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;
- W Proofreading:
- Dpdating the index:
- Schedule as selected by you³;
- Updating electronic versions⁴ and online;
- M 5 supplement copies

Base page rate excludes

- M Freight, prebilled
- W State sales tax
- 48 Graphics⁵ & tabular⁸ matter, per graphic or table

Actual freight if applicable

\$40

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

Folio Bound Views
WORD (DOCX)
Adobe PDF of the code
Adobe PDF of each supplement

\$295 initially then \$100 per update \$150 initially then \$75 per update \$150 initially then \$75 per update \$75 per update

Payment for supplements and additional services:

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

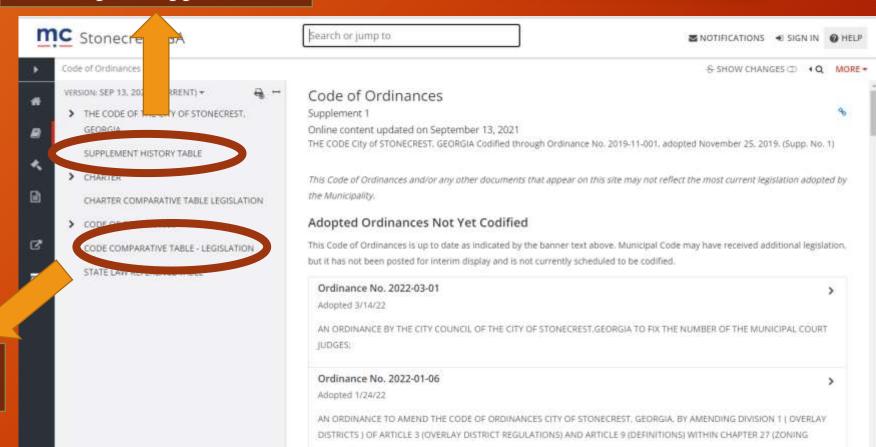
Supplement 01

- 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	Include/	Supp. No.
	Adopted	Omit	
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

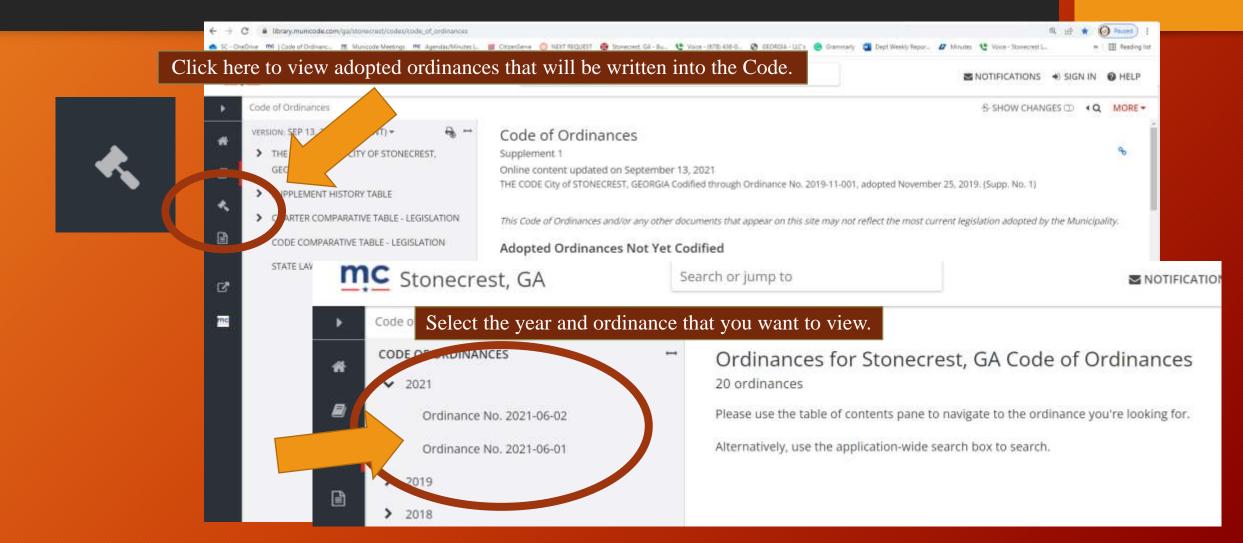
Location on Municode Library

View past supplements



View ordinances integrated into the Municipal Code

Viewing Past Ordinances



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>
Estimated Total	\$14,557.50

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 Meeting Agenda Unlimited Meetings Unlimited Users Create Minutes Submit/Add Agenda Items **Automatically Publishing** Attach Agenda Item Files Create Agendas Create Agenda Packets Approval Workflow Agenda Packet, Minutes Voting Support (verbal Public In-Meeting Display vote, vote by show of Create Meeting Minutes hands, or legislatorinitiated vote via and voting results) 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 <u>here</u>.

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



Questions?