Quotes for additional user licenses available upon request. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI).

²¹ Data limitations may apply.

²² Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion fee, annual licensing fee and any additional applicable fees are payable upon completion of data conversion to Municode's database. All material for conversion to Municode's database must be received within 30 days of receipt of signed Agreement.

²³ Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

²⁴ Excludes legal services, Should legal services be desired, please contact us for a price quote.

²⁵ Excludes legal services. Can include codification training, amendments to signature setup, graphic design/digital imaging services, meeting attendance or special projects. Should legal services be desired, please contact us for a price quote.

SIGNATURE PAGE

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 County of Waupaca, Wisconsin.

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, if choosing Municode as a Total Code Administrator, the supplement and web hosting services shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice. If choosing Municode's Self-Publishing Software option for updating and maintaining the Code, a separate three year Software as a Service (SAAS) Agreement will be executed.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: *Dale M Barstow*

Title: Dale M. Barstow, Vice President of Sales

Date: March 11, 2019

Accepted by:

COUNTY OF WAUPACA, WISCONSIN

By: _____

Title: _____

Date: _____

Code Update and Online Publishing Services (decision required on or before recodification conference)

OPTION 1: Municode as Total Code Administrator

OPTION 2: Municode Self-Publishing Software

COMPANY PROFILE

History, Mission, and Team

With over 67 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-seven years and partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.

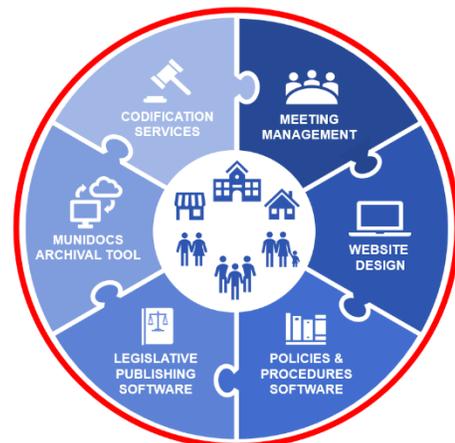
Our Vision: Simple, Seamless Integration

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



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

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



SCOPE OF SERVICES RECODIFICATION SERVICES (WITH OPTIONS 1 & 2)

Recodification & Republication Summary

During the recodification process, the attorney assigned to your project will organize and examine every Chapter, Title and Section of your Code in order to ensure that it is free from internal conflicts and inconsistencies and conforms to the laws of the State of Wisconsin. Your Municode attorney will be available to consult with you and your staff at any time during the recodification 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.

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

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to other ordinances in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

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

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification process simple and smooth for you.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal 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.

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.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) 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.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft 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. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the recodification.

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, 3-post leatherette binders (with 4 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.

The time frame for completion of the recodification and republication project is within **10 to 12 months**, excepting any delays occasioned by your municipality.

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

Recodification and Republication

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly recodified code.

OPTION 1: SUPPLEMENT & WEBSITE HOSTING SERVICES

Municode as Total Code Administrator – Supplement Services

Our supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. All you need to do is to email us your newly enacted legislation, and we do the rest. Printed and/or electronic Supplements can be provided on the schedule of your choice, and in print, Word, PDF and/or Folio formats. **A recent analysis of our 2018 printed supplement Services indicated an editorial error rate of less than .1%**, which is made possible by our attention to detail and strict quality control checks.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide “always up to date” **electronic update services within 10 to 15 days** at the same per page rate as printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement at no additional cost. We can provide copies of supplements (or the entire code) in either print or electronic format within 3 days of your request (unless a supplement is currently in process), not including any shipment time needed for printed copies. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as “Adopted Legislation not yet Codified”.
2. Editorial Review – Our editorial team will review all material submitted to determine whether the material should be included in your code; where it should be placed; whether it conflicts with existing code format; what material should be removed; whether history notes should be added; what tables will be updated and whether the Table of Contents in the front or at the Chapter/Title level should be amended. If any significant issues are noted, we will contact you for clarification. No substantive changes to your legislation will be made, however minor typographical errors will be corrected as needed. Any questions or inconsistencies will be brought to your attention.
3. Indexing –Our indexing team will index and cross-reference new material in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that it is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again, line by line to ensure that the improvements made were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – Your online code will be updated within 1 to 2 days of shipping or uploading the supplement. You will be notified via email that the website has been updated. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Municode as Total Code Administrator – Website Hosting via MunicodeNEXT

Our Code hosting platform, MunicodeNEXT, includes both standard and premium features, as described in **Attachment A**. These features provide a wide variety of additional capabilities for the research and navigation of your Code, as well as for preserving its history. Regardless of the option you choose, your Code can be published online via MunicodeNEXT. However, MunicodeNEXT online features are only available with Municode as Total Code Administrator, as they require that the Code be posted in compatible HTML format following conversion and republication.

With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,500 Codes hosted on MunicodeNEXT: <https://library.municode.com/>.

Our web application is WCAG 2.0 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, and Chrome 18 or later. macOS®: Safari™ 5.0 or later, Firefox 3.6 or later, Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

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

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.0.

MunicodeNEXT Premium Feature Summary

- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A “modified,” “removed” or “added” badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdLink** will create highlights within your online code to help users identify what ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniDocs** will enable you to send us your Minutes, Agendas, Policies, Procedures, etc. and have us upload the material right alongside your code for quick and easy access.
- ★ **MuniPRO** allows you to search over 3,500 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

OPTION 2: SELF-PUBLISHING SOFTWARE SERVICES

Self-Publishing Software Services

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and “in-house”, using your staff in lieu of Municode’s team of Legal Editors and Legal Proofreaders to edit and update the Code.

Our Self-Publishing Software service puts the maintenance of the Code directly into our client’s hands and is equipped with all of the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your Code, You Publish

The self-publishing process begins with converting your newly adopted Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance in updating the online Code at any future point in time, as indicated on the *Price Quotation Sheet*. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request.

After your Code is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically-generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

SELF-PUBLISHING SOFTWARE FEATURES



Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.



Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include: ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.



Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.



Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.



Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!



Search & Browse Features

- ★ Cross-reference linking
- ★ Citations in context of legislation
- ★ Shareable link to any title, chapter, article, division, or section
- ★ Search by keyword, and within specific areas of the code



PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.



Desktop, Mobile Friendly

All of our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all mobile devices through the browser, as well as have native iOS and Android apps to download which include the ability to add Favorites & Bookmarks. Mobile optimized (no pinch & zoom) & ADA compliant.



Branding, Theming

Each municipality can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your code. We also include an array of analytics that will show you how your citizens use your books including commonly accessed resources.



Host Additional Searchable Publications

Some cities and towns use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.



Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish develop themselves professionally and become favored by municipal governments throughout the country.



Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.



Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! All customers can easily upload all supporting documentation and images such the original legislation, ordinances, resolutions, zoning maps, documents, etc.



Print-friendly

Download online code as PDF File, enabling print or backup

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

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

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.

[Request MunicodeWEB Demo/Proposal](#)

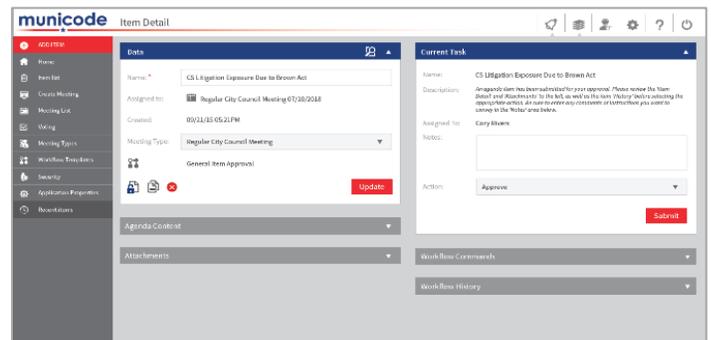


Meeting and Agenda Management

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

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.



[Request MunicodeMEETINGS Demo/Proposal \(see pricing pages 5 & 6\)](#)

Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

[Request Point and Pay Demo/Proposal](#)

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.

JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.



[Request MCCi Demo/Proposal](#)

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



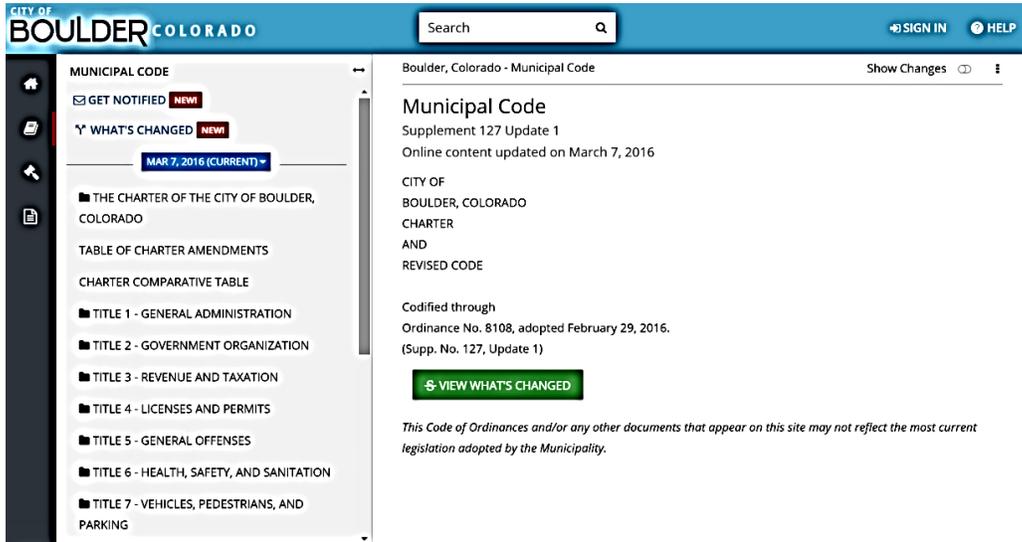
[Request enCodePlus™ Demo/Proposal](#)

MunicodeNEXT Standard & Premium Features

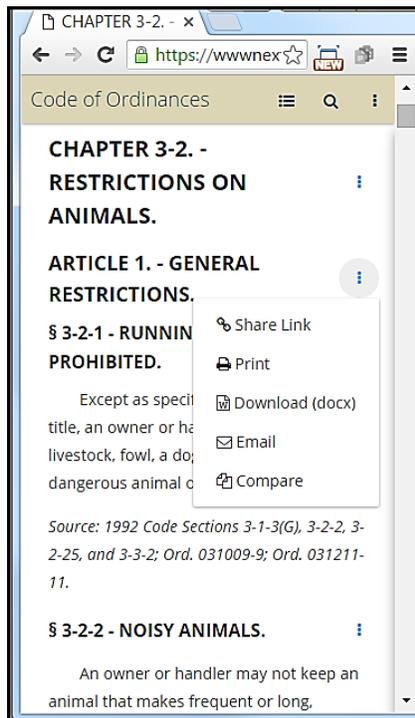
(not available with Self-Publishing Software)

Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



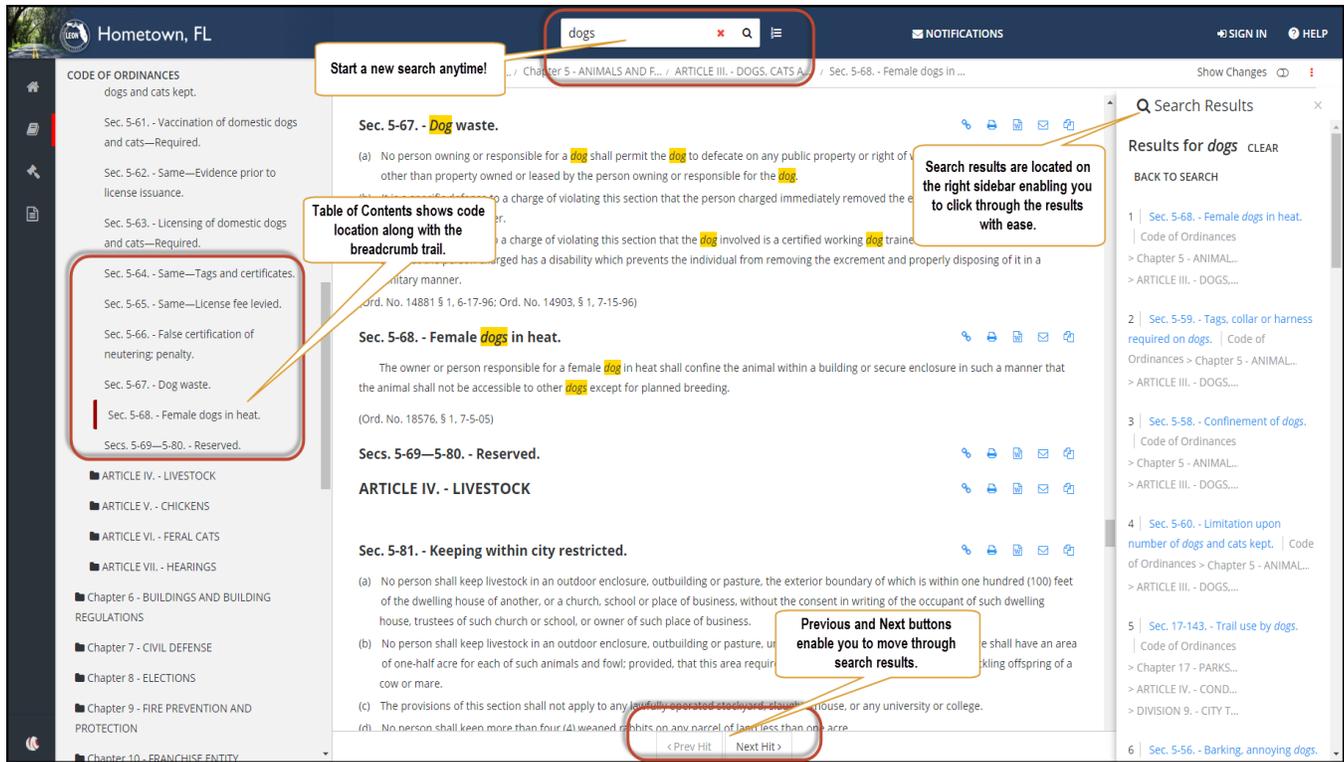
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



Standard Features of MunicodeNEXT

Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

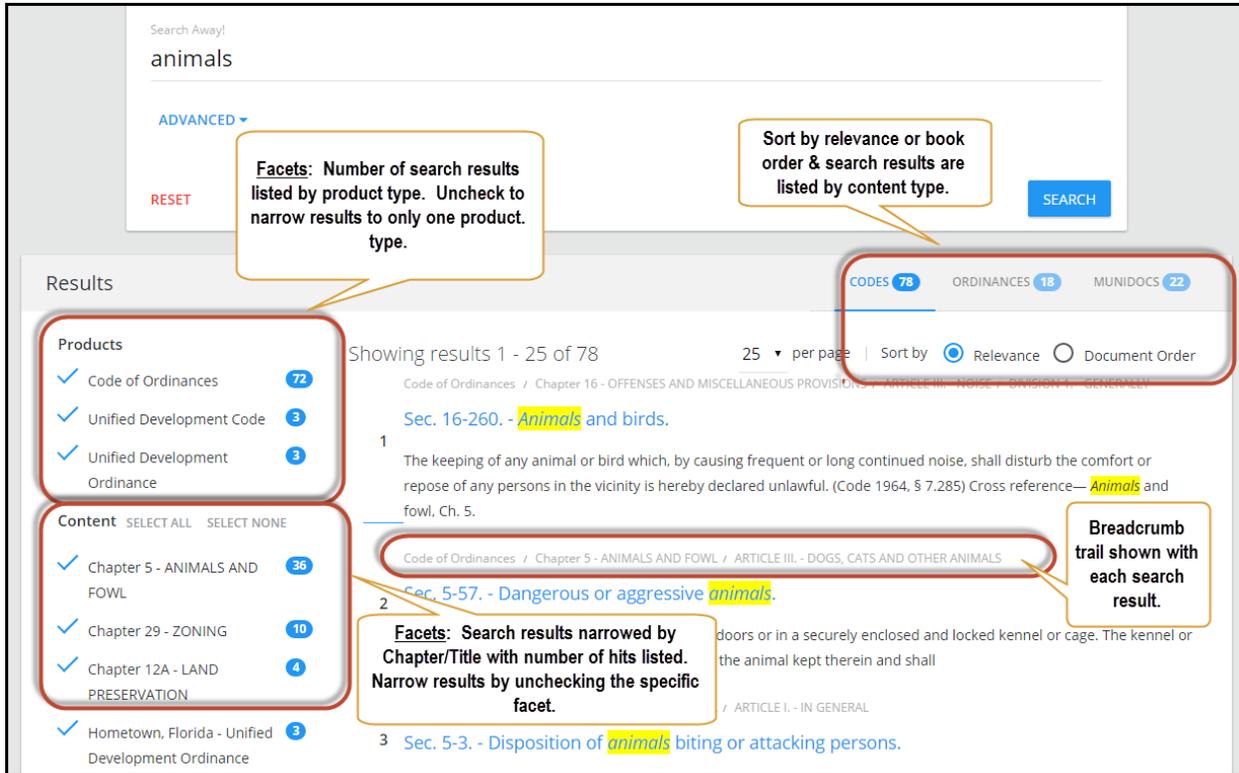
Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

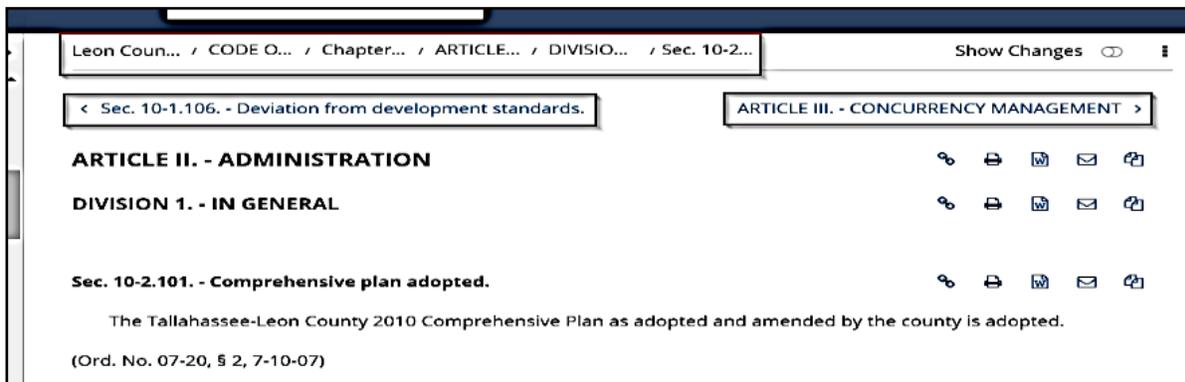
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT 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.

Standard Features of MunicodeNEXT



Search enhancements provided with our latest website upgrade include (see screenshot above):

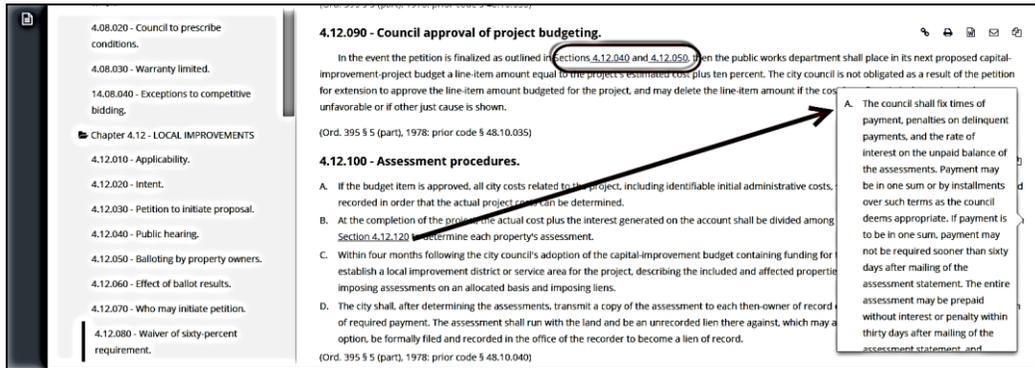
Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **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 simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

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 to create a link from your GIS system to relevant Code sections.

In-line Images & 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. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

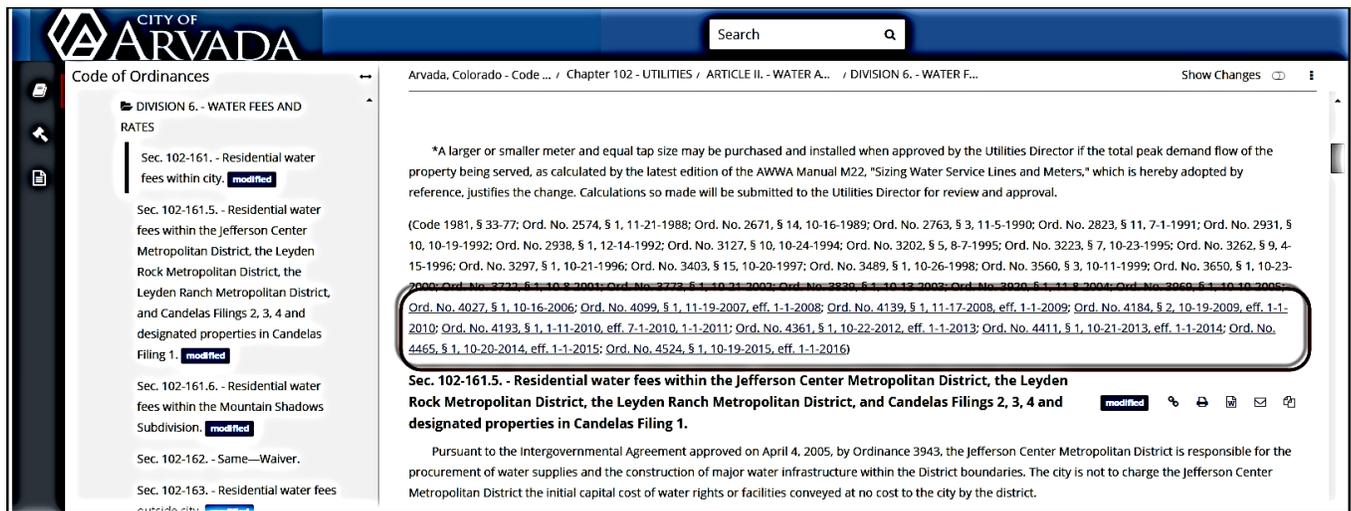
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

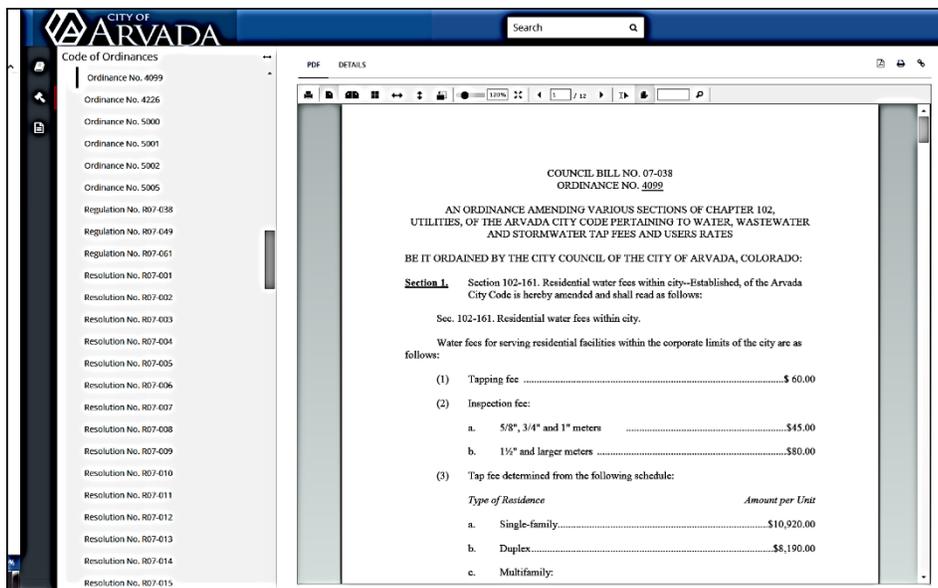
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

Hyperlinked ordinance in text)

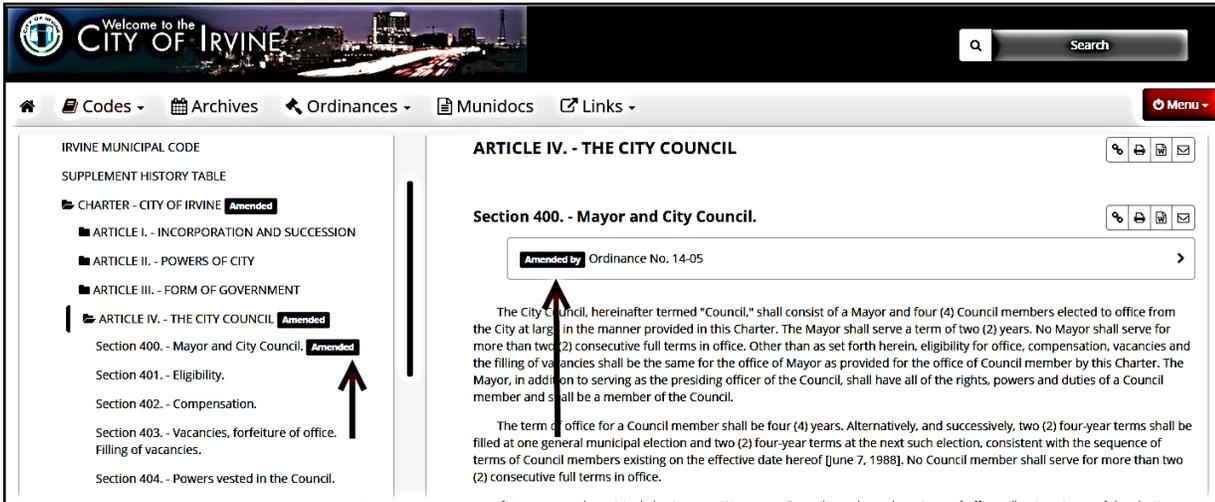


(One-Click access to the original ordinance in the OrdBank Repository)



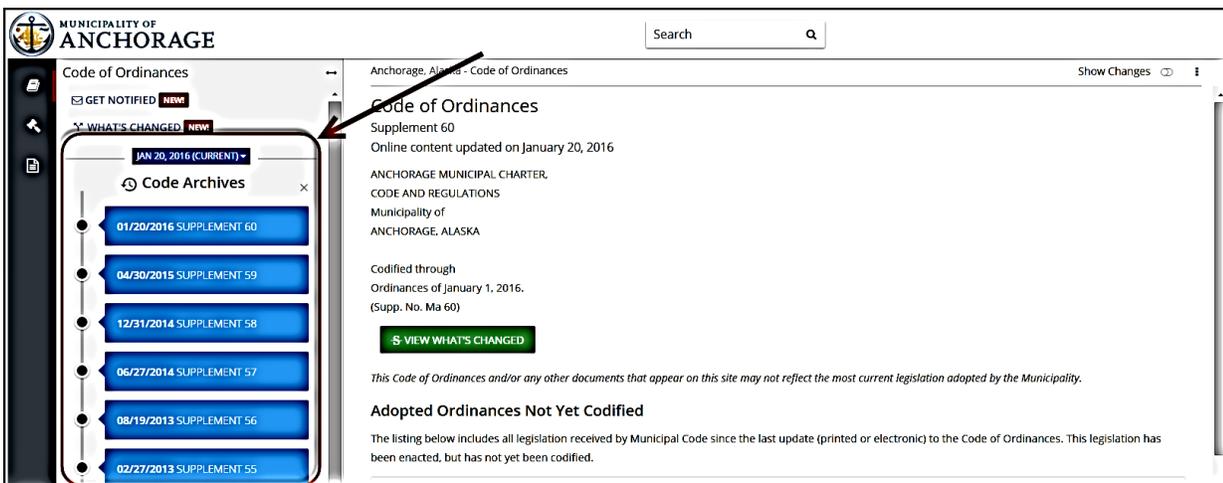
Premium Features of MunicodeNEXT

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into 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.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. 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 that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update. **eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated.

Premium Features of MunicodeNEXT

This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

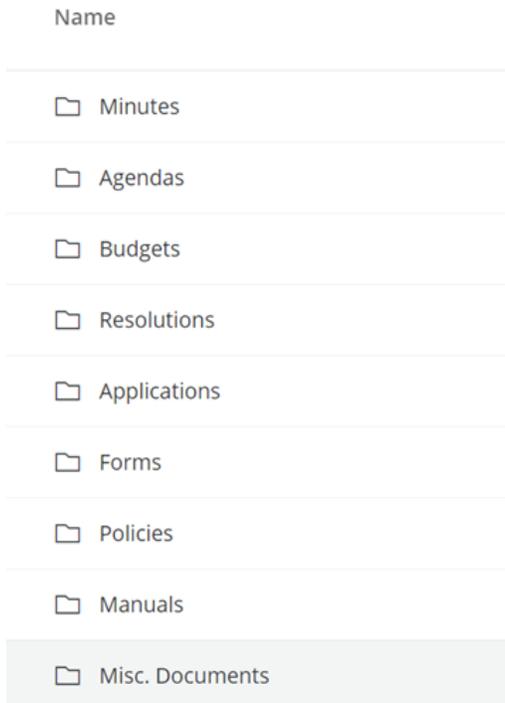
Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

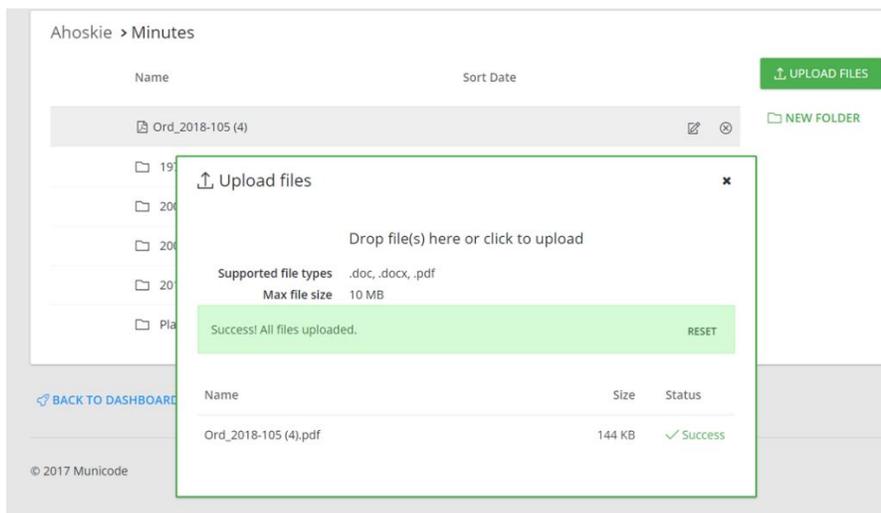
(Show changes button and a custom banner are shown below)

Premium Features of MunicodeNEXT

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



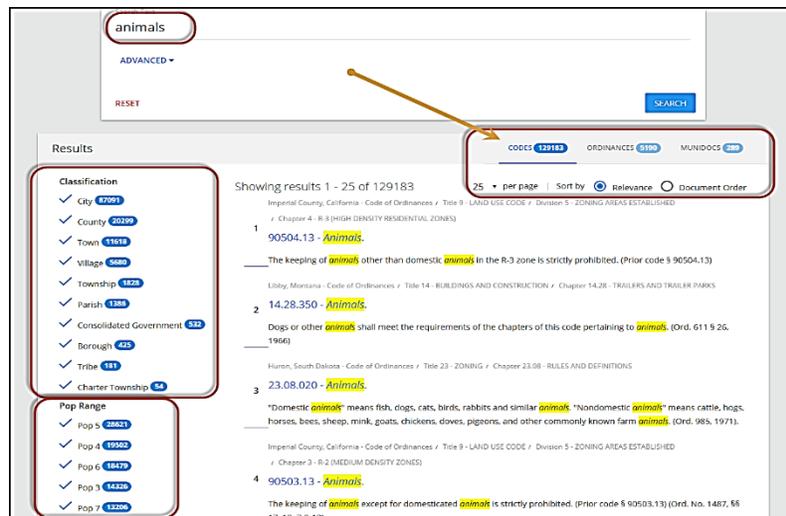
Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents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



Premium Features of MunicodeNEXT

MuniPRO. MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. 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. Drafts 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.



GENERAL CODE

A Member of the ICC Family of Companies



Proposal for Codification Services

PREPARED FOR:

Waupaca County, Wisconsin

PREPARED BY:

MARCIA CLIFFORD, ESQ.
CODIFICATION ACCOUNT MANAGER
mclifford@generalcode.com
800.836.8834

DATE:

April 26, 2019
(Valid for six months)



A Member of the ICC Family of Companies

April 26, 2019

Jill Lodewegen
Clerk, Waupaca County
811 Harding Street
Waupaca, WI 54981

Dear Ms. Lodewegen,

General Code is delighted to present Waupaca County with this proposal for codification services. As detailed in the enclosed proposal, our custom solution incorporates General Code's state-specific knowledge, innovative technology and experienced staff to assemble Waupaca County's laws into a Code that is accurate, enforceable and easily accessible by the County's constituents and broader community.

As an experienced codifier that has served communities and municipal staff for over a half century, General Code's unique knowledge of local government drives us to create better codification solutions and technology that are grounded in municipal input, and support both the current and future needs of your community. Our collaborative approach leverages our team's unique understanding of codification and combines your feedback with our cutting-edge technology – such as our online Code platform, *eCode360*[®] – to transform the way municipal officials and citizens access and share Code information.

Beyond the numbers and strategies presented in this proposal, we offer the County a long-standing commitment to creating community-focused solutions, coupled with our core values, including integrity, personal responsibility and honest care and concern for local governments and the communities they serve. Throughout the codification process, our Wisconsin-based Staff Attorney and Account Manager, Marcia Clifford, will be available to meet with you and answer any questions the County may have.

We are committed to helping Waupaca County experience a higher standard of codification.

As a member of the International Code Council family of companies, General Code and the ICC are proud to provide robust Code solutions that benefit the community, encourage economic growth, and help the County save time and resources.

We look forward to serving your community.

Sincerely,

Handwritten signature of Cristina LoVerde in black ink.

Cristina LoVerde
Vice President of Sales & Marketing

Handwritten signature of Marcia Clifford in black ink.

Marcia Clifford
Codification Account Manager

Experience the Higher Standard. Explore the Possibilities.



Table of Contents

Executive Summary	2
Recommended Solution for Waupaca County	4
Project Materials.....	8
The General Code Codification Process	9
eCode360® MapLink™ powered by ZoningHub™ (Optional) ..	13
Investment Details and Options.....	14
Performance and Payment Schedule.....	16
Authorization and Agreement.....	17
Appendix	18
Your General Code Team.....	18
Wisconsin Communities We Serve	19
Municipal Contacts	20
Online Solutions to Better Serve the Public.....	21
Visual Zoning™	25
Formatting & Style	26
Ongoing Code Maintenance	29



Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to organize Waupaca County's legislation into a Code that is a useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the County achieve its goals. Full solution details are listed in the Recommended Solution section on page 4 of this proposal.

Situation Analysis

Waupaca County codified its legislation several years ago, and County staff have been maintaining the Code of Ordinances since then; however, the Code has not undergone a comprehensive review in some time. As a result, your community may not be able to easily find some of the County's laws, and your legislation may contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant state statutes.

It is our understanding that the County would like to codify its legislation, including a comprehensive review, to include all legislation of a general and permanent nature through August 21, 2018 (Chapter 51). This process would ensure that legislation is up-to-date and is in line with state statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The County would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

Our Solution

Our comprehensive codification solution for Waupaca County includes:

- > **An Editorial and Legal Analysis and codification of existing materials**
This process will identify conflicts, redundancies and inconsistencies in your legislation and enable you to incorporate the necessary revisions to assemble a Code that is enforceable and fully complies with state statutes
- > **An online Code housed on our innovative *eCode360* platform**
Created for a variety of users, *eCode360* will make the complete text of your Code available online in a format that is easy for your community to use and is fully searchable

- > **3 custom printed Code books, with an option for additional printed volumes**
We will provide you with 3 fully customized print copies of your new Code, with additional copies as requested
- > **An Interactive Zoning Map using *eCode360* MapLink™ (Optional)**
Using the County’s Zoning Code in *eCode360* and the City’s existing GIS shape files, we will create an interactive Zoning Map that municipal staff, business and property owners, and the community can easily search to find essential Zoning information, such as dimensional requirements, allowable uses, and zoning districts, to answer the questions, “Where can I open my business?” and “What can I do with my property?”

Solution Benefits

General Code currently serves over 3,000 municipalities across the United States and Canada, including 169 in Wisconsin. Based on over a half century of experience working with local governments, we understand the needs and challenges of communities like yours as well as the importance of collaborating throughout the codification process. A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Waupaca County’s legislation enforceable
3. Improve transparency with constituents
4. Save Waupaca County’s staff time and resources by empowering constituents to find Code information independently

Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to do their jobs and to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

Waupaca County’s Investment

The price of General Code’s recommended solution will be \$11,957.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 14.



Recommended Solution for Waupaca County

Based on our discussions with the County, we have put together a collaborative codification solution built for your community's specific needs. In addition to having years of codification experience, our staff is uniquely qualified to serve your community, based on backgrounds in municipal law, code enforcement, zoning and planning, information technology, and government administration. Our recommended solution includes the following services from General Code:

1. Deliver a Code

General Code will provide the County with a Code that is clear, enforceable, and easy for your community to access and use. During the codification process, we will include all legislation of a general and permanent nature through August 21, 2018 (Chapter 51), and organize it to logically accommodate different types of legislation. We will also convert your Code into XML format to make your Code information fully searchable online and easy to update.

2. Provide an Editorial and Legal Analysis

Our project team will do a thorough review and analysis of your legislation and provide recommendations for assembling a Code that is clear, reliable and enforceable. The Editorial and Legal Analysis workbook contains specific questions compiled by your Code consultant while reviewing the County's legislation. These questions highlight errors, inconsistencies and other issues that may affect the accuracy, clarity and enforceability of your final Code. The Editorial and Legal Analysis workbook guides your stakeholders to make decisions about revisions to the legislation. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the County officials and the County Attorney.

Your Online Review Tool, *eCode360 Code Review*

eCode360 Code Review will be a helpful resource as you review the Editorial and Legal Analysis, enabling you to reference and search relevant Code sections online to answer questions and work through conflicts, duplications and inconsistencies within the Code.

3. Publish a Secure Online Code with *eCode360*

eCode360 is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Waupaca County's citizens, staff and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

***eCode360* Benefits:**

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource so that Code users can find information in one place

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features that let your community members easily access, search and share Code sections with incredible speed and precision

Always up-to-date—General Code will update your *eCode360* site with each supplement to your Code. This saves your staff time while ensuring that your Code information is always accurate and enforceable and available to your constituents

A trusted, “go-to” resource—Empower your staff to answer frequently asked questions with clarity and confidence—even before they are asked

Always evolving—We push the boundaries of what is possible with our *eCode360* platform by consistently releasing innovative functionality based on communities' needs

User Benefits:

Constituents—Members of your community have 24/7 access to research topics and find information on their own, saving phone calls and trips to the County offices

Clerk/Secretary—*eCode360* allows staff to better serve your community by simplifying information searches to give constituents fast and accurate answers to Code questions

Planner/Developer— *eCode360* provides a clear view of existing situations and makes it easier to determine the impact of proposed changes and amendments on development and growth initiatives

Attorney—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities are enforcing



Service Level included in this Project: **Standard**

	<i>eCode360</i> Lite	Standard <i>eCode360</i>	Premium <i>eCode360</i>
Annual Maintenance Fee	\$695	\$995	\$1,195
New Laws	X	X	X
Easy and Flexible Searching	X	X	X
Dynamic Table of Contents	X	X	X
Email or Share Links	X	X	X
Printing	X	X	X
Bookmarking Searches	X	X	X
Archive View	X	X	X
"Sticky" Table Headers	X	X	X
Administrative Tools	X	X	X
Translate	X	X	X
<i>eCode360</i> Search App	X	X	X
Linked New Laws		X	X
Public and Private Notes		X	X
Sample Legislation (Multicode Search)		X	X
Download to Word		X	X
Download to PDF			X
New Laws Indicator			X
Customizable Titles			X
eAlert			X
Public Documents Module			X

For more information about *eCode360* and the service levels we offer, see page 23.

4. Publish a Custom Printed Code

General Code will publish 3 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also emboss the County’s Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of tab dividers for individual customization and will also be serial-numbered for easy identification.

5. *eCode360*® MapLink™ powered by ZoningHub™ (Optional)

In 2018, General Code introduced a solution to improve transparency and accessibility to the most active part of your Code – Zoning. *eCode360* MapLink makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community’s Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. MapLink users can click on a map to view details about permitted uses and answer questions such as, “Where can I open my business?” and “What can I do with my property?”

With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in Waupaca County, which can help grow your community.

6. Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the County keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

For more information about General Code's Supplementation Services, see page 29.



Project Materials

Source Materials

Waupaca County has provided General Code with the following documents, which will be used as the source materials for the codification project:

- > Waupaca County's General Code of Ordinances, adopted from December 17, 1985 through August 21, 2018 (Chapter 51), as downloaded from the County's website on April 8, 2019
- > Uncodified Subdivision Ordinance (Chapter 37), as revised April 20, 2016, as downloaded from the County's website on April 8, 2019
- > Uncodified Zoning Ordinance (Chapter 34), effective May 24, 2018, as downloaded from the County's website on April 8, 2019

Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. We request that Waupaca County set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.



The General Code Codification Process

Our goal is to organize your legislation into a systematized, clean format, designed to provide you and your community with an easy-to-understand, simple-to-reference, and logically indexed Code.

We Know Your Community

Our Code consultants have an average of 15 years building and maintaining Codes and have helped develop Codes for more than 169 communities across Wisconsin. This state-specific knowledge gives us an understanding of the shared history, values and concerns of your area, helping us better work with you to build a Code that reflects the values of your community.

We Include You in the Process

The project workflow that General Code has developed is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

Process Outline

Beginning a Code Project

To begin the project, the County shall provide the source materials for the new Code. For more detail, see the source materials listed on page 8.

Project Launch

At the beginning of the project, General Code will consult with Waupaca County's designated contact person to review the project generally and to clarify any initial questions for both General Code and the County.

Organizational Analysis

During this phase, we will prepare an Organizational Analysis of your legislation for the the County to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The County will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

Manuscript

As needed, we will prepare a Manuscript using the materials provided by the County. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

Editorial and Legal Analysis

For the second part of the analysis of the County's legislation, we will prepare an Editorial and Legal Analysis for your review. Our staff of editors and attorneys is in contact with hundreds of communities and will provide you with the benefit of their experience, including information you can use to determine how your legislation can be revised and improved. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook with an easy-to-use checklist format. County officials, including the County Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Wisconsin statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

Your Responsibilities

The County will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the County officials and the County Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code. Our staff attorney, Marcia Clifford, is available to meet with the County to discuss the Editorial and Legal Analysis at no charge, upon request by the County.

eCode360 Code Review

eCode360 Code Review is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, General Code will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear.

Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public.

Final Editing of the Manuscript

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
 - > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
 - > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
 - > Proofread all copy to correct typographical and spelling errors
-

Draft

Using *Code Review*, General Code will submit a Draft of the Code for final review by the County. At this time, the editorial work on your project will be completed; therefore, if the County requires any additional changes, further charges will apply.

Comprehensive Index

During final publication, General Code will prepare a comprehensive index that is designed to let you quickly and easily locate information in the Code.

Disposition List

We will create a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

Code Adoption Legislation

We will prepare adoption legislation for the proposed Code and give it to the County Attorney for review and enactment by the governing body.

The Code should be adopted as soon as possible to formally enact the many revisions authorized by the County and establish the Code as the permanent enforceable system of law in the County.

If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Code Delivery

General Code will make your *eCode360* site available to the public and deliver 3 printed copies of your Code in custom imprinted post binders.

Ongoing Supplementation

As the County adopts new legislation, General Code's supplementation services will help you keep your Code up-to-date, accurate and a reliable resource for your community.

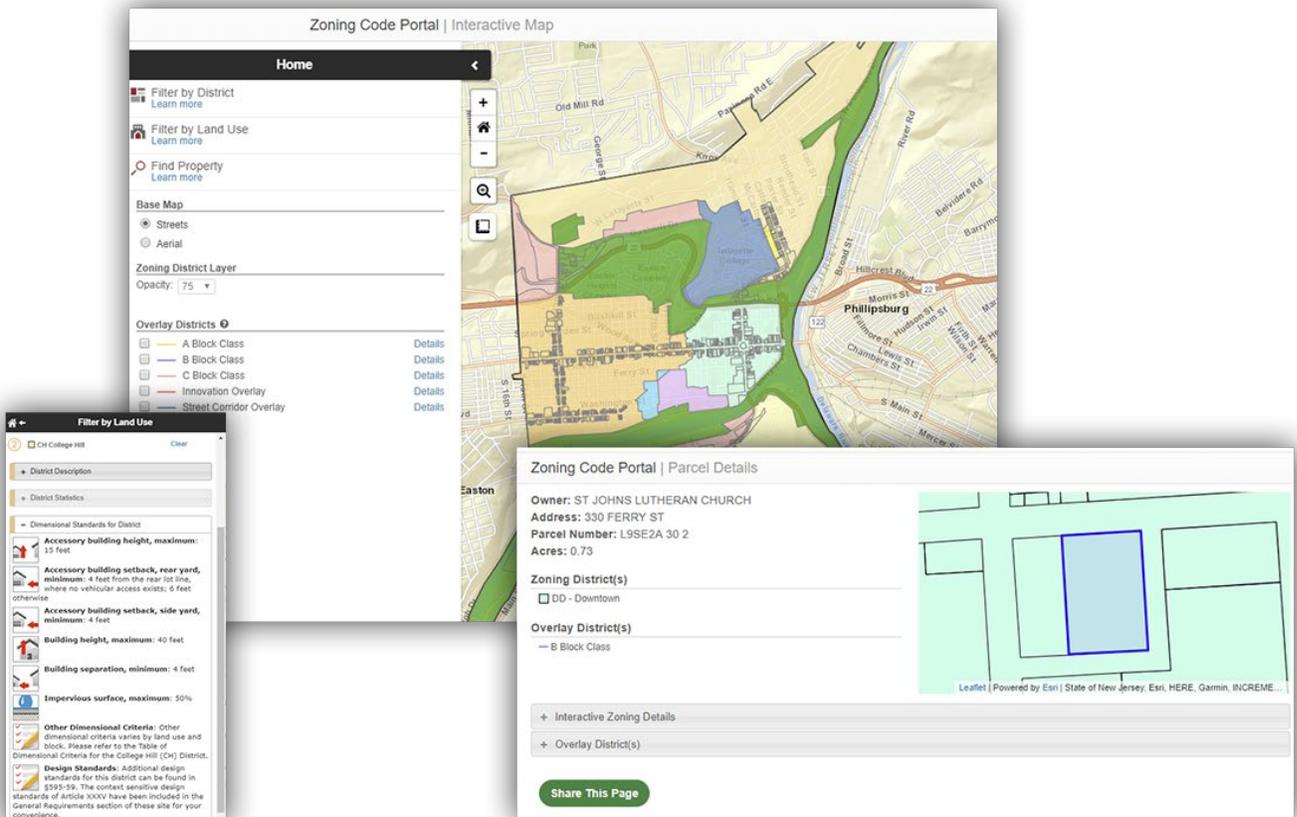
eCode360® MapLink™ powered by ZoningHub™ (Optional)

eCode360 MapLink makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

Our *MapLink* solution for Waupaca County includes:

- > An Interactive Zoning Map
- > Clickable links to your full Zoning Ordinance as published in eCode360
- > Seamless updates with your Code*

*The adoption of an entirely new Zoning Ordinance shall result in additional setup charges not included in standard supplementation pricing. Prior to adopting a new Zoning Ordinance, contact General Code for a detailed estimate.



Investment Details and Options

Codification Project Price

\$11,957

Services included with the codification project:

- > Project Launch
- > Creation of a New Code, with Project Scope Including Legislation Through August 21, 2018 (Chapter 51)
- > Editorial Work
- > Proofreading
- > Shipping

Initial deliverables included with the codification project:

- > Organizational Analysis
- > Editorial and Legal Analysis
- > Manuscript
- > Draft

Final deliverables included with the codification project:

- > Publication of 3 Code Volumes in Standard Imprinted Post Binders
- > Comprehensive Index
- > Disposition List
- > Derivation Table
- > Customizable Tabs
- > Code Adoption Legislation
- > Standard *eCode360* (Setup and First Year)

Standard *eCode360* Annual Maintenance

\$ 995

The maintenance fee is an annual recurring flat fee. Therefore, we recommend that the County budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

Optional Components

The following is available to you at an additional charge:

- \$ 4,995 MapLink Powered by ZoningHub (Initial Setup and Posting Fee)
Annual Hosting Fee due upon launch \$ 1,795
- \$(300) Substitute *eCode360* Lite instead of Standard *eCode360*
Annual Maintenance: \$695
- \$200 Upgrade to Premium *eCode360*, Including PubDocs Module
Annual Maintenance: \$1,195

Please note: Code books in addition to the 3 Code books included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.

Optional MapLink Performance Schedule:

- > Soft-launch of working site for testing: within 90 days of posting of *eCode360* (completion of first phase) and receipt of all required materials (GIS assets)
- > Go Live: 30 days after Soft Launch (first of the month following)

Optional MapLink Payment Schedule:

- > \$2,497.50 (50% of Initial Build) will be invoiced within 30 days of authorization
- > \$2,497.50 (50% of Initial Build) will be invoiced upon soft-launch of working site for testing
- > \$1,795.00 (100% of Annual Fee) will be invoiced upon Go Live

Future Supplementation Services

General Code will provide supplementation services at a rate of \$18.00 per page for a period of three years from date of publication.

Tables Graphics and Charts \$10.00 per change

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Performance and Payment Schedule

Codification Project Price

\$11,957

Performance Schedule

Deliverable	Delivery Date
New Code Project Launch	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the County has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 180 days of receipt of the responses to the Organizational Analysis; the County has 100 days for review
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the County has 45 days to review
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code

Performance schedule reflects only business days excluding legal holidays.

Payment Schedule

Percentage of Total Project Price	Milestone
20%	Due within 30 days of contract signing
20%	Due upon submission of the Organizational Analysis
30%	Due upon submission of the Manuscript and Editorial and Legal Analysis
20%	Due upon submission of the Draft
Balance	Due upon delivery of the Code

Authorization and Agreement

Waupaca County, Codification, April 26, 2019

Codification Project Price **\$11,957**

Optional Components

- An Interactive Zoning Map using *eCode360 MapLink* (Initial Build) \$4,995
Annual Maintenance: \$1,795

- Substitute *eCode360 Lite* instead of Standard *eCode360* \$(300)
Annual Maintenance: \$695

- Upgrade to Premium *eCode360*, Including PubDocs Module \$200
Annual Maintenance: \$1,195

Total Investment

Including all of the options selected above, the total project price will be: \$

Waupaca County, Wisconsin, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

Waupaca County, Wisconsin

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____
Title: _____ Title: _____
Date: _____ Date: _____

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Waupaca County for its records.

Scan and email the completed form to ezsupp@generalcode.com. You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.



Appendix

Your General Code Team

General Code has assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and years of hands-on experience working with over 3,000 municipalities, every segment of our team is uniquely qualified to partner with your community. We take pride in our strong relationships with local governments that have been built through the personal care and exceptional support provided by our entire staff over the 55 years we have been in business.

General Code is a proud member of the International Code Council family of companies

With a worldwide membership of 64,000, the International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

General Code's partnership with the ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of the ICC.



Wisconsin Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 169 municipalities in Wisconsin that have trusted General Code to codify their laws:

Calumet County

Village of Sherwood

Columbia County

City of Lodi

Town of Pacific

Village of Cambria

Dane County

City of Monona

Village of Belleville

Village of Black Earth

Village of Blue Mounds

Village of Cottage

Grove

Village of Dane

Village of Maple Bluff

Village of Mazomanie

Dodge County

City of Fox Lake

City of Mayville

Town of Herman

Town of Lowell

Village of Clyman

Village of Randolph

Village of Theresa

Fond du Lac County

City of Fond du Lac

Village of Brandon

Village of

Campbellsport

Village of Fairwater

Grant County

City of Lancaster

Grant County

City of Brodhead

City of Monroe

Town of New Glarus

Village of Browntown

Village of Monticello

Village of New Glarus

Green Lake County

City of Markesan

City of Princeton

Green Lake County

Iowa County

Village of Barneveld

Village of Hollandale

Jefferson County

City of Jefferson

City of Lake Mills

City of Waterloo

City of Watertown

Town of Koshkonong

Village of Johnson

Creek

Kenosha County

Town of Salem

Village of Pleasant Prairie

Village of Salem Lakes

Lafayette County

Village of Argyle

Village of Benton

Village of

Blanchardville

Manitowoc County

City of Two Rivers

Village of Mishicot

Milwaukee County

City of Franklin

City of South Milwaukee

City of St. Francis

City of West Allis

Village of Fox Point

Village of Greendale

Village of Hales Corners

Village of Shorewood

Village of Whitefish

Bay

Ozaukee County

City of Port Washington

Town of Cedarburg

Town of Port Washington

Village of Belgium

Village of Fredonia

Village of Grafton

Racine County

City of Burlington

Village of Mount Pleasant

Village of Waterford

Sheboygan County

Town of Holland

Town of Scott

Village of Howards

Grove

Walworth County

City of Lake Geneva

Town of Linn

Town of Whitewater

Village of Darien

Village of East Troy

Village of Walworth

Village of Williams Bay

Washington County

Town of Addison

Town of Barton

Town of Farmington

Town of Jackson

Town of Trenton

Village of Richfield

Village of Slinger

Washington County

Waukesha County

City of Muskego

City of New Berlin

City of Pewaukee

Town of Brookfield

Town of Genesee

Town of Oconomowoc

Town of Vernon

Village of Elm Grove

Village of Merton

Village of Wales

Winnebago County

Town of Algoma

Town of Vinland

Town of Winneconne

Village of Fox Crossing

Village of Winneconne



Municipal Contacts

The following municipalities have completed similar projects with General Code. Please feel free to contact anyone on the list.

Adams County, WI

Kenneth Wagner, Corporation Counsel
608-339-4267

eCode360: <http://ecode360.com/AD3603>

Washington County, WI

Brad Stern, Corporation Counsel
brad.stern@co.washington.wi.us

City of Shawano, WI

Karla Duchac, Clerk
715-526-6154

kduchac@cityofshawano.com

eCode360: <http://ecode360.com/SH1665>

City of Weyauwega, WI

Rebecca Loehrke, Clerk
920-867-2630

bloehrke@cityofweyauwega-wi.gov

eCode360: <http://ecode360.com/WE2856>

Village of Fremont, WI

Michelle McClone, Clerk
920-446-2411

fremontvillage@centurytel.net

eCode360: <http://ecode360.com/FR3036>



Online Solutions to Better Serve the Public

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. The online solutions below represent an ever-expanding portfolio of technological innovation built by codifiers, planners, zoning experts, and software engineers who understand the importance and value of simplifying the way your community uses your Code.

eCode360

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction. Built with a variety of user needs in mind, *eCode360* provides staff, citizens and other constituents with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

Multicode Search¹

eCode360's Multicode Search function allows you to browse our library of over 2,000 municipal Codes to find reliable answers instantly – even after business hours – to questions like “What do neighboring communities’ Codes say about...?”

Add Public and Private Notes¹

eCode360 makes it simple for administrators to add public or private notes within your Code with links and annotations to give constituents access to additional information, such as forms, instructions or comments on areas of the Code that are currently being amended or reviewed.

Linked New Laws¹

Our Linked New Laws feature makes it easy for your community to identify what chapters and articles are affected as your Code is amended. After we post your new legislation, users can click a link next to each ordinance in New Laws and view the sections of your Code that have changed.

New Laws Indicator²

Our New Laws Indicator helps users identify sections of your Code that have been changed. When new legislation is posted to *eCode360*, the New Laws Indicator icon will appear beside affected chapters and articles in the Table of Contents and throughout the Code. At the top of amended chapters and articles, the New Laws Indicator box will appear to flag changes and allow users to click to view the applicable legislation in New Laws.

Customizable Titles²

Administrative users can add customized titles and comments to your legislation in New Laws, making it easier for constituents and staff to identify new ordinances and access additional information.

Public Documents (PubDocs) Module²

The PubDocs Module provides immediate online access to information and documents that are not incorporated into the Code, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more. PubDocs is integrated with Premium *eCode360* and is concurrently searchable with your Code. PubDocs is a great way to augment your e-government services and improve your overall community outreach.

Archive View

With each supplement of your Code, *eCode360*'s Archive View retains the prior versions of your Code for archive purposes.

Customized *eCode360* Banner

eCode360 gives administrative users the ability to add a customized masthead banner and accent colors for a seamless transition from your municipal website to your online Code. Or, if the County prefers, for an additional fee, General Code can add a customized masthead banner and accent colors on the County's behalf.

1. This feature is available with Standard and Premium *eCode360* subscriptions only.
2. This feature is available with the Premium *eCode360* subscription only.

eCode360 Service Levels

eCode360 Lite includes the following features:

New Laws: Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code

Custom Settings for Admin Users: Control the look of your *eCode360* by selecting custom colors and accents, and uploading a custom banner or photo

Easy and Flexible Searching: Search by key words, phrases, section numbers and more

Electronic Index: A comprehensive list of key words and phrases to speed searching

Dynamic Table of Contents: Users can find the information they need and see their current location with a table of contents that moves as users browse

Email or Share Links: Email a link to a specific Code section or share via social media

Printing: Print using simple, user-friendly functionality and a variety of user options

Bookmarking Searches: Save “favorites” to quickly return to sections of the Code

Archive View: View a permanent archive of your Code, updated with each supplement

“Sticky” Table Headers: Table headers remain stationary as you scroll

Translate: Public users can view your Code in more than 100 additional languages

***eCode360* Search App:** Use your mobile device to search your Code

Standard *eCode360* includes all of the above Lite features plus:

Linked New Laws: As new legislation is posted, we will add links from the New Laws section of *eCode360* to the affected Code chapters or articles

Public and Private Notes: Create personalized links and annotations within the Code

Multicode Search: Search across multiple Codes to find sample legislation

Download to Word: Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation

Premium *eCode360* includes all of the above Lite and Standard features plus:

Download to PDF: Public users can directly download Code text to a PDF document

New Laws Indicator: Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation

Customizable Titles: Administrative users can add customized titles and comments to your legislation in New Laws

eAlert: Public users can sign up to receive notifications of changes in the Code

PubDocs Module: Post non-Code documents along with your online Code

Sample eCode360 Screens

Type	Name	County	State	Population
Town	Abington	Plymouth	MA	16378
Town	Ashland	Middlesex	MA	15678
Town	Aurora	Erie	NY	13656
Town	Barrington	Bristol	RI	16566
Town	Bedford	Hillsborough	NH	20986
Town	Bedford	Westchester	NY	18612
Town	Beekman	Dutchess	NY	14907
Town	Bel Air	Harford	MD	10039
Town	Belchertown	Hampshire	MA	14103
Town	Bellingham	Norfolk	MA	15896
Town	Belmont	Middlesex	MA	23308
Town	Bethel	Fairfield	CT	18599

- 1 Custom Banner
- 2 Public and Private Notes
- 3 View Archived Codes
- 4 Public Documents Portal
- 5 Multicode Search
- 6 New Laws

Title	Adopted	Subject	Affects
L.L. No. 19-2018 - Sewer Amendment <i>This goes into effect 1/1/2019.</i>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 85
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 82
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 85
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 85



Visual Zoning™

eCode360® MapLink™ powered by ZoningHub™

eCode360 MapLink is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the County, which can help grow your community.

MapLink uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

eCode360® Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

For more information on *Visual Zoning* services please contact us at sales@generalcode.com



Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the County's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The County will have the opportunity to review and approve the organization of the Code.

Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Chapter 198

TAXICABS

Section
Numbering

§ 198-1. License required.

§ 198-3. Rates of Fare

§ 198-2. Licensing power of Board of
Selectmen; revocation; records.

§ 198-4. Licensing conditions.

§ 198-5. Use of public ways.

Scheme

Legislative
Histories

[HISTORY: Adopted by the City Meeting of the City of Springfield. Amendments noted where applicable.]

General
References

GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

§ 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

§ 198-2. Licensing power of Board of Selectmen; revocation; records.

The Board of Selectmen may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. They may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Board of Selectmen.

§ 198-3. Rates of Fare

A. Minimum zone rates. [Amended 2-12-1980 by Ord. No. 80-73]¹

Legislative
Histories

- (1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:
 - (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
 - (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
 - (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.
- (2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

Editor's Notes

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.



Ongoing Code Maintenance

Your Code is always evolving and is an investment you need to protect

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, General Code offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, General Code provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Materials

After the enactment of new legislation, the County can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the County. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

Schedule

Code supplements will be provided on a schedule designed to meet the needs of Waupaca County. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the County. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the County prefers.

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Editorial Work on Your Supplement

The editorial work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Review the legislation to determine proper placement within the Code
- > Maintain the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code
- > Use section and subsection numbering
- > Create chapter, article, and section titles as appropriate
- > Add historical annotations as applicable
- > Correct misspellings so that searchability in *eCode360* is not affected
- > Check and correct internal section hierarchy, capitalization, grammar, and punctuation
- > Check internal and statutory references
- > Note and bring to your attention any missing wording

General Code will also update the Table of Contents, Disposition List, and Index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics required by the County will be incorporated into the supplement and improved if necessary. For print supplements, an Instruction Page will be created to advise how to insert and remove pages.

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

Electronic Updates

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Waupaca County, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.

*Experience the Higher Standard.
Explore the Possibilities.*

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