

Municode Update

Staff Report

Start Date: April 2021

Researched Dates: 2017 – Current

Information Logged:

- Ordinances: 154
- Resolutions: 123
- Intergovernmental Agreements: 25
- Contracts / Agreements: 102

Contract Details

- This was the initial cost that the City paid Municode to produce the Code.
- 75 ordinances codified in Code in 2019.

COSTS: The City shall pay the Contractor the following costs:

Total cost not to exceed \$17,120.00. Total comprised of the publication base cost of \$16,120.00 based on a 700 page code including an additional charge not to exceed \$1,000.00 if the Code exceeds 700 pages. Contract renewal price shall not exceed \$3,000.00.

TIME OF COMMENCEMENT AND SUBSTANTIVE COMPLETION: To the extent permitted by law, the services to be provided under this Contract shall commence on May 13, 2019 and shall continue for a period of three (3) years, terminating on May 13, 2022. Thereafter, these 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.

Supplementation Quotation Sheet

Supplementation Quotation Sheet¹

Supplement service base page rate²

Page Format	Base Page Rate
Single Column	\$20 per page

Base page rate above includes

- ⌘ Acknowledgement of material;
- ⌘ Data conversion, as necessary;
- ⌘ Editorial work;
- ⌘ Proofreading;
- ⌘ Updating the index;
- ⌘ Schedule as selected by you³;
- ⌘ Updating electronic versions⁴ and online;
- ⌘ 5 supplement copies

Base page rate excludes

- ⌘ Freight, prebilled
- ⌘ State sales tax
- ⌘ Graphics⁵ & tabular⁶ matter, per graphic or table

Actual freight
If applicable
\$10

Electronic media options for the code (sent via download)⁷

- | | |
|---|---------------------------------------|
| <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 | \$75 per update |

Payment for supplements and additional services:

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

Supplement 01

- The first supplement was sent to Municode containing seven items in September 2021.
- Data of previous supplements can be found on the Municode Library under Supplement History Table.
- Previously codified ordinances can be found on the Municode Library under Code Comparative Table.

Ord. No.	Date Adopted	Include/Omit	Supp. No.
S.B. 208	4-21-2016	Include	1
2019-02-001	2-11-2019	Include	1
2019-04-01	4- 8-2019	Include	1
2019-06-01	6-10-2019	Include	1
2019-07-001	7-22-2019	Include	1
2019-11-001	11-25-2019	Include	1
S.B. 21	4- 1-2021	Include	1

Location on Municode Library

View past supplements

The screenshot shows the 'mc Stonecrest, GA' website. The left sidebar contains a navigation menu with the following items: 'Code of Ordinances', 'VERSION: SEP 13, 2021 (CURRENT)', 'THE CODE OF THE CITY OF STONECREST, GEORGIA', 'SUPPLEMENT HISTORY TABLE', 'CHARTER', 'CHARTER COMPARATIVE TABLE LEGISLATION', 'CODE OF ORDINANCES', 'CODE COMPARATIVE TABLE - LEGISLATION', and 'STATE LAW REVISIONS'. Two items are circled in red: 'SUPPLEMENT HISTORY TABLE' and 'CODE COMPARATIVE TABLE - LEGISLATION'. An orange arrow points from the 'View past supplements' text to the 'SUPPLEMENT HISTORY TABLE' link. Another orange arrow points from the 'View ordinances integrated into the Municipal Code' text to the 'CODE COMPARATIVE TABLE - LEGISLATION' link. The main content area displays 'Code of Ordinances Supplement 1' with a date of 'September 13, 2021'. It includes a disclaimer: 'This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.' Below this, there is a section titled 'Adopted Ordinances Not Yet Codified' which lists two ordinances: 'Ordinance No. 2022-03-01' (Adopted 3/14/22) and 'Ordinance No. 2022-01-06' (Adopted 1/24/22). The website header includes a search bar, 'NOTIFICATIONS', 'SIGN IN', and 'HELP' links. The footer includes 'SHOW CHANGES', 'Q', and 'MORE' links.

View ordinances integrated into the Municipal Code

Viewing Past Ordinances

Click here to view adopted ordinances that will be written into the Code.

The screenshot shows the Municode website for Stonecrest, GA. The left sidebar contains a list of links: 'Code of Ordinances', 'VERSION: SEP 13, 2021', 'THE CITY OF STONECREST, GEORGIA', 'SUPPLEMENT HISTORY TABLE', 'CHARTER COMPARATIVE TABLE - LEGISLATION', 'CODE COMPARATIVE TABLE - LEGISLATION', and 'STATE LAW'. The 'Adopted Ordinances Not Yet Codified' link is highlighted with an orange arrow. The main content area displays 'Code of Ordinances Supplement 1' and 'Adopted Ordinances Not Yet Codified'. Below this, a search bar and a notification icon are visible. The bottom section shows a list of ordinances for the year 2021, which is circled in brown. The list includes 'Ordinance No. 2021-06-02' and 'Ordinance No. 2021-06-01'. The year 2021 is also highlighted with an orange arrow.

Code of Ordinances

VERSION: SEP 13, 2021

THE CITY OF STONECREST, GEORGIA

SUPPLEMENT HISTORY TABLE

CHARTER COMPARATIVE TABLE - LEGISLATION

CODE COMPARATIVE TABLE - LEGISLATION

STATE LAW

mc Stonecrest, GA

Search or jump to

NOTIFICATION

Adopted Ordinances Not Yet Codified

Ordinances for Stonecrest, GA Code of Ordinances

20 ordinances

Please use the table of contents pane to navigate to the ordinance you're looking for.

Alternatively, use the application-wide search box to search.

2021

Ordinance No. 2021-06-02

Ordinance No. 2021-06-01

2019

2018

Supplement 02

- The second supplement of 50 ordinances ranging from 2017 to 2022 was sent April 1, 2022.
- Municode holds all ordinances submitted until they are given approval from the Clerk's Office to begin codification.
- Estimated Time to Complete Supplement: 150 days

706 pages at \$20.00 per page	\$14,120.00
19 images/graphics/tabular matter at \$10.00 each	\$190.00
Printing 1 page in color at \$2.50 per color page	\$2.50
Providing 2 sets of 9 new divider tabs	\$225.00
Shipping 2 copies	<u>\$20.00</u>
<i>Estimated Total</i>	<i>\$14,557.50</i>

Supplement Frequency

- We have annual supplements every April.
- The supplement frequency does not inhibit Municode from posting the most recently adopted ordinances.



SCHEDULING OF SUPPLEMENTS

Municode offers a variety of specific publication schedules to ensure that your Code of Ordinances is updated on a regular basis – in accordance with your needs and desires. We offer the following publication schedules:

Biennial - A biennial schedule is intended for small communities that enact a very small number of ordinances during a one-year period (as a rule, we recommend at least annual supplementation of a code). With a biennial schedule, the code is updated every other year, with each supplement containing legislation enacted during a two-year period.

Annual - An annual schedule provides one supplement during a twelve-month period. The supplement contains all legislation enacted during the twelve-month period preceding the schedule month.

Semi-Annual - A semi-annual schedule provides two supplements during a twelve-month period. Each supplement contains the legislation enacted during the six-month period preceding each of the schedule months.

Tri-Annual - A tri-monthly schedule provides three supplements during a twelve-month period. Each supplement contains the legislation enacted during the four-month period preceding each of the schedule months.

Quarterly - A quarterly schedule provides four supplements during a twelve-month period. Each supplement contains the legislation enacted during the three-month period preceding each of the schedule months.

Bi-Monthly - A bi-monthly schedule provides six supplements during a twelve-month period. Each supplement contains the legislation enacted during the two-month period preceding each of the schedule months.

Monthly - Used primarily with electronic supplementation, the monthly schedule provides twelve supplements during a twelve-month period; each supplement contains the legislation enacted during the immediately preceding month.

Bi-Weekly - Intended for use with electronic supplementation, the bi-weekly schedule updates the electronic Code twice a month. The period covered by each update will vary, depending upon the frequency with which the governing body meets.

List of Services: Municode Meetings

Unlimited Meetings

Unlimited Meeting Agenda
Templates

Unlimited Users

Create Minutes

Submit/Add Agenda Items

Attach Agenda Item Files

Create Agendas

Create Agenda Packets

Approve Items with
Approval Workflow

Automatically Publishing
to the Web—Agenda,
Agenda Packet, Minutes

Create Meeting Minutes

Public In-Meeting Display
(presentation screen to
display current agenda item
and voting results)

Voting Support (verbal
vote, vote by show of
hands, or legislator-
initiated vote via
tablet/iPad/laptop)

List of Services: Municode Meetings

Roll Call

Self-service video time
stamping

Integration with Municode
Web website
(meetings/calendar/search
integration)

Telephone support, email
support with one hour
response time, emergency
24/7 support

Up to 3 hours of webinar
refresher training

Video Time Stamping
Service

Municode Portal

Board Management

Training & Voting

Our trainings with Council last year were recorded and other training videos can be found on [Dropbox](#).

Additional training videos are located [here](#).

Retraining will occur in June after the election. It is recommended that we train in City Hall with the proper equipment.



Questions?