

Resolved by the Leoni Township Board of Trustees:

- a. The Township Supervisor and the Township Clerk, jointly or severally, are authorized to enter into a contract with municode.com along substantially the same terms and conditions and set forth in Exhibit 1, attached.

Moved by: Cole, Seconded by: McLear

Voted:

Clemente: y

Linnabary: y

Cole: y

Pickett: y

Villareal: _____

Sharpe-McGee: y

Cox: y

The resolution: ✓ PASSES _____ FAILS

June 11, 2019

Kerry Pickett
Kerry Pickett, Interim Clerk

EXECUTIVE SUMMARY

EXHIBIT 1

Recodification, Supplementation and Website 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** **\$10,385¹**
- Timeline **10-12 months**
- The recodification base cost of \$9,600 is based on a 450-page, single column 10-point code (or 509 11-point pages or 563 12-point pages).

A full-time, Municode attorney will legally review the ordinances, 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 (if elected), 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.

- * **Supplement Service** (single column per page rate) **\$19**
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** **\$1,385²**
The online code is only \$950 for our standard service with CodeBank and CodeBank Compare + eNotify. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,385 annually.

¹ Please see page 3 for additional pricing details.
² Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.
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RECODIFICATION QUOTATION SHEET

EXHIBIT 1

Recodification base cost, includes

\$10,385³

- * 450 single column 10-point font pages
- * Receipt, review and organization of materials
- * Legal analysis & research by a full-time, Municode attorney
- * Preparation of legal memorandum by a Municode attorney
- * Conference with attorney (make selections below)
- * Implementation of approved legal findings
 - * Updating State Law references
 - * Editorial preparation and proofreading
 - * Page formatting (make selections below)
 - * Indexing
- * Tables⁴, Graphics⁵ & tabular matters⁶
- * Final proofreading and corrections
- * Quality control review and printing
 - * 5 copies, to include 3-post stamped binders and tabs
 - * Adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:
 Font Size Single Column: 10-point (450) 11-point (509) 12-Point (563)

Conference Selection:

- On-site conference, each Attorney time, travel, lodging and per diem
- Teleconference or web-based conference, 3-hour session No charge?
- Format Elections (Please check or circle desired elections below)

Font:

Times New Roman. Will be used as the font unless otherwise indicated.

Other choices include: Palatino, Century Gothic, Gill Sans, Arial, Bookman, Garamond, and New Century Schoolbook

- Binder Color:** Semi-Bright Black Dark Blue Hunter Green Burgundy
- Binder Stamping Color:** Gold Silver

Items not included in base cost

- * Pages over 450 10-point, single column pages per page (or equivalent) **\$22**
- * Freight **Actual**
- * State sales tax **If applicable**
- * Post your code on MunicodeNEXT **See selections on page 5**

Payments for recodification project - Your project can be budgeted over two fiscal years

- * Execution of Agreement **\$3,625**
- * Submission of the Legal Memorandum **\$2,690**
- * Submission of Draft Code **\$2,690**
- * Delivery **Balance**

¹ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee.
² The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.
³ Includes printing all copies.
⁴ Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.
⁵ For the initial 3-hour session, then \$150 per hour thereafter.

EXHIBIT 1
SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁸

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 you⁹
- * Updating electronic versions¹⁰ and online code
- * Printing 5 copies

Base page rate above excludes:

- * Freight
 - * State sales tax
 - * Images, Graphics¹¹ & tabular¹² matter, each
 - * Annual Administrative Support Fee invoiced each June
 - * MyMunicode or online code
- Electronic media options for Code of Ordinances (sent via download)¹³
- | | |
|---|---------------------------------------|
| | Actual |
| <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 |

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

⁸ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.
⁹ 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.
¹⁰ 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.
¹¹ Includes printing of all copies.
¹² 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.
¹³ "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.

EXHIBIT 1
WEBSITE HOSTING QUOTATION SHEET (MunicodENEXT)

Online features can be purchased on an a la carte basis, or through our 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 (current services)

- Online Code = *MunicodENEXT* annually **\$950**
 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.
 CodeBank - Permanent online collection of previous versions of the code.
 CodeBank Compare + eNotify¹⁴ - 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.
 NOW Service (New Ordinances on the Web) will be provided at \$25 per ordinance

OPTIONAL SERVICES

- OrdBank annually (or per ordinance) **\$385 (\$35)**
 Upgrade from the NOW Service to OrdBank.
 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) **\$485 (\$50)**
 Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- MunicPRO Service annually **\$295**
 Search over 3,300 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.
- MunicDocs¹⁵ annually, upgraded self-loading capabilities **\$350¹⁶**
 Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MunicDocs platform!

My Municode - Value Pricing!

- MyMunicode annually **\$1,385¹⁷**
 Includes MunicodENEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MunicPRO, and Custom Banner

RECOMMENDED ADDITIONAL SERVICE (See pages 11 & 12 to review additional services)

- MunicodMEETINGS Agenda Management Software, annually **\$4,600**
 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.

¹⁴ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.
¹⁵ Your MunicDocs files can also serve as storage for archived ordinances within the MunicDocs 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 ids@municode.com.
¹⁶ Includes up to 25 GB storage. Quote for additional storage available upon request.
¹⁷ Total value if each item were to be purchased a la carte would be approximately \$1,980 per year with participation in our OrdBank service.