



9. Review and consideration of 6<sup>th</sup> and Quincy Lift Station project bypass pumping equipment purchase
10. 2020 Miscellaneous Concrete ADA Project – Info Only
11. Discussion regarding parking restrictions related to mail delivery
12. Pay Estimates: Strand Associates, Short Elliot Hendrickson Inc., Mathy Construction, Gerke Excavating, Davy Engineering, MSA Professional Service, Olympic Builders, Stieger Construction, McCabe Construction, A-1 Excavating, State of Wisconsin DOT, Fahmer Asphalt Sealers, Twin City Striping, Livermore Technologies, Badger Swimpools, Inc., and any other contractor/developer.
13. Adjournment

## STAFF REVIEW SUMMARY

### CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

**Agenda Item:** #4

**Project/Item Name:** Sidewalk Café Permit

**Location:** Citywide

**Requested Action:** Approval of permit

**Staff Report/  
Description:** City staff is requesting commencement of a Sidewalk Café permit to allow the use of city sidewalk/right of way for restaurant seating. Only food and non-alcoholic beverages are allowed to be served. The City attorney drafted the proposed permit application and ordinance. Ordinance will be forwarded to Judiciary Committee for review and approval.

**Attachments:** Sidewalk Café Permit application and proposed ordinance



**CITY OF ONALASKA  
CLERK'S DEPARTMENT**  
415 Main Street, Onalaska, WI 54601  
Tel: (608) 781-9530 Fax: (608) 781-9534  
WWW.CITYOFONALASKA.COM

**OFFICE USE ONLY**  
Clerk Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

## **SIDEWALK CAFÉ PERMIT APPLICATION**

- Complete application must be submitted to the Clerk's Office with full payment and all required items listed on checklist.
- All applications must be approved by the applicable Departments before a permit is issued.
- Each permit shall be effective for one year from January 1st to December 31, 2020.
- Sidewalk cafés may operate; serve food or non-alcoholic beverages, until 11:00 pm Sunday thru Thursday and until midnight Friday & Saturdays.
- Onalaska Code of Ordinances Sec. 6.04.13.B regulates Outdoor Dining Areas on Public Property (Sidewalk Cafés).

### **Establishment & Owner Information**

Trade Name of Establishment \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Website \_\_\_\_\_  
Name of Owner or Agent \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### **Permit Fees**

Check One:  First Time Application (\$100)  Renewal Applicant (\$20)

**TOTAL DUE:** \_\_\_\_\_

### **Checklist of Additional Items Required with Application**

- Completed application with fee made payable to *City of Onalaska*
- Site plan layout that accurately depicts the dimensions of the existing sidewalk area or other public property and adjacent private property, the proposed location of the sidewalk café, the size and number of tables, chairs, steps, planters, location of doorways, trees, parking meters, sidewalk benches, trash receptacles, heaters, light poles and any other obstructions, either existing or proposed.
  - Site plan must depict 4 feet of unobstructed sidewalk for public use.
  - Site plan must depict method of delineating the corners of the sidewalk café area with semi-permanent markings.
  - Site plan must be to scale.
- Photographs, drawings or manufacturer's brochures fully describing the appearance and dimensions of all proposed tables, chairs, umbrellas, fencing or other objects related to the sidewalk café.  
Note: Molded plastic tables and chairs are not permitted.
- Copy of current valid restaurant license issued by La Crosse County, State of Wisconsin.
- Signed Indemnification Agreement
- A current copy of the Certificate of Commercial Liability Insurance including:
  - City of Onalaska named as additional insured
  - Minimum of \$1,000,000.00 per occurrence
  - Coverage must extend to the area used for the sidewalk café

### **Owner/Agent Signature**

I hereby make an application for a Sidewalk Café Permit as detailed above. I agree to abide by the requirements of all City ordinances and State laws. I understand that the approval of a sidewalk café permit is conditional at all times. I further understand that the permit can be revoked or suspended at any time. Lastly, I understand issuance of this permit is a privilege, not a right.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

Police \_\_\_\_\_  Planning Department \_\_\_\_\_  Public Works \_\_\_\_\_  
 Approved  Denied Clerk Processing Permit \_\_\_\_\_ Date \_\_\_\_\_

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of the issuance of a Sidewalk Cafe Permit and pursuant to the provisions of section 6.04.13.B of the City of Onalaska Municipal code, the undersigned \_\_\_\_\_ (“Applicant”), hereby agrees to indemnify and hold harmless the City of Onalaska, its officers, employees, agents and other contractors from and against all claims, demands, costs, judgments, losses, liabilities and/or damages of any kind or nature, including actual attorney fees, arising out of or relating to any activity or incident arising in connection with or in any way incident to the use of the public right of pursuant to the issuance of a Sidewalk Cafe Permit.

The undersigned warrants and represents specific authority to enter in to this agreement on behalf of the Applicant.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

ORDINANCE NO. -2020

AN ORDINANCE TO AMEND CHAPTER 4 OF TITLE 6 OF THE CODE OF ORDINANCES OF THE CITY OF ONALASKA RELATING TO SIDEWALKS

THE COMMON COUNCIL OF THE CITY OF ONALASKA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I. Section 6.04.13 of Chapter 4 of Title 6 related to Sales, Display of Merchandise within Public Right-of Way is hereby deleted in its entirety and hereby replaced as follows:

**6.04.13 Sales, Café Seating or Display of Merchandise within Public Right-of-Way**

- A. **Right-of-Way Sales Prohibited Except by Permit.** No person shall display, sell or offer to sell on any street, sidewalk, alley or other public place within the City any goods, wares, foodstuffs or anything of value or service of any kind by putting up a booth or stopping a vehicle or person on foot or in any other manner attempting to publicly sell or offer for sale any such articles, unless such person shall have first applied for and obtained a special event permit as set forth in Title 7 of this Code of Ordinances from the City Clerk. Where a special event permit is open, sidewalks must remain open and an accessible with a minimum of a four (4) foot wide unencumbered path at all times.
- B. **Outdoor Dining Areas on Public Property (Sidewalk Cafes).**
1. **Purpose.** To encourage revitalization and growth of downtown and other areas of the City of Onalaska, including the development of social and economic activities and to encourage enhanced use of available public rights-of-way to complement restaurants while still encouraging the free and safe flow of pedestrians. To establish safety standards for sidewalk cafés is necessary to protect and promote public health, safety and welfare.
  2. **Sidewalk Café Defined.** Sidewalk Café shall mean an expansion of a restaurant or coffee shop creating an outdoor dining facility on part of the public property that immediately adjoins the licensed premises for the purpose of consuming food or non-alcoholic beverages to the patrons of the business.
  3. **Permit Required.** An establishment may apply for a permit from the City's Clerk's office to allow for a sidewalk café. The Clerk's office may approve or deny a permit where necessary to maintain the public health, safety or welfare, to prevent a nuisance from developing or continuing or due to violation of this section, the City Code of Ordinances or applicable State or Federal Law. A Sidewalk Café permit shall be issued where the application is filled out in its entirety, the fee as set forth in the City Fee Schedule is paid and the application meets the standards set forth in Section 4. below.
  4. **Permit Standards.**
    - a. No portion of any sidewalk café may encroach on the sidewalk adjacent to any other property other than the property that is licensed in this Chapter.
    - b. The Applicant shall maintain a four (4) foot wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety and accessibility at all times.
    - c. Sidewalk cafes may operate; serve food or non-alcoholic beverages, until 11:00 p.m. Sunday through Thursday and until midnight Friday and Saturday, meaning all patrons must vacate the sidewalk café by those times.
    - d. The Applicant shall provide for removal of garbage and is responsible for the cleanliness of the sidewalk café area.
    - e. The use of the portion of public property as a sidewalk café shall not be an exclusive use. All public improvements, including but not limited to, trees, light poles, traffic signals, manholes or any public initiated maintenance procedures shall take precedence over said use at all times. The City Administrator, Chief of Police, Zoning Administrator, Public Works Director or their designees may temporarily order the termination of sidewalk cafes for the following reasons, but not limited to, special events, including but not limited to, construction, parades, sponsored runs or walks, or for any reason to maintain the health, safety, and welfare of the public.
    - f. Semi-permanent markings will delineate the corners of the sidewalk café area, as illustrated in the approved site plan required for permit.
    - g. Molded plastic tables and chairs will not be permitted.
    - h. Applicant shall secure tables and chairs nightly.
  5. **Liability and Insurance.** By obtaining a Sidewalk Café Permit, the applicant agrees to indemnify, defend, save and hold harmless the City, its officers and employees, from any and all claims, liability,

lawsuits, damages, and causes of action, which may arise out of the permit or the permittee's activity at the sidewalk café. Permittee shall provide commercial liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) per occurrence and name the City of Onalaska as additional insured and show how the coverage extends to the area used for the sidewalk café. Applicant shall execute an indemnification agreement approved by the City Attorney and submit an original certificate of insurance as required in the application prior to operation of the sidewalk café.

6. **Revocation of Suspension.** The approval of a Sidewalk Café Permit is conditional at all times. The City Administrator, Chief of Police, Zoning Administrator, Public Works Director or their designees may temporarily order the termination of sidewalk cafes' at any time. Issuance of this permit under this ordinance is a privilege, not a right, to use the public right of way.
7. **Appeal.** A revocation, suspension, or denial of a permit may be appealed by the applicant or permit holder to the Common Council or designated Committee of the Council, which shall hold a hearing and either grant, grant with conditions, or deny the permit. The permit holder or applicant shall be notified and shall have the right to be heard prior to a decision.
8. **Penalty.** The penalty for violation of this section shall be a forfeiture of not less than Fifty Dollars (\$50.00) or more than Two Hundred Dollars (\$200.00) per day for each violation, together with the costs of prosecution.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF ONALASKA

By: \_\_\_\_\_  
Kim Smith, Mayor

By: \_\_\_\_\_  
Caroline Burmaster, Clerk

PASSED:  
APPROVED:  
PUBLISHED:

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

**Agenda Item:** #5

**Project/Item Name:** 6<sup>th</sup> & Quincy Lift Station Project

**Location:** 704 6<sup>th</sup> Avenue North

**Requested Action:** Approval of change order #3

**Staff Report/  
Description:** Change order #3 finalizes the allowances included within the project. The Change order will result in a project savings of \$15,753 from the original bid.

**Attachments:** Change order #3

## 6<sup>th</sup> & Quincy Pump Station Rehabilitation

### CHANGE ORDER # 3

Contract Date: March 21, 2019

Owner: City of Onalaska  
 Contractor: Olympic Builders General Contractors  
 Contract/Project: 6<sup>th</sup> & Quincy Pump Station Rehabilitation

You are directed to make the following changes in the Contract Documents:

**Description:**

- a) Concrete Surface Repair Allowance Deduct (-\$8,450.00).
- b) Electrical Utility Service Allowance Deduct (-\$2,553.00).
- c) Unsuitable Foundation Material Allowance Deduct (-\$1,750.00).
- d) Gas Service Allowance Deduct (-\$3,000.00).

**Change Order Request**

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ 989,678.00	Original Contract Times: Contract Substantial Comp: November 1, 2019 Contract Final Comp: December 31, 2019
Net Increase from previous Change Orders: \$ 19,045.56	Net change from previous Change Orders: Contract Substantial Comp: 0 days Contract Final Comp: 0 days
Contract Price prior to this Change Order: \$ 1,008,723.56	Contract Times prior to this Change Order: Contract Substantial Comp: November 1, 2019 Contract Final Comp: December 31, 2019
Net Decrease of this Change Order: \$ 15,753.00	Net Increase this Change Order: Contract Substantial Comp: 73 days Contract Final Comp: 159 days
Contract Price with all approved Change Orders: \$ 992,970.56	Contract Times with all approved Change Orders: Contract Substantial Comp: January 13, 2020 Contract Final Comp: May 29, 2020

APPROVED:  
City of Onalaska

By: \_\_\_\_\_  
(Authorized Signature)

Date:

ACCEPTED BY:  
Olympic Builders General Contractors

By: \_\_\_\_\_  
(Authorized Signature)

Date:

*This Effective Date of this Change Order is the date when approved by all parties.*

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

Agenda Item: #6

Project/Item Name: 2660 Abbey Road water & sewer hook up

Location: 2660 Abbey Road

Requested Action: Approval of one year extension

Staff Report/  
Description: The owner of 2660 Abbey Road is requesting a one-year extension of connection to the City water and sanitary sewer. Typically, one year is given to hook up to City services from their availability. The owner is requesting this extension due to the property having no current tenant and thereby give him time to get a user into the building. The owner has paid all assessments for the property.

Attachments: Letter from property owner

City of Onalaska  
Engineering Dept. -

Have 2 Properties Annexed to  
City of Onalaska.

Hooked up sewer & water -

Address 2700 Abby Rd - 2019

would like to Hookup Property

Address 2660 in 2021 would pay

All Hookup Fees in 2020.

Paul Valdez

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

Agenda Item: #7

Project/Item Name: 2020 SCADA upgrades

Location: Citywide

Requested Action: Approval of quote

Staff Report/  
Description: Attached quote is for various Supervisory Control and Data Acquisition upgrades. Altronex is the City provider of SCADA services thereby only one quote is attached. Strand Associates performed the project design and has looked at the costs quoted and they are within estimated costs of the project. This project was included within the approved 2019 Capital Improvements budget.

Attachments: Quote



Strand Associates, Inc.<sup>®</sup>  
910 West Wingra Drive  
Madison, WI 53715  
(P) 608.251.4843

June 23, 2020

Mr. Mike Bewick  
L.W. Allen–Altronex Control Systems  
4633 Tompkins Drive  
Madison, WI 53716

Re: 2020 Supervisory Control and Data Acquisition (SCADA) Upgrades  
City of Onalaska, Wisconsin (Owner)

Dear Mike,

Please provide a proposal to perform the following work for the Owner on its Water and Sanitary SCADA System:

1. Aspen Valley Booster Station
  - a. Replace the two existing 30-horsepower service pump starters with Allen-Bradley Powerflex 753 variable frequency drives (VFDs). Installation shall include door-mounted human interface module modules, louvers, and vent fans.
  - b. Provide new pump controls to vary the pump speed based on system pressure when the future reservoir is out of service. Provide additional analog output card.
  - c. Replace the existing operator interface panel (OIP) with a new 10-inch Maple System OIP. Work shall include reconfiguring the OIP graphics for the larger screen and new VFD controls.
2. Well Nos. 7, 8, and 10
  - a. Replace the existing paddle-type, pre-lube flow switch with a new thermal-type, flow switch (Kobold KAL Series) at Well Nos. 7, 8, and 10.
  - b. Provide new Force Flow Drum Scales with 500-pound load cells for the fluoride tank and chlorine cylinders at Well Nos. 7 and 8.
  - c. Provide new door switches at each exterior door at Well Nos. 7 (four door switches) and 8 (five door switches). Work shall include removing the existing motion sensors and providing new door switches, associated conduit and wiring, and any necessary programming modifications.
3. Well No. 9 and OS Booster Station

Monitor water temperature from the existing chlorine residual analyzer at Well No. 9 and the OS Booster Station. Provide new conduit and shielded pair cable (Belden 9316, or equal) from chlorine residual analyzer to associated supervisory control center (SCC) panel.

SPZ:\ILLS\MAD\1100-1199\1107034\Designs-Studies-Reports\Electrical\2020 SCADA Upgrades Letter.docx

Mr. Mike Bewick  
L.W. Allen—Altronex Control Systems  
Page 2  
June 23, 2020

4. George Street Interceptor
  - a. Provide a redundant ultrasonic flow meter (there is an existing ultrasonic flow meter there now that shall remain). The new ultrasonic flow meter shall be as manufactured by Siemens, Hydro Ranger, or equal. The ultrasonic transducer and associated installation shall be rated for Class I, Division 1, groups C and D locations. The transmitter shall be mounted in the small building adjacent to the flume.
  - b. Provide a new SCC panel to monitor this site from the SCADA system. The new panel shall be insulated, NEMA 4X stainless steel, and include an anti-condensation heater. The new panel shall include an Allen-Bradley MicroLogix 1400, model 1766-L32BXBA PLC, input/output (I/O) cards as required with 10 percent spare I/O, direct current uninterruptible power supply (UPS), Mean Well model DR-UPSxx sized as required, MDS TransNET 900 spread spectrum radio, yagi antenna and antenna surge protector to match Owner's existing equipment. Provide antenna cable, sized as required, to mount the antenna on top of the 40-foot antenna pole. The new programmable logic controller (PLC) shall monitor the flow signal from the new ultrasonic flow meter, UPS battery fail, and control power fail from this SCC.
  - c. Provide a 40-foot wooden, utility-type, direct-buried antenna pole.
5. Main PLC Processor Replacement

Replace the existing PLC in SCC-Main with an Allen-Bradley CompactLogix 5380 controller. PLC shall have 3 megabytes of memory and include a serial adapter card for communicating with the existing radio. Migrate existing PLC program to the new PLC.

Your proposal would be appreciated by June 24, 2020. Please include with your proposal estimated dates for project start and completion.

Sincerely,

STRAND ASSOCIATES, INC.®



Shane P. Zenz, P.E.

c: Mr. Jarrod Holter, P.E., City of Onalaska

PROPOSAL

Phone 608.222.8622  
Fax 608.222.9414



**Altronex Control Systems**

A Division of L. W. Allen, LLC

Excellence, By Design

4633 Tompkins Drive  
Madison, WI 53716

Mr. Jarrod Holter, City Engineer  
City of Onalaska  
415 Main Street  
Onalaska, WI 54650

PROPOSAL ID: 20062314OMB  
REFERENCE: 2020 SCADA Upgrades  
LOCATION: Onalaska, WI - Utility Sites  
BID DATE: June 23, 2020

REVISED

TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS

FREIGHT IS F.O.B. ORIGIN – ALLOWED

ADDENDUM \_ ACKNOWLEDGED

PRICES DO NOT INCLUDE SALES OR USE TAXES

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
		L.W. Allen and its Altronex Control Systems division are pleased to provide a quotation for the following equipment and services based on Strand Associates' RFP letter dated June 17, 2020.	
		<b><u>Item 1 – Aspen Valley Booster Station Improvements</u></b>	
A	1	Replace the two existing 30 HP Service pump starters with VFD's. To Include: <ol style="list-style-type: none"> <li>1. Furnish two Powerflex 753 Variable Torque, VFD's in the existing MCC compartments. Drives are rated for 40 amps</li> <li>2. Install door mounted HIM modules on compartment doors</li> <li>3. Install new bump-outs, louvers and vent fans</li> <li>4. Provide new pump controls to vary the pump speed based on local water pressure when the future reservoir is out of service. Includes additional analog output card</li> <li>5. Replace the existing Operator Interface Panel (OIP) with a new 10-inch Maple Systems OIP. Includes reconfiguration of the OIP for the larger screen resolution</li> <li>6. Revised drawings</li> <li>7. Complete installation and Start-up</li> <li>8. Operator Training</li> </ol>	
		<b>Total Price Item A Only...</b>	<b>\$20,670.00</b>
		<b><u>Item 2- Wells No.7, No.8 &amp; No.10 Improvements</u></b>	
B	1	<ol style="list-style-type: none"> <li>1. Replace the existing paddle type pre-lube flow switch with new thermal type flow switch (Kobold KAL Series, SS construction) at Well No. 7, Well No. 8, and Well No. 10. Includes all mechanical and Electrical Installation</li> </ol>	
		<b>Total Price Item B Only...</b>	<b>\$6280.00</b>

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
C	1	<p>2. Provide new Force Flow Scales at Well No.7 &amp; No.8. Drum scales with 1500 lb. load cells and single controllers for the (2) fluoride tanks. Dual Cylinder scales with 150lb. 2-channel controller for the (2) gas chlorine tanks. Includes installation, set-up, electrical connection and reprogramming of local PLC's.</p> <p style="text-align: right;"><b>Total Price Item C Only...</b></p>	<b>\$32,678.00</b>
D	1	<p>3. Provide new Omron door switches at each exterior door at Well No. 7 (4 door switches) and at Well No. 8 (5 door switches). Work shall include removing the existing motion sensors and providing new door switches and associated rigid conduit and wiring.</p> <p style="text-align: right;"><b>Total Price Item D Only...</b></p>	<b>\$8545.00</b>
E	1	<p><b><u>Item 3 – Well No.9 and OS Booster Station Water Temperature Monitoring</u></b></p> <p>1. Monitor water temperature from the existing chlorine residual analyzer at Well No. 9 and the OS Booster Station. Provide new conduit and shielded pair cable (Belden 9316, or equal) from chlorine residual analyzer to associated SCC panel.</p> <p style="text-align: right;"><b>Total Price Item E Only...</b></p>	<b>\$4640.00</b>
F	1	<p style="text-align: center;"><b><u>Item 4 – George Street Interceptor Flow Monitoring</u></b></p> <p>1. Provide two (2) Siemens Hydromanager ultrasonic flow meters. The two new flowmeters will be wired (synced) together to prevent interference. New STH transducers that are rated for Class I, Division 1, areas will be provided. The existing Eastech Flowmeter will be removed as you can't have two different Ultrasonic Transducers on a common flume. The transmitters will be mounted in the small building adjacent to the flume. Existing conduit from flume back to the building will be reused.</p> <p style="text-align: right;"><b>Total Price Item F Only...</b></p> <p style="text-align: right;"><b>Value of Second Flowmeter ...</b></p>	<b>\$12,120.00</b> <b>\$4240.00</b>
G	1	<p>2. Provide a new SCC panel to monitor this site from the SCADA system. To Include:</p> <ul style="list-style-type: none"> <li>a. NEMA 4X insulated stainless steel panel</li> <li>b. Panel heater</li> <li>c. Control breaker and 120V SPD</li> <li>d. DC UPS System</li> <li>e. Allen-Bradley MicroLogix 1400 PLC, model 1766-L32BXBA <ul style="list-style-type: none"> <li>i. The new PLC shall monitor the flow signal from the new ultrasonic flow meter, UPS battery fail, and control power fail from this SCC.</li> </ul> </li> <li>f. MDS Transnet 900 spread spectrum radio</li> <li>g. Yagi antenna to match Owners existing equipment.</li> <li>h. Heliac Antenna cable, sized as required, to mount the antenna on top of the 40-foot antenna pole.</li> <li>i. Note, Master PLC programming is included for new site I/O. <b>Master HMI programming will be performed by Strand Associates</b></li> </ul> <p style="text-align: right;"><b>Total Price Item G Only...</b></p>	<b>\$15,675.00</b>

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
H	1	3. Provide a 40 ft. wooden, utility-type, direct buried 40 ft. antenna pole. Includes all installation and antenna mounting and installation <b>Total Price Item H Only ...</b>	<b>\$4767.00</b>
I	1	4. Provide a Rohn or equivalent, galvanized steel freestanding antenna tower. Includes anti-climb protection, tower assembly, concrete base and antenna installation. <b>Total Price Item I Only ...</b>	<b>\$8326.00</b>
J	1	<p style="text-align: center;"><b>Item 5 – Main PLC Processor Replacement</b></p> Replace the existing PLC in SCC-Main with an Allen Bradley CompactLogix 5380 controller. PLC shall have 3MB of memory and include a serial adaptor card for communications with the existing radio. We have provided a few options for your consideration. To include: <ol style="list-style-type: none"> <li>1. Replace existing L35 processor with 5380 3MB processor. Includes 1769-AENTR card to reuse existing I/O cards. Installation and required programming is all included</li> </ol> <b>Total Price Item J Only ...</b>	<b>\$16,781.00</b>
K	1	2. Same as ITEM J except a 4MB Processor will be provided in lieu of 3MB <b>Total Price Item K Only ...</b>	<b>\$19,991.00</b>
L	1	3. Same as ITEM J except all new 5069 I/O cards will be furnished in lieu of using existing I/O cards <b>Total Price Item L Only ...</b>	<b>\$18,991.00</b>
M	1	<p style="text-align: center;"><b>Item 6 – South Kinney Coulee Lift Station</b></p> Provide control panel modifications to pace the two VFD's based on wetwell level. Ramp control will be provided. To include: <ol style="list-style-type: none"> <li>1. Provide required panel wiring modifications</li> <li>2. Wire in analog outputs to VFD's for speed pacing</li> <li>3. Wire in analog inputs to VFD's for % of speed indication</li> <li>4. Local PLC and Master PLC programming. <b>Master HMI programming will be performed by Strand Associates</b></li> <li>5. Revised drawings</li> <li>6. Operator training</li> </ol> <b>Total Price Item M Only ...</b>	<b>\$4560.00</b>
		<p style="text-align: center;"><b>Clarifications and Notes</b></p> <ol style="list-style-type: none"> <li>1. Projected delivery dates:                          Item 1 – Aspen Valley Booster Station Improvements – 10 weeks                          Item 2 - Wells No.7, No.8 &amp; No.10 Improvements – 10 weeks                          Item 3 – Well No.9 and OS Booster Station Water Temp. Monitoring – 4-6 weeks                          Item 4 – George Street Interceptor Flow Monitoring – 12-14 weeks                          Item 5 – Main PLC Replacement – 12-14 weeks</li> <li>2. <b>Master HMI programming will be performed by Strand Associates. This pricing is not included in our proposal.</b></li> </ol>	

ITEM	QUAN	DESCRIPTION	TOTAL PRICE
			116,741 <sup>00</sup>

ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

PRICE FIRM FOR 30 DAYS

\_\_\_\_\_  
NAME OF PURCHASER

SUBMITTED THIS: June 23, 2020

BY: \_\_\_\_\_  
NAME & TITLE

L.W. ALLEN, INC.-BY: *Mike Bewick*  
Mike Bewick

# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

Agenda Item:	#8
Project/Item Name:	Code recodification
Location:	Citywide
Requested Action:	Approval of quote
Staff Report/ Description:	City staff is seeking approval of moving forward with City Code recodification. Three quotes were received for the recodification with staff recommending General Code in the amount of \$10,325. This project was included within the approved 2020 Capital Improvements Budget.
Attachments:	Quotes and e-mail

## Holter, Jarrod

---

**From:** Jackson, Amanda  
**Sent:** Thursday, July 16, 2020 9:23 AM  
**To:** Holter, Jarrod  
**Subject:** FW: Onalaska Recodification GC:002004237  
**Attachments:** Onalaska C WI Type IIB rev.pdf; 2019-07-31-OnalaskaCityWI-Proposal.pdf; Onalaska, WI FS SPS Proposal 8.15.19.pdf

Hi Jarrod:

Here are the quotes for the recodification if you could put on the next BPW meeting. I'm hoping to start the project in October. Municode's quote is a bit confusing because it is basically a bunch of base prices and they don't give the overall cost but it would be substantially more than General Code which is who we would like to use (first proposal). Several departments (Clerk, Planning, Administrator, Attorney, Council President) reviewed presentations by the different companies and all felt General Code provided the best options and functions for the City and at the lowest cost.

*Thanks,*

**Amanda Halderson Jackson**  
City Attorney | City of Onalaska

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**From:** Marcia Clifford [mailto:mclifford@generalcode.com]  
**Sent:** Wednesday, July 15, 2020 4:26 PM  
**To:** Jackson, Amanda  
**Cc:** Aspenson, Katie  
**Subject:** RE: Onalaska Recodification GC:002004237

Hi Amanda:

Here is the updated proposal reflecting the new page count (with a new price). Feel free to contact me with any questions you may have.

# GENERAL CODE

A Member of the ICC Family of Companies



## Proposal for Codification Services

PREPARED FOR:

**City of Onalaska, Wisconsin**

PREPARED BY:

**MARCIA CLIFFORD, ESQ.**

**CODIFICATION ACCOUNT MANAGER**

[mclifford@generalcode.com](mailto:mclifford@generalcode.com)

800.836.8834

DATE:

July 15, 2020

(Valid for six months)



A Member of the ICC Family of Companies

July 15, 2020

Amanda Jackson  
Attorney, City of Onalaska  
415 Main St  
Onalaska, WI 54650

Dear Ms. Jackson,

General Code is delighted to present the City of Onalaska 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 make your Code accurate, enforceable and easily accessible by the City'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*<sup>®</sup> – 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 City 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 Staff Attorney and Wisconsin Account Manager, Marcia Clifford, will be available to meet you and answer any questions the City may have.

**We are committed to helping Onalaska 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 City save time and resources.

We look forward to serving your community.

Sincerely,

Cristina LoVerde  
Vice President of Sales & Marketing

Marcia Clifford  
Codification Account Manager

*Experience the Higher Standard. Explore the Possibilities.*



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## 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 make the City of Onalaska's Code a more 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 City achieve its goals. Full solution details are listed in the Recommended Solution section on page 4 of this proposal.

### Situation Analysis

The City of Onalaska's Code is currently maintained both online and in printed Code volumes by City staff. However, the City would like to make it easier for constituents and staff to find information by implementing a feature-rich and fully searchable online version of its Code, housed on our unparalleled *eCode360* platform. Additionally, the City would like to save staff time and keep its Code reliable, accurate and up-to-date through General Code's ongoing supplementation services. Additionally, the City is interested in making it easier for business and property owners, planners, developers, and constituents to access and use the City's Zoning Ordinance through our interactive Zoning Map, *MapLink*.

It is our understanding that the City would like to update and revitalize its Code in an 8 ½-by-11-inch page format with all legislation of a general and permanent nature through July 15, 2020. This process would ensure that legislation is up-to-date, in addition to making the overall Code consistent in organization, format, style, and content.

### Our Solution

Our comprehensive codification solution for Onalaska includes:

- > **An updated Code**  
We will update your Code to include all legislation through July 15, 2020 and reformat it to ensure that it is consistent in organization, format, style and content
- > **An online Code housed on our innovative *eCode360* platform**  
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable
- > **2 custom printed Code books, with an option for additional printed volumes**  
We will provide you with 2 fully customized print copies of your new Code, with additional copies as requested

> **An Interactive Zoning Map (Optional)**

Using the City's existing GIS shape files, we will create an interactive Zoning Map that business and property owners can easily search to find essential Zoning information, such as dimensional requirements, allowable uses, and zoning districts

## 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 Onalaska's Code enforceable
3. Improve transparency with constituents
4. Save Onalaska'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 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

## Onalaska's Investment

The price of General Code's recommended solution will be \$10,325.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 10.



## Recommended Solution for Onalaska

Based on our discussions with the City, 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:

### Create an Updated Code

General Code will provide the City with an updated Code that is clear, enforceable, and easy for your community to access and use. During the revitalization process, we will update your Code to include all legislation of a general and permanent nature through May 17, 2019 and organize your Code 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.

### 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 Onalaska's staff, citizens 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 City 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**

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

For more information about *eCode360* and the service levels we offer, see page 19.

## **Publish a Custom Printed Code**

General Code will publish 2 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 City'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.

## **Create an Interactive Zoning Map Using *eCode360 MapLink* (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 Onalaska, which can help grow your community.

For more information about *MapLink*, please see page 21.

## **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 City 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 26.



## Project Materials

### Source Materials

General Code will use the following source materials for the codification project:

- > A copy of the City's Code, as updated through July 15, 2020
- > A copy of the City's revised Title 13 Zoning, which the City estimates will be 200 pages

### Project Scope

The proposed scope of work and price is based on an estimate of up to 700 pages, as specified by the City, which will be included within the scope of this project. If upon further detailed review the total quantity of legislation is found to be larger than the City's estimate, additional pages shall be charged at a rate of \$18 per page. A "page" shall be defined as the printed area on one side of a sheet of paper; a sheet of paper may include two pages. General Code requests that the City routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

### MapLink Source Materials (Optional)

Before the project begins, the City will supply the set of online files needed to build the interactive Zoning Map, as described in the table below. The files must be configured consistent with industry standards, such as:

1. A REST connection link for each map layer
2. Esri ArcGIS Shapefiles

Initial Build	Description
Required	Municipal boundary
Required	Parcels
Required	Base Zoning Districts
Optional	Overlay districts, if any
Optional	Other relevant Shapefiles, if any (e.g., Tax Increment Districts, Business Improvement Districts, Economic Development Zones)

Please consult your GIS or Tech Department for the above files. If the City needs support in creating or formatting files, General Code may be able to provide technical assistance. All files must be reviewed and approved by General Code before the project launch can be authorized. The City is responsible for all costs associated with acquiring the required GIS files; any fees billed by a third party for access required GIS files are not included in the project price.



## 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 City shall provide the source materials for the new Code. For more detail, see the source materials listed on page 7.

---

#### **Project Launch**

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

---

#### **Organization**

The Code will be reorganized, utilizing the General Code style. The Table of Contents will be expanded and renumbered to fit accordingly.

---

#### **Administrative Review**

We will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of the materials being reviewed.

---

## **Editing**

Once the Administrative Review is approved, an editor will begin the final editing process. During this time, we will:

- > Edit the text to include historical notations indicating the source and date of adoption of each enactment
  - > 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
  - > Proofread all copy to correct typographical and spelling errors
- 

## **Draft**

General Code will submit a Draft of the Code for final review by the City. At this time, the editorial work on your project will be completed; therefore, if the City 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.

---

## **Code Adoption Legislation**

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

The Code should be adopted as soon as possible to formally enact and establish the Code as the permanent enforceable system of law in the City.

---

## **Code Delivery**

General Code will make your *eCode360* site available to the public and deliver 2 printed copies of your Code in custom imprinted post binders.

---

## **Ongoing Supplementation**

As the City 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.

# Investment Details and Options

## Codification Project Price

\$10,325

### Services included with the codification project:

- > Project Launch
- > Creation of a New Code, with Project Scope Including Legislation Through July 15, 2020
- > Editorial Work
- > Proofreading
- > Shipping

### Initial deliverables included with the codification project

- > Organization
- > Administrative Review
- > Draft

### Final deliverables included with the codification project:

- > Publication of 2 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 City 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:

- |          |   |
|----------|---|
| \$3,996* | An Interactive Zoning Map using <i>eCode360 MapLink</i><br><i>Annual Maintenance: \$1,495</i>       |
| \$200    | Upgrade to Premium <i>eCode360</i> , Including PubDocs Module<br><i>Annual Maintenance: \$1,195</i> |

*Please note: Code books in addition to the 2 Code books included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.*

\*Your MapLink build price is value a of \$6,490.

## **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

\$10,325

## Performance Schedule

Deliverable	Delivery Date
<b>New Code Project Launch</b>	Within 30 days of contract signing
<b>Submission of the Organizational Analysis</b>	Within 70 days of contract signing and receipt of the materials; the City has 30 days for review
<b>Submission of the Draft</b>	Within 180 days of receipt of the responses to the Organizational Analysis; the City has 30 days for review
<b>Delivery of the Code</b>	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
<b>25%</b>	Due within 30 days of contract signing
<b>25%</b>	Due upon submission of the Organizational Analysis
<b>35%</b>	Due upon submission of the Draft
<b>Balance</b>	Due upon delivery of the Code

## Optional MapLink Performance and Payment Schedule

Milestone	Performance Target	Payment
<b>Delivery of the Code</b>	General Code Delivers the Code	\$1,998 (50% of Initial Build)
<b>Soft Launch</b>	Within 90 days of Signing and Receipt of Materials	\$1998 (50% of Initial Build)
<b>Go Live</b>	30 days after Soft Launch (first of the month following)	\$1,495.00 (100% of Annual Fee)

# Authorization and Agreement

The City of Onalaska, Type IIB, July 15, 2020

Codification Project Price \$10,325

## Optional Components

- An Interactive Zoning Map using *eCode360 MapLink* \$3,996  
*Annual Maintenance: \$1,495*
- 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: \$ .....

The City of Onalaska, 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/>.

### City of Onalaska, La Crosse 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 Onalaska for its records.

Scan and email the completed form to [ezsupp@generalcode.com](mailto: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:

### **Adams County**

Adams County  
Town of Rome

### **Ashland County**

Town of La Pointe

### **Barron County**

City of Rice Lake

### **Bayfield County**

City of Bayfield

### **Brown County**

Town of Lawrence  
Town of Ledgeview  
Town of Pittsfield  
Village of Allouez  
Village of Bellevue  
Village of Denmark  
Village of Hobart  
Village of Wrightstown

### **Burnett County**

Village of Grantsburg  
Village of Siren  
Village of Webster

### **Crawford County**

Village of Soldiers  
Grove

### **Douglas County**

Village of Superior

### **Dunn County**

Village of Colfax

### **Jackson County**

Village of Hixton

### **Juneau County**

City of New Lisbon

### **La Crosse County**

Village of Holmen

### **Marathon County**

Town of Cleveland  
Town of McMillan  
Village of Athens  
Village of Kronenwetter  
Village of Rothschild  
Village of Spencer  
Village of Stratford

### **Marinette County**

Town of Goodman  
City of Montello  
Village of Neshkoro  
Village of Westfield

### **Menominee County**

Menominee Indian  
Tribe of WI

### **Monroe County**

Village of Wilton

### **Oconto County**

City of Gillett  
City of Oconto Falls

### **Oneida County**

Oneida County  
Town of Lake  
Tomahawk  
Town of Woodruff

### **Outagamie County**

Town of Buchanan

Town of Grand Chute

Town of Greenville

Village of Kimberly

### **Pierce County**

City of Prescott  
Pierce County

### **Polk County**

City of Amery  
Village of Balsam Lake  
Village of Clayton  
Village of Dresser  
Village of Luck  
Village of Osceola

### **Price County**

City of Park Falls  
City of Phillips  
Price County  
Village of Prentice

### **Richland County**

Village of Lone Rock

### **Rock County**

Town of Fulton  
Town of Milton  
Village of Footville  
Village of Orfordville

### **Sauk County**

City of Reedsburg  
Village of Sauk City

### **Shawano County**

City of Shawano  
Town of Washington  
Village of Gresham

Village of Tigerton

City of Marion

### **St. Croix County**

City of Glenwood City  
City of Hudson  
Town of Hudson  
Town of St. Joseph  
Village of Baldwin  
Village of Woodville

### **Trempealeau County**

City of Arcadia  
Village of Trempealeau

### **Vilas County**

Town of Arbor Vitae  
Town of Boulder  
Junction  
Town of Manitowish  
Waters  
Town of Phelps

### **Waupaca County**

City of Manawa  
City of Weyauwega  
Village of Fremont  
Village of Coloma  
Village of Wild Rose

### **Wood County**

City of  
Nekoosa



## Municipal Contacts

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

### **Village of Trempealeau, WI**

Kathy Peterson, Clerk/Deputy Treasurer

(608) 534-6434

[kpeterson@trempealeauwi.com](mailto:kpeterson@trempealeauwi.com)

*eCode360:* <https://www.ecode360.com/TR3174>

### **City of Fond du Lac, WI**

Margaret Hefter, Clerk

(920) 322-3407

[mhefter@fdl.wi.gov](mailto:mhefter@fdl.wi.gov)

*eCode360:* <https://www.ecode360.com/F03072>

### **Village of Mazomanie, WI**

Susan M. Dietzen, Deputy Clerk/Treasurer

(608) 795-2100

[sdietzen@villageofmazomanie.com](mailto:sdietzen@villageofmazomanie.com)

*eCode360:* <https://www.ecode360.com/MA2209>

### **Village of Black Earth, WI**

Shellie Benish, Clerk

(608) 767-4901

[sbenish@blackearthwisconsin.com](mailto:sbenish@blackearthwisconsin.com)

*eCode360:* [sbenish@blackearthwisconsin.com](mailto:sbenish@blackearthwisconsin.com)

### **City of Lake Mills, WI**

Misty Quest, Clerk

(920) 648-2344

[mquest@ci.lake-mills.wi.us](mailto:mquest@ci.lake-mills.wi.us)

*eCode360:* <https://www.ecode360.com/LA3656>



## 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 Search**

*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 Notes**

*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 Laws**

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 Indicator\***

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 Titles\***

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) Module\***

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 City prefers, for an additional fee, General Code can add a customized masthead banner and accent colors on the City's behalf.

\*This feature is available with the Premium *eCode360* subscription only.

## *eCode360* Service Levels

Standard *eCode360* 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

**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 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

**1** Custom Banner

**2** Swimming Pool Application

**3** Code

**4** Public Documents

**5** Multicode Search

Type	Name	County	State	Population
Town	Abington	Plymouth	MA	16378
Town	Ashland	Middlesex	MA	15618
Town	Aurora	Erie	NY	13456
Town	Barrington	Essex	RI	16516
Town	Wolford	Hillsborough	NH	20986
Town	Beafield	Westchester	NY	16012
Town	Beakman	Dutchess	NY	14307
Town	Bal Air	Harford	MD	10029
Town	Belchertown	Hampshire	MA	14193
Town	Bellingham	Norfolk	MA	15896
Town	Belmont	Middlesex	MA	23308
Town	Bethel	Fairfield	CT	18500

- 1** Custom Banner
- 2** Public and Private Notes
- 3** View Archived Codes
- 4** Public Documents Portal

**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 Bureau Amendment	Ch 10A, Ch 20
L.L. No. 20-2018 <i>goes into effect 1/1/2019</i>	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 05
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 02
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 05
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 05



## eCode360 MapLink

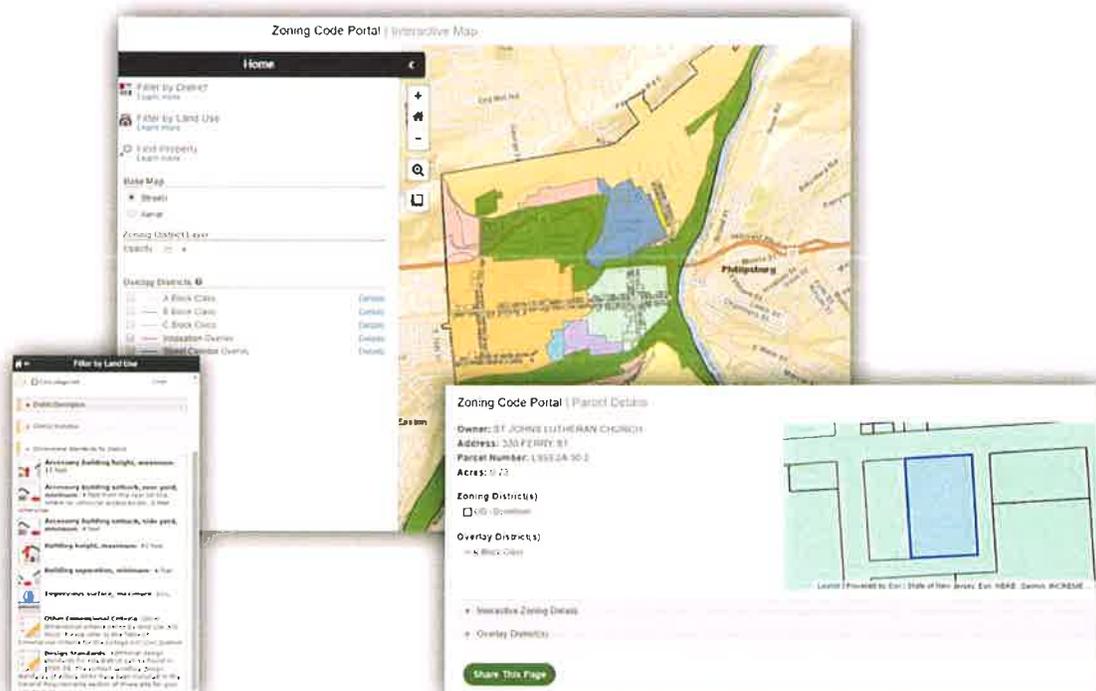
Based on discussions with the City of Onalaska, it is our understanding that the City would like to encourage economic growth by making it easier for business and property owners, planners, developers, and constituents to access and use the City's Zoning Ordinance. *eCode360 MapLink* makes it simple for users to find specific property information by presenting Zoning regulations from *eCode360* in an interactive 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.

*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 Onalaska includes:

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

MapLink Sample Screens



## Communities with *MapLink*

The following communities have *MapLink* projects in progress or already completed. Please feel free to explore these *MapLink* sites.

### Completed Projects

Township of West Whiteland, PA (Chester County)

<https://we2141.zoninghub.com/home.aspx>

Township of Tredyffrin, PA (Chester County)

<https://tr1485.zoninghub.com/>

Township of Upper Chichester, PA (Chester County)

<https://up1263.zoninghub.com/>

Township of West Goshen, PA (Chester County)

<https://we0457.zoninghub.com/>

City of Easton, PA (Northampton County)

<https://easton-pa.zoninghub.com/>

Township of Ross, PA (Allegheny County)

<https://ro2521.zoninghub.com/>

City of Crestwood, MO (St. Louis County)

<https://cr3957.zoninghub.com/>

Township of Middle Smithfield, PA (Monroe County)

<https://mi1644.zoninghub.com/>

### Projects in Process

Borough of Emmaus, PA (Lehigh County)

Township of Swatara, PA (Dauphin County)

Township of Lower Southampton, PA (Bucks County)

Township of Rostraver, PA (Westmoreland County)

Borough of Emmaus, PA (Lehigh County)

Town of Penfield, NY (Monroe County)  
<https://penfield.zoninghub.com/home.aspx#>

Town of Manlius, NY (Onondaga County)

City of Oswego, NY (Oswego County)

City of Kalamazoo, MI (Kalamazoo County)

Township of Cannon, MI (Kent County)

City of Fenton, MO (St. Louis County)

Town of North Andover, MA (Essex County)

City of Hurst, TX (Tarrant County)

City of Sanford, ME (York County)



## 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 City'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 City 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]<sup>1</sup>

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.

198:1

Pagination

01 - 15 - 2010



## 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 City 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](mailto: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 City. 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 Onalaska. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the City. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the City prefers.

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

### **Editorial Work on Your Supplement**

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The 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:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

**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 Onalaska, 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.*

781 Elmgrove Road | Rochester, NY 14624 | 800.836.8834 | [generalcode.com](http://generalcode.com)

**July 2019**



## **Codification Proposal**

**Submitted by**  
**Code Publishing Company**

**Contact:**

Zoë Masten  
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Phone: 800-551-2633  
9410 Roosevelt Way NE  
Seattle, WA 98115



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## EXECUTIVE SUMMARY

### Overview of Our Firm

- Code Publishing Company (CPC) is a legal document publisher for local governments nationwide – we offer codification and publishing services in print and online media.
- For the past 29 years, we have provided our clients with a unique blend of expertise, innovation, and service.
- More than 530 cities, counties, service districts, towns, villages and Native American tribes across the continental U.S., Alaska, and Canada use our codification services. Their populations range from 150 residents to 1.5 million – we are equipped to manage any scale.
- The key to our success is exceptional customer service and product design, both in print and online. We will make your code look good.

### Expertise

- CPC is a streamlined company of about 20 employees; our organizational structure is flat, so all of our employees work closely together to ensure projects are completed accurately and on schedule, every time.
- Skilled editors and proofreaders are at the core of what we do. With support from modern desktop publishing systems and custom software to maximize efficiency, our staff makes certain that no detail goes overlooked.
- Our centralized location in Seattle, Washington, allows not only thorough and efficient communication among current employees, but also offers the promise of the most qualified future hires. Projected as the next Silicon Valley, Seattle attracts a wealth of technical, editorial, and legal experts.

### Innovation

- We have consistently led the industry in providing new features and options for municipal codes on the web because we are always searching for new ways to serve our customers.
- CPC's code format allows constant innovation; it is text based and frameless, ADA compatible, and works seamlessly with all browsers and mobile devices.
- Our web offerings are designed to make browsing and searching the code easy, and we tailor the look and feel of web-based code to meet your needs.

### Services and Support

- We are available to answer your questions from 6:00 a.m. to 6:00 p.m. (Pacific Time) every day.
- CPC staff can answer questions about codification, help with technical issues, and research older versions of the code. We archive everything, including print supplements, full codes, and web content files.

### How to Begin

- After a consultation where we determine the kind of service your municipality requires, we will send you an agreement. Once the agreement is signed, and you have sent Code Publishing Company any other required materials (lists of ordinances, contact information, etc.), we will create a project in our database for information-tracking purposes. Weekly internal reports ensure that all projects are maintained and tracked, so your project never gets overlooked.

## SERVICES PROVIDED

### Summary

Codification is a highly technical and detailed process, and we have completed thousands of codification projects in our nearly three decades of business. Because we specialize in a particular range of services, our editors are able to review and provide material more quickly and accurately than is generally possible with in-house codification or other codifiers. Our staff works closely with yours so that questions are resolved easily, and we deliver consistently high quality.

We guarantee our editorial work; however, in the event any errors are discovered, we will correct the web-based code on the same day and print-based code per customer request.

We offer seven main services:

- **Codification:** The editing, rearranging and/or grouping of ordinances under appropriate titles, parts, chapters and sections. Includes:
  - Organizing and editing ordinances to modernize and clarify language while preserving meaning.
  - Dividing long single sections into two or more sections and rearranging the order to ensure clarity and specificity.
  - Eliminating conflicts, inconsistencies, and obsolete provisions to preserve legislative intent.
  - Correcting manifest errors in references to other ordinances, laws, and statutes, as well as spelling, clerical or typographical errors, additions, and omissions.
  - Changing the wording of or adding section captions to chapters and sections.
  - Substituting specific language for the term “this ordinance” where necessary; for example, this “section,” “part,” “code,” “chapter,” “title,” or numbered section or chapter.
- **Recodification:** An overhaul of an existing code. Essentially a codification.
- **Republication:** A clean up of a printed code – reformatting, repaginating, and reprinting. Includes:
  - Repaginating to remove blank, partial, and point pages, and to create a new page format.
  - Creating consistent subsection numbering and lettering, as well as inserting citations to state and federal statutes.
  - Your choice of several page formats – we recommend the double-column format for legibility and space saving.
- **Supplements:** Printed additions or revisions to an existing code.
  - Varies on an individual basis, but can include statutory references, cross-references, a disposition table, and index updates. (See “Updates” below for details.)
  - Performed according to a regular, predetermined schedule, or on request.
  - Printed supplements are delivered within two to six weeks, depending on quantity and complexity of the ordinances. Supplements are scrupulously reviewed for errors before publication.
  - No annual fees, storage fees, or minimums.
- **Updates:** Additions or revisions to the web code.
- **Web Hosting:** Storage of your documents using our web interface.
  - Can include municipal codes, comprehensive plans, ordinances, agendas, policies, etc. (See “Optional Services” below for details.)
  - Always up to date and available as a mobile version, including Kindle, iPad, Nook, PDF and other formats.
  - Advanced searching, including Boolean and thesaurus features.
  - Highly customizable to your specifications. Our web site includes a comprehensive list of browsing and searching options.

## CODE PUBLISHING COMPANY

- **Legal Review:** An attorney's review of all sections of a code for consistency, archaic language, internal conflicts, as well as compliance with state and federal laws. The municipality will receive a detailed written report after completion. (Note: Optional service; usually accompanies codification and recodification.)

### Guaranteed Services

Every CPC customer will receive the following as we complete whichever main service(s) you select:

- Editorial review, including suggestions for changes, additions, or deletions to code material.
- Editorial formatting of style elements and page layouts; and printing of your completed book.
- Periodic and reliable updates to both print- and web-based codes.
- Timely communication with your agency.

### Optional Services

As a customer with CPC, you have the choice of the following additional services:

- A legal review of the code.
- Assistance with reorganizing titles or chapters.
- Recommendations for the consolidation of overlapping text (e.g., definitions, exemptions, etc.).
- Special requests.

You must also decide what form(s) your code will take. This means selecting whether your code will be print or web based, or both. If you opt for web hosting options, your documents can be hosted along with or separate from your Municipal Code, and all can utilize our web interface.

- **Municipal document web hosting options:** Municipal Codes (including Development Codes), Comprehensive Plans or General Plans, Area Plans, Ordinances, Resolutions, Council or Commission Minutes, Agendas, Policies, Engineering Standards, etc.

### Getting Started

After a consultation where we determine the kind of service your municipality requires, we will send you an agreement. Once the agreement is signed, and you have sent Code Publishing Company any other required materials (lists of ordinances, contact information, etc.), we will create a project in our database for information tracking purposes. Weekly internal reports ensure that all projects are maintained and tracked, so your project never gets overlooked.

## QUALITY CONTROL AND TEAM ORGANIZATION

Online publication is not just a method of cutting and pasting existing material into a new format. Though the process of supplementing municipal codes has not fundamentally changed in the past 40 years, online publication and access has changed dramatically. Skilled editors and proofreaders are at the core of what we do. With support from modern desktop publishing systems, we update the print and electronic versions of the code which involves hundreds of details. Our job is to make sure these details are not overlooked, ever. We use custom software for repetitive work, which is why we are so efficient in our deliveries and why our products are of such high quality.

Our employees, whose attention to detail is very keen, scrutinize the amendments and documents, making sure the ordinances have been codified correctly. Our guarantee is that when a correction is necessary, no matter the reason, we will make the correction that same day.

## YOUR CODE ON THE WEB

Our codes feature the most user-friendly browsing and searching available, allowing users to search with keywords and Boolean technology, among other options.

Our online code interface is ADA accessible; there are no frames. We comply with 36 CFR 1194.22 with the exception of descriptions for graphics. This information, when provided by the customer, can be added so the nontext element complies with this CFR requirement.

See the following links for more information:

- All CPC online codes are available at: <http://www.codebook.com/listing>
- Online enhancements are available at: <http://www.codebook.com/enhancements>
- An online tour of features is available at: <http://www.codebook.com/tour>

### **Browsing/Navigation**

Users can browse the code using any browser. Our responsive system recognizes each kind of device accessing the online code and activates the size and features. There is no preferred browser. An expanding table of contents listing all titles, chapters, sections, tables and indexes is located on the left side of the screen which helps users easily refine their search. In addition, users can quickly move between documents or search results using the navigation bar at the top of the screen. In addition, we provide linked cross-references and locked table headers (especially useful for large zoning tables) for easy scrolling.

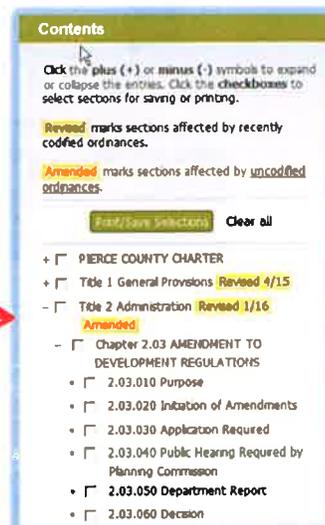
# CODE PUBLISHING COMPANY

## Table of Contents

The table of contents is visible upon opening the web-based code. Users can scroll through the contents, clicking the plus/minus (+/-) signs to expand or collapse the contents. Note that links to individual chapters and sections are programmable, which makes creating links on the fly easy.



Our collapsible table of contents provides checkboxes at all levels which allows users to browse the code and retrieve documents by checking the title, chapter or section headings. Our standard TOC:



# CODE PUBLISHING COMPANY

## Mobile Devices

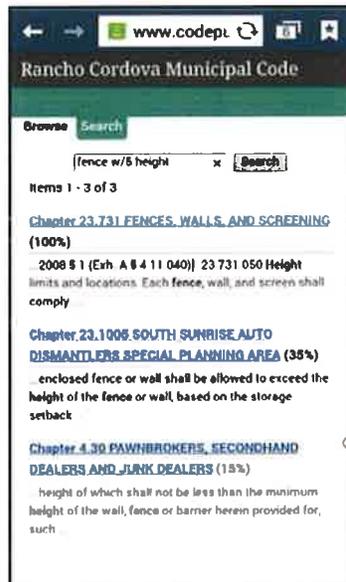
Our responsive web-based code format has a user-friendly interface and full searching capabilities on any mobile device. Access to our codes with a mobile device has the same features as a desktop computer accessing the code with a browser.

Our interface is designed to be compatible with touch screens and all of the best features are included on these smaller screens.

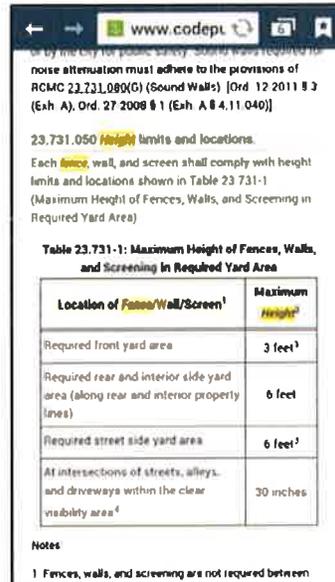
We have built-in, responsive design, so our documents on mobile devices are readable without style sheets.



## Search Results



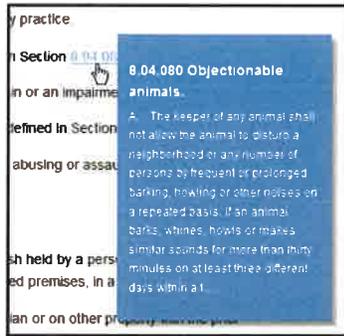
## Tables



Linking

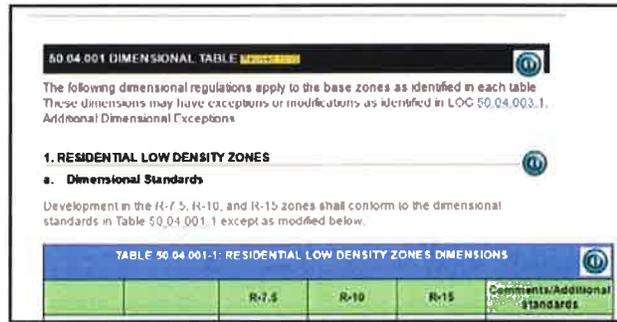
Cross-References

Hyperlinks to internal cross-references are standard with CPC. The mouseover (or CodeTip) with a preview of the section is also shown.



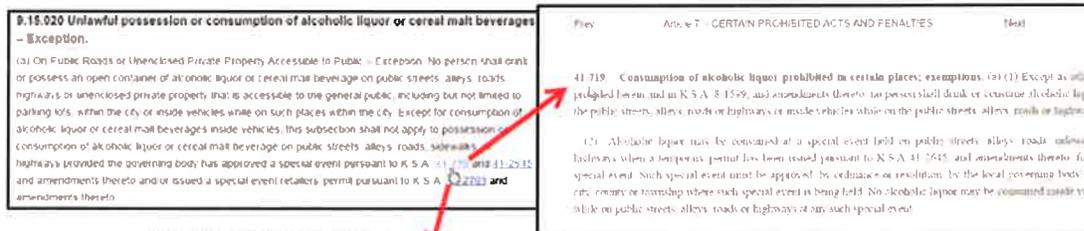
External Documents

We provide links to external documents. The screenshot below shows the link to the city's interpretations.



Statutory References

This type of linking is standard with CPC's online codes.



[kslegislature.org/li\\_2012/b2011\\_12/statute/041\\_000\\_0000\\_chapter/041\\_007\\_0000\\_article/041\\_007\\_0019\\_section/041\\_007\\_0019\\_k/](http://kslegislature.org/li_2012/b2011_12/statute/041_000_0000_chapter/041_007_0000_article/041_007_0019_section/041_007_0019_k/)

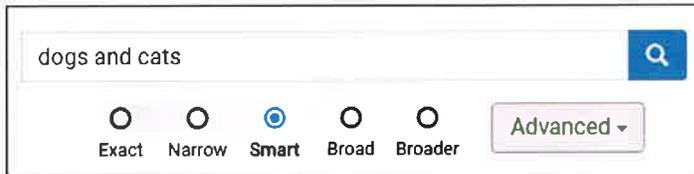
Zoning Definition Pop-Ups

Hover over terms to display pop-up box definition.

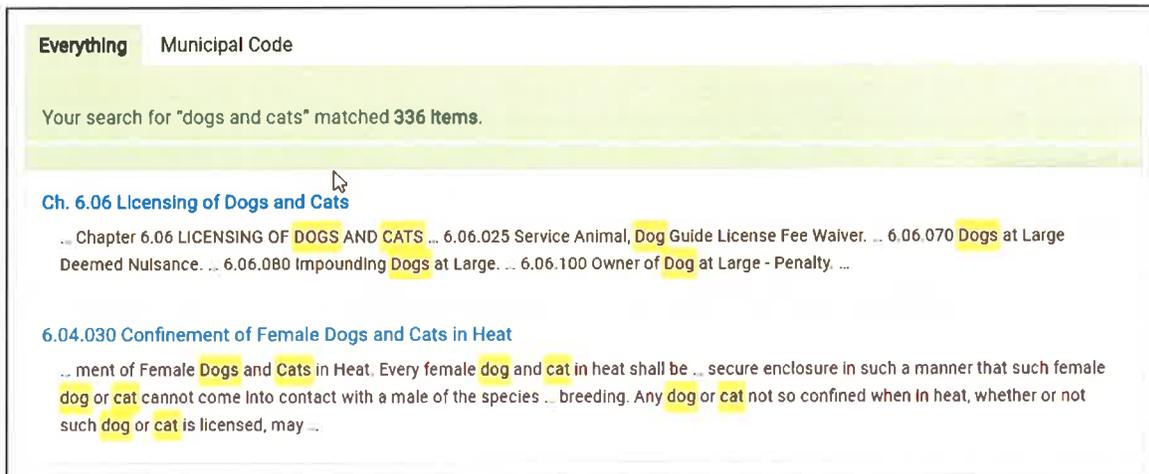


### Searching

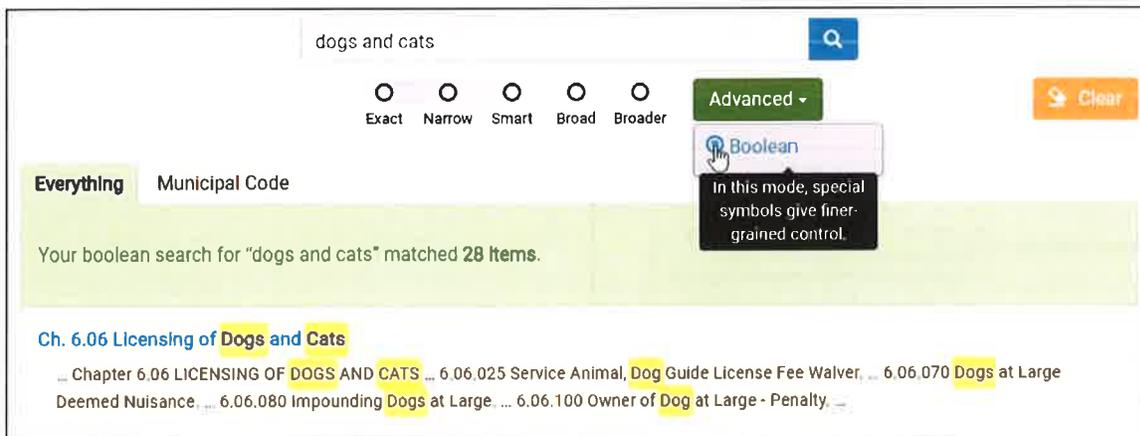
Our web interface includes a powerful search engine that enables a Google-like experience. There is a continuum of searching, starting with "Exact" and providing four broader options, making it very intuitive. The default Smart search provides the most balanced search parameters and will usually give you the best results. We also offer full Boolean capabilities and scope searching of specific sections within the code. Stemming and synonym searching are incorporated to a greater extent as you use a broader search, so words relating to your topic can be easily found. There are also two ways to display results. While the default is to sort by the most relevant hits, you can also sort by code section number.



Initial results show words around hits:



The quick search in the header will automatically detect Boolean search language, or you can click on "Advanced" and choose "Boolean":



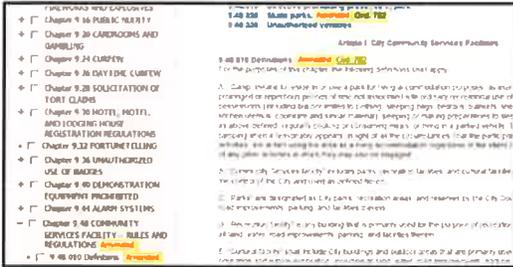
# CODE PUBLISHING COMPANY

## Ordinances

### OrdAlert

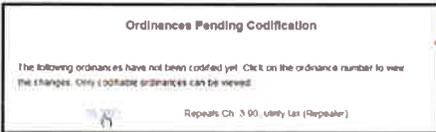
Our "OrdAlert" feature is a list of ordinances not yet codified. It can be coupled with our standard "Ordinances Pending Codification" feature.

With OrdAlert, the chapter and section are tagged with an "Amended" label; a link to the PDF file of the amending ordinance is included.

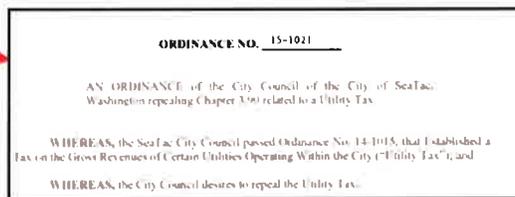


### Ordinances Pending Codification

In the ordinance table:



The PDF file of the ordinance:



### CodeTrak

Our "CodeTrak" feature is another way to track ordinances: those that have been recently codified.



# CODE PUBLISHING COMPANY

## Links to Ordinances

We provide links to the ordinances in a variety of ways: e.g., from the history note and from the ordinance table.

### From the history note:

**3.08.010 Office created – Appointment – Vacancy.** SHARE

There is created and established the office of city clerk, to be filled or vacated by appointment or removal by the city manager. (Ord. 4444 § 1, 1999.)

**ORIGINAL**

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 4444

AN ORDINANCE regarding the City Clerk; and amending Bellevue City Code 3.08.010 and 3.08.020.

### From the ordinance table:

Ord. 1 – 1000  
Ord. 1001 – 2000  
Ord. 2001 – Onwards

Ordinance Table: Ords. 1001 – 2000  
 Ordinance Table: Ords. 2001 – Onwards

[www.codepublishing.com/OR/Newberg/html/ords](http://www.codepublishing.com/OR/Newberg/html/ords)

This table lists all ordinances. If an ordinance is codified, its location in the code is cited by chapter, article, title, section, and subsection, and/or include penalty provisions for noncompliance. It was not for some reason (superseded by a later ordinance, codified in a separate publication, period of time (e.g., budget, annexation, tax levy, street vacation).

Click on an ordinance number to search for it throughout the code. Click on the PDF icon beside the ordinance number to view the ordinance.

Ord. No.	Passage Date	Description
<a href="#">1</a>	12-4-1890	Relating to swine a

*Not checked*

*An ordinance relating to swine domestic animals, and providing for the same and approved 12/4/1890*

## OrdSearch

In the ordinance table, there is also a searchable link "OrdSearch" for all sections amended by that ordinance.

Reverse Advanced Search

**Ord Search**

Request: Ord. 15-1017 OR Ord. No. 15-1020  
Zone 1 - 1 of 1

Score: 100% Chapter: 9.05

15-1017 Acquisition of property by condemnation (Special)

15-1018 Repeals and replaces Title 15 (except Ch. 15.41) zoning (Pending codification)

15-1019 Amends 2015-2016 biennial budget (Special)

15-1020 Adds § 9.05.045 for hire vehicle stopping standing parking (9.05)

**Share/Email/Save/Download**

Our web-based codes allow users to share, email, print and/or download portions of the code. Users can click a checkbox or multiple checkboxes at the title, chapter or section level to save the desired section in RTF, PDF, HTML and Text formats. This standard functionality is at every major level of the hierarchy, e.g., title, chapter, section, etc.

**14A.154.050 Habitat Protection for Rivers and Streams.**

Regulated activities proposed along rivers and streams shall provide for habitat

A. *Habitat Protection for Rivers and Streams Shall Be Provided Through Buffers.*



Save, Share,  
Bookmark or  
Print

**SHARE**

“SHARE” allows posting a link to a section by email or on multiple social media sites:

★ Popular   Save   Share   Bookmark



Email



Facebook



Twitter



Google+



LinkedIn



Pinterest

Close

**Save Selections (Save/Download/Export to RTF/Word and Other File Formats)**

CPC offers the best solution for copying (through saving) code sections in a variety of file formats. This applies to tables, charts, graphics and text. The graphic below demonstrates saving random sections to MSWord/RTF. CPC’s output to MSWord is exceptionally clean, rarely requiring any staff time for cleanup. Users have the ability to download code sections in a Microsoft Word format that is formatted for easy editing and use in other documents.

★ Popular   Save   Share   Bookmark



Adobe Reader (PDF)



Microsoft Word (RTF)



Print



Web Page (HTML)



Plain Text

Close

**Ordinance Drafting**

Saving sections in Word format makes it easy to draft new ordinances. Please see our video on tables: [Tables - Help Video](#)



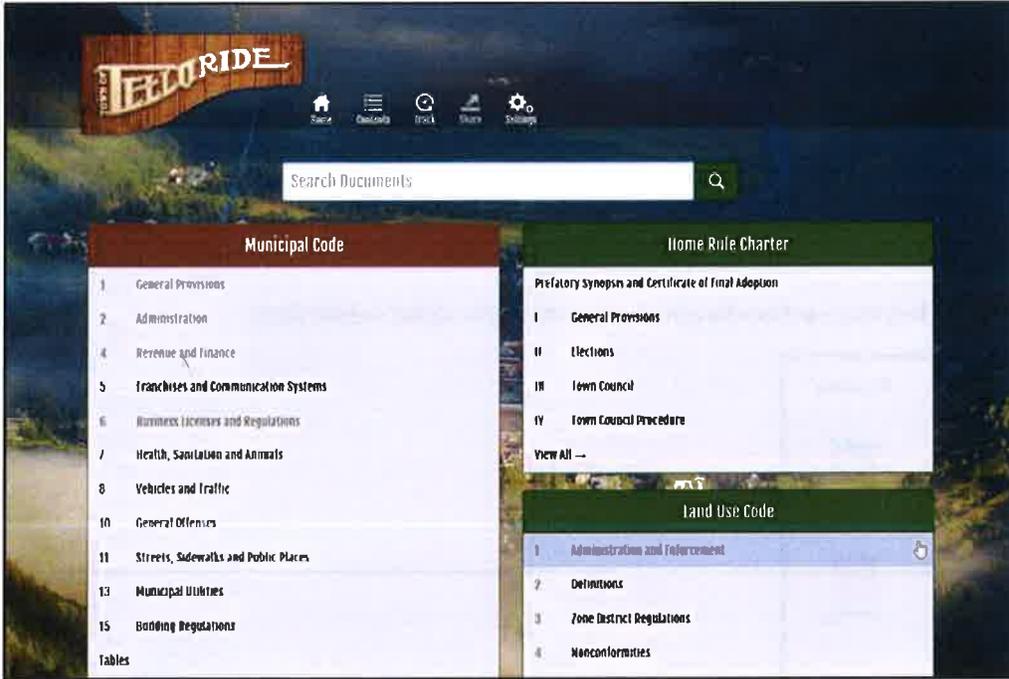
Law Item	HC	OS	OS	OS	OS	OS	OS
14. Resolution 1001	<input type="checkbox"/>						
15. Resolution 1002	<input type="checkbox"/>						
16. Resolution 1003	<input type="checkbox"/>						
17. Resolution 1004	<input type="checkbox"/>						
18. Resolution 1005	<input type="checkbox"/>						

# CODE PUBLISHING COMPANY

## Unique Features

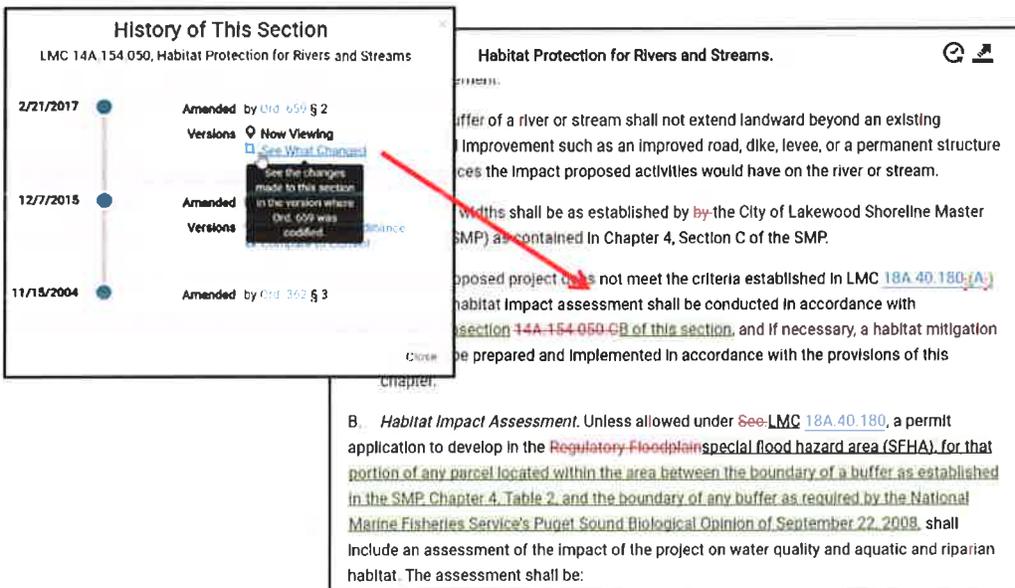
### Custom Banner

The customer's official logo and web site interface are included with every web-based code; the logo links to the customer's web site. All codes hosted by CPC on the web are free to the public.



## Compare Versions

CPC uses a redlined compare feature. Customers choose how many archival versions are wanted.



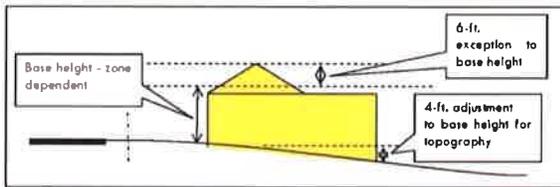
Graphics and Tables

Photographic images, graphics and tables are included with the online code text.



[Cross-References: Height Limitation see Charter Section 46A for 50 ft. Maximum Height of Structures in Residential Areas, Height Measure see LOC §0.04.003.j, General Exception to Structure Height Limitations ]

Figure 80.04.001-A: Height Adjustment for Sloping Topography



b. Density – Additional Standards

There are no additional standards for density in this section

c. Lot Dimensions – Additional Standards

There are no additional standards for lot dimensions in this section

Sample Table with Mouseover Zoning Definitions

80.04.001 Other Items

The chart in this section contains the latest zoning regulations that apply in each code within the City of Mukwonago. Use this chart to verify the this page is what you need or that you need to update. There are two columns of zoning codes: "Current Zoning Codes" and "Previous Zoning Codes". The "Current Zoning Codes" column contains the zoning codes that are currently in effect. The "Previous Zoning Codes" column contains the zoning codes that were previously in effect. The zoning codes are listed in the order that they were adopted. The zoning codes are listed in the order that they were adopted. The zoning codes are listed in the order that they were adopted.

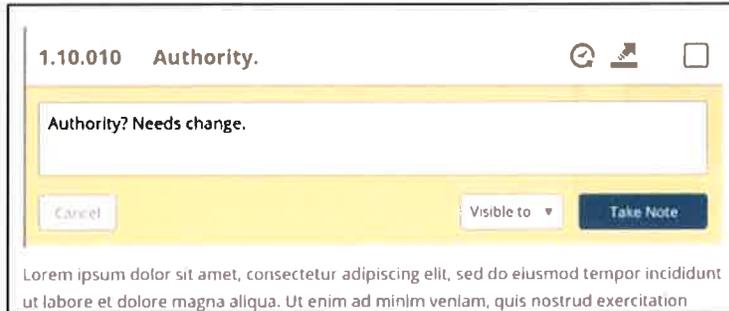
SEARCH FILTERS	80.04.001 Other Items			
SEARCH FILTERS	SECTION 1	SECTION 2	SECTION 3	SECTION 4
SEARCH FILTERS	SECTION 1	SECTION 2	SECTION 3	SECTION 4
SEARCH FILTERS	SECTION 1	SECTION 2	SECTION 3	SECTION 4

Maps

Maps are often included within the online code itself, but linking to a map, whether hosted by the customer or on CPC's server, is also an option.

### eNotes

The “eNotes” feature allows anyone to add notes to various sections of the code. This feature will be part of our personal access procedure wherein a user logs in with a personal ID and password.



The screenshot shows a user interface for adding a note. At the top, it displays the code section "1.10.010 Authority." with icons for refresh, print, and a close button. Below this is a text input field containing the note "Authority? Needs change." At the bottom of the input area, there are three buttons: "Cancel", "Visible to" (with a dropdown arrow), and "Take Note". Below the input area, there is a line of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation".

(Call for a demo.)

### Customer Training

CPC has web-based training about how to use the features available to customers using the online code. We also offer periodic webinars demonstrating the functionality of the product to our customers. Please view our videos at:

<https://www.youtube.com/playlist?list=PLb-78t-0DVOnuvqbXacfwqtjEPR3CCOuz>

<http://www.codepublishing.com/helpvideos/tables.mp4>

We provide webinars and videos to assist staff with using the online code:

<http://www.codepublishing.com/help.html>

## SPECIAL EXAMPLES

### Web-Based Codes

Tables with banded, colored columns and rows:

<https://durham.municipal.codes/UDO/5.1.2>

<https://lakewood.municipal.codes/LMC/18A.50.640>

Page with links to all figures within a Comprehensive Plan:

<http://www.codepublishing.com/WA/SnohomishCounty/CompPlan/GPP-LOF.html#GPP-LOF>

Sign graphics:

<http://www.codepublishing.com/CA/Fremont/html/fremont18/Fremont18193.html#18.193.180>

Table with mouseover definitions:

<http://www.codepublishing.com/CA/Fremont/html/fremont18/Fremont18193.html#18.193.550>

(You may need to click on the link depending on the browser being used.)

### Web-Based Council Policies

<http://www.codepublishing.com/WA/Olympia/?policies/OlympiaPoliciesNT.html> (archival versions available)

## BENEFITS OF USING A PROFESSIONAL CODIFIER

### Weighing the Benefits of Professional Codification Versus “In-House” Updates?

The goal is an accurate and current municipal code book. In-house updates consume a significant amount of time and effort. Often prompted by budget concerns, the end result may not be cost effective or consistent.

#### **Time**

A significant portion of staff time may be spent supplementing, formatting, proofreading, publishing, and printing the code. How much is this time worth? The priority of a codifier is to keep the code up to date, allowing city staff to remain focused on other aspects of running the city. Generally, code editors are able to review material and provide supplements more quickly than in-house staff.

#### **Skill**

Specialized work attempted in-house may not display the level of accuracy or quality desired. Inconsistencies may be overlooked. A professional editor ensures that all appropriate material and legislation that impacts the code are incorporated. Editors uncover potential problems with cross-references, missing language, and conflicting provisions.

#### **Consistency and Reliability**

In-house supplements may be placed on the back burner resulting in late or missing supplements. Codifiers will send timely reminders to ensure the code is current. Professional editors create and maintain consistent formatting of the code.

#### **Electronic Expertise**

The staff may not have the experience to create a convenient electronic form of the code that is quick and easy to use. Expensive training may be required. A searchable code created by a professional will save a substantial amount of time when accessing information.

#### **Third-Party Review**

The codifier acts as an outside third party to review the ordinances as a whole. Cities may lose sight of the big picture if the drafting process is long and complicated. A codifier only sees the end result, so may catch inconsistencies overlooked by employees who get bogged down in the details of an ordinance. (“You can’t see the forest for the trees.”)

#### **Solution-Based Problem Solving**

A codifier works with many different codes. This familiarity enables problem solving based on similar circumstances with other jurisdictions.

## SCOPE OF SERVICES – FILE CONVERSION AND UPDATES

File conversion is the initial process of moving your files to our editorial system and creating a web-based code, if chosen. Updating is the process of taking new amendments and codifying them in the code, both printed and online. To complete this process, Code Publishing Company shall provide codification and publishing services, including but not limited to: conversion, editing, proofreading, creation of electronic files, printing and print subscription services, and code archiving.

### **Conversion**

Once we receive all required materials for the initial project, our editorial staff begins reviewing the code for style and inconsistencies. At this stage, we will develop a style sheet for your code to create a unified, professional look. Our editorial staff will analyze commonalities among code chapters and create a consistent overall style for your code. We will send our completed style proposal for your review and verification. (See "Formatting" below.)

After the style and organization are confirmed, we start editing and formatting your code. We will apply page formatting. After adding, editing and proofreading any new ordinances, we will continue historical footnotes describing the date and number of the legislation affecting a given law. We will also add to or create an ordinance table describing the action and listing the disposition of every ordinance passed since the establishment of your municipality.

We understand the need for high editorial standards in your code and fully stand behind all of our work. Our entire staff operates in one central office, meaning that we can deliver consistent quality and thorough communication.

### **Formatting**

We will maintain the current formatting of your printed code.

## SCOPE OF SERVICES – RECODIFICATION

Recodification is the process of reviewing your code for textual errors and outdated provisions, reformatting, and repaginating it. To complete this extensive process, Code Publishing Company shall provide codification and updating services, including but not limited to: recodifying and republishing the existing code, a comprehensive legal review (optional), printing and print subscription services, creation of electronic files, publishing services for new amendments to supplement the printed code, and code archiving.

Once we receive all required materials for the initial project, our editorial staff begins reviewing the code for style and organization. Along with any suggestions on reorganization, we will develop a style sheet for your code to create a unified, professional look. After establishing column and margin formatting, we will also review capitalization, punctuation, and other style elements in the text. Our editorial staff will analyze commonalities among code chapters and create a consistent overall style for your code. We will send our completed style and organization proposal for your review and verification. (See Reformatting, Renumbering and Reorganizing below.)

After the style and organization are confirmed, we start editing and formatting your code. We will apply page formatting, repagination, and style changes; look for faulty language and provisions, from word usage to duplicate or conflicting language; and fix erroneous cross-references throughout the code. After adding, editing and proofreading any new ordinances, we will generate and/or continue historical footnotes describing the date and number of the legislation affecting a given law. We will also add to or create an ordinance table describing the action and listing the disposition of every ordinance passed since the establishment of your municipality. Our editorial review ensures accuracy and provides a holistic overview of your code.

At this point, the code is proofread word-for-word. The code is returned to the editor to make any changes, then sent back and forth between proofer and editor at least one more time, until we are confident that all errors have been caught. Finally, the code is checked for page style and to ensure everything is included. After this final proofreading process, we will create a draft proof copy which will be sent to you, along with a list of questions brought up by our editorial review. These steps ensure that the manuscript undergoes several rounds of proofreading with our various departments – by the time you receive the document, it will have been reviewed by many expert eyes.

We will make any changes or revisions before publishing the final code, at a fraction of the cost of regular supplements. After you have finished your review and answered our questions, the final publication process for the printed code includes creating a subject matter index, which allows you to locate all instances of a topic in your code easily.

Around the same time, you will have a consultation about your goals for the online code. We will then begin converting the editorial files for webhosting. During this process, we will print and assemble copies of the code, with tab dividers and binders, if requested. When you receive the document, all you need to do is pass an ordinance adopting the new code as your official law. We will deliver the print copies, within four weeks of receiving the proof back from you.

Both our printed code books and online files are designed with the understanding that your code is a living document that will have many additions and revisions over time.

We understand the need for high editorial standards in your code and fully stand behind all of our work. Our entire staff operates in one central office, meaning that we can deliver consistent quality and thorough communication.

Code Publishing has the flexibility to give you personalized attention throughout the process, and will always be there to answer potential questions, every step of the way. We can split the initial costs over two budget cycles and work on your schedule. With Code Publishing, your code is in good hands.

## Reformatting, Renumbering and Reorganizing

Consider the following items regarding our format when evaluating proposals:

- **Better use of space:** Why pay for more pages? Our standard layout fits more text on the page without sacrificing quality. Save on printing now and later.
- **Section listings:** Note the addition of our section listing (i.e., digest or table of contents) at the top of the chapter. This basic formatting difference saves time when reading.
- **Expandable numbering system:** CPC uses an expandable decimal numbering system to allow an easier insertion of new sections to the code. A non-expandable numbering system may result in a hard-to-follow or illogical sequence in future updates.

### Reformatting – Page Design

Code Publishing offers many different options for your code's column style, formatting and font. Our most popular layout is the standard two-column with 11-point font. This maximizes the number of words on each page, reducing the page count (codification and pricing is based on the number of pages), thereby saving you money on both the initial product and revisions. It is also the easiest to read and most attractive. We also offer a one-column style. These layouts can always be customized to your liking.

### Renumbering

The most versatile numbering format is the three-tiered system, providing a number for the title, chapter, and section (see description below). The expandable decimal numbering system allows for expansions within the code as new ordinances are added. For instance, inserting a new section between 3.04.010 and 3.04.020 (e.g., 3.04.015) is easier than placing one between 3-4-1 and 3-4-2.

When a reformatted code is renumbered, CPC provides parallel reference tables to original code numbers. This eliminates inconsistent section numbering. This system allows for flexibility when adding new provisions to the code.

## Reorganizing

If you are not happy with your code's current organizational structure, we can reorganize it. CPC's standard code organization is based on subject matter, which is more accessible than an alphabetical structure. Most codes today are organized by subject. A typical CPC code has three divisions: Title, Chapter and Section, which fit nicely with our standard numbering system (above):

- **Title:** A grouping of ordinances related by topic (business regulations, land use, traffic, criminal code, etc.). Some titles may consist of one single, comprehensive ordinance (typically subdivision, zoning/uniform development codes), depending on the length and organization of the ordinance.
- **Chapter:** Usually a single ordinance (with its amendments). A number of ordinances whose subject matter is related are codified as chapters within a title. The chapter may have one or more sections, depending on the length and nature of the ordinance it codifies.
- **Section:** Usually a single section of an ordinance. An individual section of an ordinance is codified as a section within the code chapter unless the section is unusually lengthy, in which case ordinance subsections will become separate sections in the code. Individual sections of the code should contain one principle, topic, or idea; this aids the user in quickly finding the subject or section being researched or referred to.

## Optional Legal Review

Legal staff can also perform a review of your code if requested. The legal review applies principles of statutory construction and applicable common law. The review encompasses state and federal constitutional questions, case law conflicts, and court interpretations. The code is scrutinized for vagueness, fair notice to citizens, free speech infringement, danger of selective enforcement, and equal protection in view of fundamental rights. The attorney reviews all sections of the code for consistency, archaic language, and internal conflicts, and to ensure accurate references to state statutes. Outdated fees are noted. The municipality will receive a detailed written report, including a thorough analysis and basis for amending or revising ordinances as necessary. The report is formatted and proofread by an editor. We provide both print and electronic versions of the review.

## UPDATE SERVICE – WEB HOSTING AND SUPPLEMENTS

“Update service” refers to a broad range of editing and formatting services that CPC provides. CPC’s update service includes, but is not limited to: codification of new ordinances, creation of files for a web-based code, publishing of supplements to the printed code, subscription services and code archiving.

### Web-Based Code Updates

Web updates include ordinances, history notes, and the disposition table(s), as well as validating internal cross-references and citations to state statutes.

All of our customers receive online on-demand updates, meaning that new ordinances will be incorporated into the online code on their effective date or within a week of our receiving them. With Code Publishing Company, you can be certain your ordinances are always up to date online.

We are also able to host PDF files of the new ordinances, linked from the sections they will be affecting, with services like OrdAlert; or to highlight recently updated sections using CodeTrak. There are many other features and enhancements available. (See “Your Code on the Web” above.)

### Print Code Updates – Supplements

During the print supplement process, we update the code’s preface, statutory references, and index. We also create a directions page detailing how to remove obsolete pages and add new pages to reflect the changes. Formatting and editorial styles are kept consistent. There are no annual fees, storage fees, or minimums.

Turnaround time for a print supplement is two to six weeks, including shipping. Update schedules are set according to customer preference; for example, monthly, quarterly, semi-annually, annually, or on an “as-needed” basis, etc. The frequency is something you can determine during the initial consultation period or re-evaluate later.

### Procedure

As new ordinances are passed, a municipal staff member will upload new ordinances to a unique web site managed by CPC. Receipt is confirmed through email, and then the project is assigned to an editor. After checking with the municipality to ensure all ordinances have been received, the editor selects the affected areas of the code, changes the text, updates the index and ordinance table, assigns the revised code pages to a proofreader, notifies the municipality of any concerns, and provides a supplement proof copy if requested. Our experienced legal editors are exceptionally meticulous, and will send you lists of all errors they find. At least three legal editors and proofreaders will have reviewed the ordinances and amended the code by the end of this process, safeguarding against mistakes. Any concerns will be brought to your attention right away. Your staff can continue comfortably with its work knowing that the code has been modified to reflect the new ordinance(s).

## CODE PUBLISHING COMPANY

### Tracking Ordinances

Our project management system organizes ordinances by their applicable effective dates. If ordinances are not to be codified at time of upload, appropriate hyperlinks to the PDF files of pending ordinances are listed at the end of the ordinance table and marked as "Not Codified" or "Pending Codification." Future projects are created for ordinances with unique circumstances (e.g., a sunset clause) that require changes to the code. Please see [www.codepublishing.com/WA/Bellevue/?BellevueOT.html#newords](http://www.codepublishing.com/WA/Bellevue/?BellevueOT.html#newords) for an example.

### Archiving Services

Code Publishing Company archives each version of the code as it is supplemented or updated. Each time a print volume is updated, the supplement is archived as a PDF file. There is no additional charge for this service. Whole code PDF files are also created after each supplement.

### Subscriptions and Public Access

Code Publishing Company does not assert the right to generate revenues by selling any part of our client codes – printed, electronic or otherwise – to outside subscribers unless a client so requests. Most CPC clients ask that we handle outside subscriptions, which are priced at \$0.10 per impression for copies. It is a service we provide for our customers; we do not make a profit from these sales. CPC provides the online version of the codes we publish free of charge to the public.

Recent trends in the publishing industry indicate that most users of local jurisdiction codes are using web-based versions, rather than relying on a printed copy. For that reason, we provide immediate updates to the online code, thus reducing the need for printed copies. Additionally, since printed copies tend to become obsolete quickly, lose their pages easily, and require precious staff time during updating processes, we now provide users with the ability to print whole or selected portions of the code directly from the web.

### Contact Information

Code Publishing Co. / 9410 Roosevelt Way NE / Seattle, WA 98115-2844

Telephone: (206) 527-6831

Web site: [www.codebook.com](http://www.codebook.com)

Product tour: [www.codebook.com/tour](http://www.codebook.com/tour)

#### Personnel:

Margaret Bustion, President

[mbustion@codepublishing.com](mailto:mbustion@codepublishing.com)

Steven Jones, Production Manager

[stevenj@codepublishing.com](mailto:stevenj@codepublishing.com)

Brooke Hanford, Customer Service/Sales

[brookeh@codepublishing.com](mailto:brookeh@codepublishing.com)

**Chapter 5.05****BUSINESS LICENSES**

## Sections:

5.05.010	Definitions.
5.05.020	Purpose.
5.05.030	License required – Fees.
5.05.040	Procedure for obtaining a license.
5.05.050	Specific requirements.
5.05.060	Investigation of businesses and/or persons.
5.05.070	License denial.
5.05.080	Enforcement.
5.05.090	Grievance procedure.
5.05.100	Violation – Penalty.
5.05.110	Revocation.

**5.05.010 Definitions.**

The following terms, when used in this chapter, shall have the meanings designated below:

(1) “Person” means all individuals, partnerships, domestic and foreign corporations, associations, syndicates, joint ventures and societies transacting and carrying on any business in the city of Electric City.

(2) “Business” means all activities, pursuits, professions, trades, occupations, shops and all and every kind of calling carried on for the purpose of gain, benefit or advantage, directly or indirectly, to any person or business, but not including, however, the following:

(a) Suppliers who do not have a place of business in the city and are engaged solely in wholesale selling to licensed retailers;

(b) Subcontractor doing work for a licensed contractor who holds a valid city business license;

(c) Any person transacting and carrying on any business which is exempt from a license fee by virtue of the Constitution of the United States, the Constitution of the State of Washington, or the laws of the United States or the state of Washington. Burden of proof is on the applicant;

(d) Vendors in a temporary bazaar or community affair for which a master license has been given to the sponsor thereof;

(e) Rental of real property excluding multiresidential housing units;

(f) Any business which is owned and operated by a person under the age of 18 or over the

age of 70, and which does not generate a gross income of more than \$1,000 per year. Burden of proof is on the applicant;

(g) Residential yard sales not to exceed three per year or extend over nine cumulative days per year;

(h) Farmers or gardeners selling their own unprocessed farm produce grown exclusively upon lands owned or occupied by them;

(i) Charitable, religious or nonprofit organizations or corporations which have received tax-exempt status under the Internal Revenue Code Section 501C(3), 26 USC 501C(3), as adopted or as hereafter amended. Any person claiming an exemption shall file with the city clerk-treasurer a copy of the tax exemption status granted by the Internal Revenue Service. The clerk-treasurer shall maintain a list of all organizations who have claimed exemption. Organizations, as defined, when sponsoring a temporary bazaar or community affair master license shall complete in full an application for said license as outlined in ECMC 5.05.050(4).

(3) “Temporary business” means to conduct business for a cumulative period of less than 30 days per calendar year. For additional specific requirements refer to ECMC 5.05.050(1).

(4) “Itinerant merchants” means to conduct business out of a hotel/motel unit, vehicle, truck, trailer, other mobile unit or from a building, structure, or leasehold improvement which is not taxed as part of the real property on which the business is located. For additional specific requirements refer to ECMC 5.05.050(2).

(5) “Reciprocal business” means any business permanently located by way of a store front, office space or approved home occupation, and reporting said sales tax within the corporate city/town limits of Grand Coulee, Coulee Dam, Electric City or Elmer City and serving some, one or all of the four communities as one. For additional specific requirements refer to ECMC 5.05.050(3).

(6) “Multiresidential” means three or more residential housing units whether connected or not.

(7) “Temporary bazaar or community affair master license” means when more than one business is licensed under one temporary business license and all businesses listed on the master license are located adjacent to one another for the

**Chapter 5.05****BUSINESS LICENSES**

## Sections:

- 5.05.010 Definitions.
- 5.05.020 Purpose.
- 5.05.030 License required – Fees.
- 5.05.040 Procedure for obtaining a license.
- 5.05.050 Specific requirements.
- 5.05.060 Investigation of businesses and/or persons.
- 5.05.070 License denial.
- 5.05.080 Enforcement.
- 5.05.090 Grievance procedure.
- 5.05.100 Violation – Penalty.
- 5.05.110 Revocation.

**5.05.010 Definitions.**

The following terms, when used in this chapter, shall have the meanings designated below:

- (1) “Person” means all individuals, partnerships, domestic and foreign corporations, associations, syndicates, joint ventures and societies transacting and carrying on any business in the city of Electric City.
- (2) “Business” means all activities, pursuits, professions, trades, occupations, shops and all and every kind of calling carried on for the purpose of gain, benefit or advantage, directly or indirectly, to any person or business, but not including, however, the following:
  - (a) Suppliers who do not have a place of business in the city and are engaged solely in wholesale selling to licensed retailers;
  - (b) Subcontractor doing work for a licensed contractor who holds a valid city business license;
  - (c) Any person transacting and carrying on any business which is exempt from a license fee by virtue of the Constitution of the United States, the Constitution of the State of Washington, or the laws of the United States or the state of Washington. Burden of proof is on the applicant;
  - (d) Vendors in a temporary bazaar or community affair for which a master license has been given to the sponsor thereof;
  - (e) Rental of real property excluding multiresidential housing units;
  - (f) Any business which is owned and operated by a person under the age of 18 or over the age of 70, and which does not generate a gross income of more than \$1,000 per year. Burden of proof is on the applicant;
  - (g) Residential yard sales not to exceed three per year or extend over nine cumulative days per year;
  - (h) Farmers or gardeners selling their own unprocessed farm produce grown exclusively upon lands owned or occupied by them;
  - (i) Charitable, religious or nonprofit organizations or corporations which have received tax-exempt status under the Internal Revenue Code Section 501C(3), 26 USC 501C(3), as adopted or as hereafter amended. Any person claiming an exemption shall file with the city clerk-treasurer a copy of the tax exemption status granted by the Internal Revenue Service. The clerk-treasurer shall maintain a list of all organizations who have claimed exemption. Organizations, as defined, when sponsoring a temporary bazaar or community affair master license shall complete in full an application for said license as outlined in ECMC 5.05.050(4).
- (3) “Temporary business” means to conduct business for a cumulative period of less than 30 days per calendar year. For additional specific requirements refer to ECMC 5.05.050(1).
- (4) “Itinerant merchants” means to conduct business out of a hotel/motel unit, vehicle, truck, trailer, other mobile unit or from a building, structure, or leasehold improvement which is not taxed as part of the real property on which the business is located. For additional specific requirements refer to ECMC 5.05.050(2).

## TIMELINES AND WORKFLOW

### Web Hosting and Updating

#### Initial Conversion and Hosting

#### Delivery

- **Initial Setup**

5 weeks

- The client uploads electronic files (in both word processing format and scanned PDF) of the existing code and each signed, original ordinance/resolution to CPC. The client receives confirmation of receipt from CPC by email. Files converted to publishing system for print and online versions.

- **Preparation**

1 week

- CPC provides page layout and formatting style to be approved by the client.
- Any new files or ordinances are converted to CPC's publishing system. CPC editorial staff reviews entire code for formatting and missing material.

1 week

- **Update**

2 – 6 weeks

- CPC prepares update to code with new ordinances. Print copies or PDF file sent to client upon request.

- **Web Hosting: HTML Files Created**

4 weeks (concurrent with initial setup)

- Code converted to HTML and uploaded to public server. Requested enhancements are added. Online code is proofed and client is notified.
- CPC contacts the client to ensure satisfaction.

#### Web Updates and Traditional Supplements

- **Preparation**

1 day

- The client uploads electronic files (in both word processing format and scanned PDF) of each new signed original ordinance/resolution or other document to CPC. Receipt of files is confirmed by CPC via email to the client prior to codification.

- **Updates**

3 – 5 days of receipt or on effective date

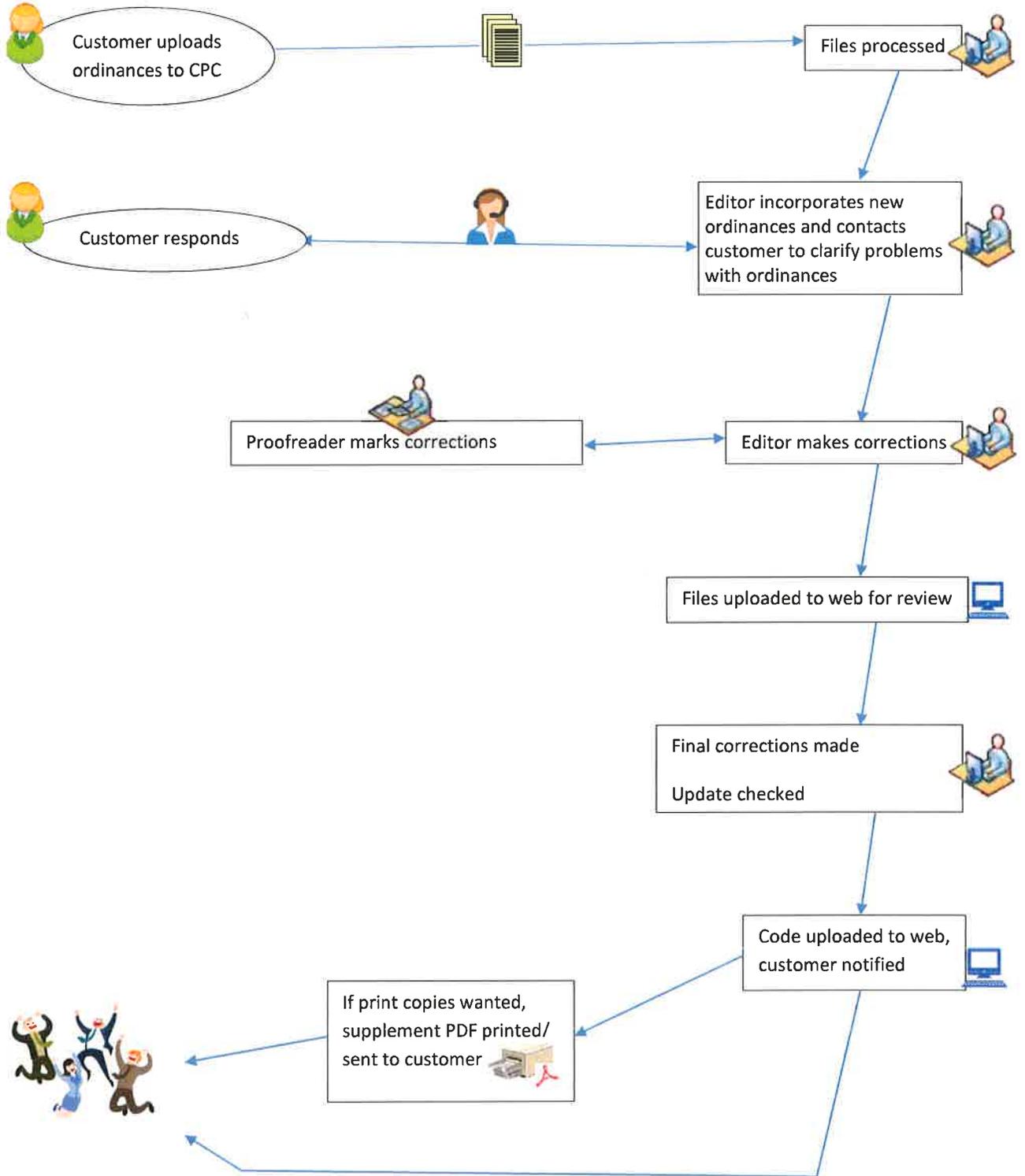
- New ordinances are edited, proofed, and codified into the online code as they are passed.

- **Traditional Supplements**

2 – 4 weeks

- Editorial updates to the printed code version are prepared, including indexes, tables, history notes and cross-references. Scheduled per customer request.
- Requested copies printed, shipped, and/or PDF file uploaded; client invoiced.

### Update Flowchart



## PERSONNEL ROSTER

**Code Publishing Company maintains a lean structure and is dedicated to training every employee to service our clients. Below is a list of the senior representatives who will be assigned to the codification project. All employees work out of our Seattle, Washington, office. The telephone number for all employees is 206-527-6831.**

**Margaret O. Bustion, Owner and President, 1989 – present.**

*B.A., University of Washington, Latin; M.B.A., Seattle University; C.P.A. (State of Washington). Managing Editor and Systems Manager, Book Publishing Company, Seattle, WA (1975 – 1985). mbustion@codepublishing.com*

Margaret founded CPC in 1989 in response to local jurisdictions' need for electronic options for codes and improved customer service.

**Ashlee Blaseg, Chief Operating Officer (COO) and Comptroller, 2017 – present.**

*College of St. Catherine, Political Science. ashleeb@codepublishing.com*

Ashlee was recently hired to handle all accounting and banking details including but not limited to banking, insurance, tax returns including sales and B&O. She manages all operations and employees and is available to address any of your needs or concerns. She is the main point of contact for all accounting, subscription, and operations questions.

**Steven Jones, Production Manager (since 2005), 1995 – present.**

*B.A., Rice University, English, Medieval Studies and Publishing. National Merit Scholar. Editor, IT Staff, and Proofreader. stevenj@codepublishing.com*

Steven is the Production Manager for all codification and supplement projects. All labor is delegated through him. He has more than two decades of experience in all aspects of codification. He is your main point of contact for all things related to your code and ordinances.

**Brooke Hanford, Codification Consultant, 1995 – present.**

*B.A., University of Washington, English with distinction and honors. Sales, Marketing, Editor, IT Staff, and Proofreader. brookeh@codepublishing.com*

Brooke has performed every function at Code Publishing Company with the exception of accounting. She assists the COO and Production Manager by handling most of the daily inquiries from our customers.

## CODE PUBLISHING COMPANY

**Eric Pidkameny, Lead Editor, Indexer, and Proofreader, 2002 – present.**

*B.A., Vassar College, English, Departmental honors and Alice D. Snyder Prize for Excellence in English.  
ericp@codepublishing.com*

Eric is our Lead Editor, assigned to train new proofreaders and to work on our most challenging projects. He has worked on codes across dozens of states and on a variety of codification projects.

**Rosamund Hodge, Web Designer, 2007 – present.**

*B.A., University of Dallas, English, Summa Cum Laude; M.St., University of Oxford, U.K., Medieval English Literature. Business IT Solutions World Wide, 2006 – 2007. Custom formats, custom features development, template development, formatting improvement, file conversion. rosamundh@codepublishing.com*

Rosamund has developed many of the web features which have set Code Publishing Company apart from the competition. She will be your main point of contact regarding any technical questions when it comes to the online code.

**Kevin Daughtridge, Development Manager, 2013 – present.**

*B.A., University of Washington, Linguistics. Development Manager, Content Engineer, Editor, and Proofreader.  
kevind@codepublishing.com*

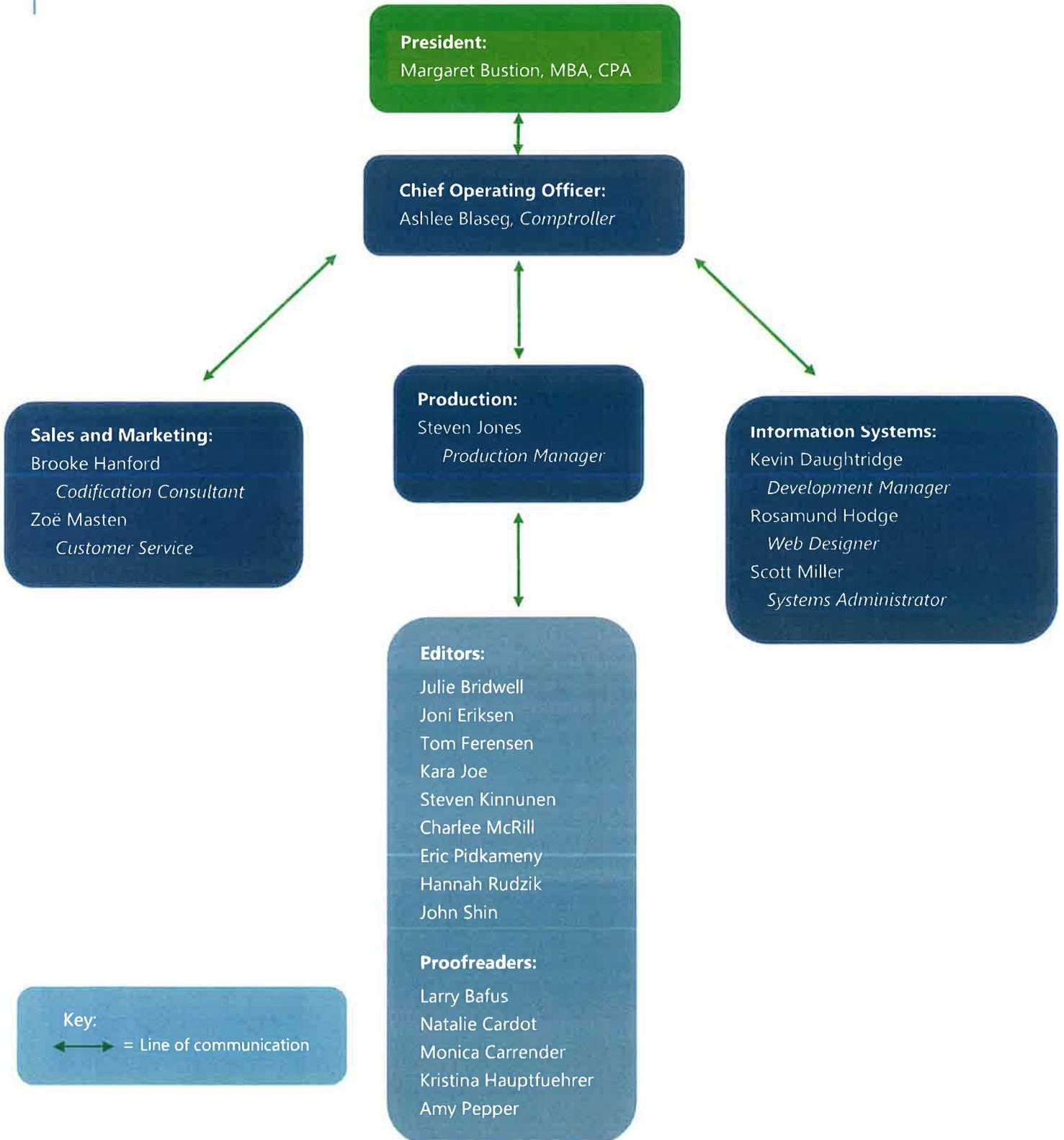
Kevin designs, develops and maintains the company's information architecture, web offerings, in-house software and IT infrastructure. He focuses on new, more powerful ways to process and display the information in codes.

**Scott Miller, Systems Administrator, 2018 – present.**

*B.S., Western Governors University; A.S., Western Dakota Technical Institute. scottm@codepublishing.com*

Scott is the Systems Administrator for the Company, responsible for the administration of the organization's Amazon Web Services (AWS) platform and local Windows domain, ensuring the scalability, availability, and continuity of highly specialized web applications and services.

## ORGANIZATION CHART



## MIDWEST STATES CUSTOMER REFERENCES

### *Illinois*

#### *City of Harvey*

Nancy L. Clark, City Clerk  
708-210-5330  
nclark@cityofharvey.org  
Population: 25,282

#### *City of Lewistown*

Amanda Woodruff, City Administrator  
309-547-4300  
lewistownclerk@comcast.net  
Population: 2,522

#### *Village of Riverdale*

Karen Holcomb, Village Clerk  
708-841-2200  
kholcomb@villageofriverdale.net  
Population: 13,549

#### *Village of Robbins*

Keith Freeman, Village Administrator  
708-385-8940  
Kfreeman@robbins-il.com  
Population: 5,337

### *Indiana*

#### *City of Angola*

Deb Twitchell, City Clerk  
260-665-2514 x7552  
Dtwitchell@angolain.org  
Population: 8,612

#### *City of Attica*

Susan Stoll, Clerk-Treasurer  
765-762-2467  
clerk@tctc.com  
Population: 3,245

#### *City of Evansville*

Laura Windhorst, City Clerk  
812-436-4993  
lwindhorst@evansville.in.gov  
Population: 117,429

#### *Town of Highland*

Michael Griffin, Clerk-Treasurer  
219-838-1080  
mgriffin@highland.in.gov  
Population: 23,727

#### *Jasper County*

Vickie Bozell, County Clerk  
219-866-4926  
Vickie.Bozell@co.jasper.in.us  
Population: 33,478

#### *Town of Osceola*

Denese Thornburg, Clerk-Treasurer  
574-674-8114  
info@osceola.in.gov  
Population: 2,463

#### *City of Plymouth*

Jeanine M. Xaver, Clerk-Treasurer  
574-936-2124  
clerktreas@plymouthin.com  
Population: 10,033

#### *City of Rensselaer*

Frieda Bretzinger, Clerk-Treasurer  
219-866-5213  
fbretzinger@cityofrensselaerin.com  
Population: 5,859

#### *City of Southport*

Diana Bossingham, Clerk-Treasurer  
317-786-3585  
clerktreasurer@southport.in.gov  
Population: 1,712

#### *Town of St. John*

Bethany Hernandez  
219-365-4800 x4  
bhernandez@stjohnin.com  
Population: 14,850

#### *Vanderburgh County*

Carla Hayden, Clerk of Courts  
812-435-5160  
chayden@vanderburghcounty.in.gov  
Population: 179,703

#### *Town of Whitestown*

Matt Sumner, Clerk-Treasurer  
317-769-6557 x4532  
msumner@whitestown.in.gov  
Population: 2,867

### *Iowa*

#### *Black Hawk County*

Dana Laidig, Administrative Aide  
319-833-3072  
dlaidig@co.black-hawk.ia.us  
Population: 131,090

#### *City of Ida Grove*

Heather Sweeden, City Clerk  
712-364-2428  
idagrove@netllc.net  
Population: 2,142

### *Kansas*

#### *City of Baxter Springs*

Debbie Weston, City Clerk  
620-856-2114  
baxcityclerk@gmail.com  
Population: 4,200

#### *City of Gardner*

Amy Nasta, City Clerk  
913-856-0945  
cityclerk@gardnerkansas.gov  
Population: 19,123

#### *Miami County*

Janet White, County Clerk  
913-294-3976  
countyclerk@miamicountyks.org  
Population 32,787

#### *City of Nickerson*

Robin Schmitt, City Clerk  
620-422-5981  
cityclerk@nickersonks.org  
Population: 1,070

## CODE PUBLISHING COMPANY

### *City of Olathe*

David Bryant, Deputy City Clerk  
913-971-8521  
dfbryant@olatheks.org  
Population: 125,872

### *City of Tonganoxie*

Daniel Porter, Asst. City Manager  
913-845-2620  
dporter@tonganoxie.org  
Population: 5,000

### *City of Topeka*

Brenda Younger, City Clerk  
785-368-3111  
cclerk@topeka.org  
Population: 127,473

## Michigan

### *City of Pontiac*

Sheila Grandison, City Clerk  
248-758-3200  
clerk@pontiac.mi.us  
Population: 59,515

### *Port Huron Township*

Benita Davis, Clerk  
bdavis@porthurontownship.org  
810-987-6600  
Population: 10,654

## Wisconsin

### *Village of Arena*

Lisa Kopic, Clerk-Treasurer  
608-753-2133  
vilarena@villageofarena.net  
Population: 834

### *City of Brookfield*

Kelly Michaels, City Clerk  
262-782-9650  
michaels@ci.brookfield.wi.us  
Population: 37,920

### *Town of East Troy*

Kim Buchanan, Clerk/Treasurer  
262-642-5386  
tetclerk@centurytel.net  
Population: 4,021

### *City of Edgerton*

Cindy Hegglund, City Clerk/Treasurer  
608-884-3341  
chegglund@cityofedgerton.com  
Population: 5,549

### *City of Manitowoc*

Deborah Neuser, City Clerk  
920-686-6950  
dneuser@manitowoc.org  
Population: 33,736

### *Town of Oregon*

Denise Arnold, Town Clerk  
darnold@town.oregon.wi.us  
608-835-3200  
Population: 3,184

### *Town of Richmond*

Barbara Ceas, Town Clerk  
608-883-2017  
ceasb@idcnet.com  
Population: 1,884

### *Village of Wittenberg*

Traci Matsche, Clerk/Treasurer  
715-253-6063  
wittbrg@gmail.com  
Population: 1,081

## RECODIFICATION AND WEB HOSTING PROPOSAL CITY OF ONALASKA, WI

July 31, 2019

Code Publishing Company shall recodify and republish the Code of Ordinances, City of Onalaska, Wisconsin, as described in the attached Scope of Services which includes the updating of history notes in the code. Refer to page sample included with this proposal.

**Editorial Recodification:**

Editorial Rate* (est. 881 pages, 1- or 2-column): 18.00 per page	<u>15,858.00 (est.)</u>
Update to Unified Development Code (est. 200 pages): 23.00 per page	<u>4,600.00 (est.)</u>
New ordinances (added after delivery of proof)	<u>10.00 per code page</u>
Graphics, maps, tables, diagrams	<u>No charge</u>
	<b>TOTAL:</b>
	<u>20,458.00 (est.)</u>

*\*Includes non-substantive editorial changes to include proper style, grammar, and numerical consistency; comprehensive subject matter index; proofreading; maps, diagrams, charts, etc.; statutory references.*

**Website Development Services:**

Conversion of code files to HTML and publication on a custom web interface	<u>No charge</u>
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**Printing and Binding (optional):**

Printing and handling (est. 881 pages): 0.15 per impression	<u>132.15 (est.) per copy</u>
Binders, tab dividers (min. order 25)	<u>At cost</u>
PDF file for in-house printing/archives	<u>No charge</u>

**Web Hosting Services:** See Web-Based Features and Enhancements sheet attached. **Annual Fees**

Standard Web Hosting Package (annual)	<u>480.00</u>
---------------------------------------	---------------

**Supplement Service:**

Editorial rate	<u>23.00 per page</u>
Web updates and additional work, including updating electronic files	<u>75.00 per hour</u>
Graphics, maps, tables, diagrams (additional charge per page)	<u>15.00 per page</u>
Printed copies	<u>0.15 per impression</u>
Shipping	<u>Included</u>
PDF file for in-house printing/archives	<u>No charge</u>

**Other Included Services:**

Telephone and email support	No charge
Sample ordinance service	
Archival PDF files (previous versions of full codes and supplements)	

*No startup costs. No "per supplement" charges. No extra charges or higher page rates if printed or electronic supplements are requested more often. All prices are estimates; final invoice is based on actual number of pages. Payments for recodified codes may be stretched over two budget cycles. Please call if any of our services can be modified to better suit your needs.*

## WEB-BASED FEATURES AND ENHANCEMENTS

### Standard Web Hosting Package, 40 per month

- Ordinances are codified in the web-based code in 3 to 5 days. Save countless hours processing record requests and updating unwieldy codebooks. A great way to transition to a paperless code.
- **Smart Search** – Returns the most relevant results, understands Boolean terms and includes multiple documents (see *Searchable Document Hosting*). Chapters, sections and subsections also have their own “Search within This” tool.
- **Share** – Print, save or share sections. Save as Word, PDF, etc., or share via email and social media.
- **Sticky Table Headers** – Headers remain fixed while scrolling through a long table.
- **Code Citations** - Links to **internal** and **state** code sections where cited. See *Previews* below.
- **Legislative History** – Filterable list of legislation. Clicking a document number brings up related information, including links to affected sections. Pending legislation is included. See also *History Linking* below.
- **History Linking** – Links between history notes and enactments on the *Legislative History* page, with timelines. See also *Searchable Document Hosting*.
- **Custom Interface** – Customized look and feel, with banner, menus, fonts, colors and photos to match your website. <https://telluride.municipal.codes>  
<https://bellevue.municipal.codes>

### Additional Enhancements Package, 65 per month\*

- **Versions** – View and search previous versions of the code, and compare sections with markup (redlining) of changes.
- **eNotes** – Add a “sticky note” to any code section and share with others.
- **Previews** – Includes Section Preview, Footnote Preview and Definition Preview (usually zoning only). Hover over relevant citations or defined words to display pop-up text previews.

#### • Tracking Updates

- Pending Updates** – Highlights sections affected by ordinances pending codification with a blue **Amended** tag in the table of contents and the code. Tags are linked to PDF files of new ordinances. Tags and PDF files are removed after the ordinances are codified. **15 per ordinance**
- Recent Updates** – Highlights sections containing recently codified ordinances with a green **Revised** tag in the table of contents and the code. Tags are removed after six months or on a custom schedule. **15 per month**

**Additional Document Hosting** – Policy documents, agreements, handbooks, planning documents, manuals, etc., hosted in PDF or HTML\*\* format as line items on code site. **75 per hour setup; 75 per year hosting**

\*A la carte options available. The Enhancements Package is added to the Standard Package price.

\*\*Html format has additional conversion fees; ask for quote.

## TERMS AND CONDITIONS

### Terms

In consideration for services, customer shall compensate the Code Publishing Company (CPC) the sum(s) set forth in the written proposal or services addendum, attached to and made a part of this Agreement. Additional service(s) provided by CPC following the execution of this Agreement shall be compensated at the current price(s) in effect for CPC's services at the time of performance of the services, unless otherwise agreed to between the parties and set forth in this Agreement.

### Payment and Invoice Requirements

CPC shall invoice the customer upon delivery of the newly codified ordinances, printed supplements, and/or electronic services elected by the customer consistent with the terms set forth in the attached proposal or services addendum. Additional services agreed to between the parties shall be invoiced following service delivery. Payments shall be made by the customer to CPC within thirty (30) days of receipt of said invoice by the customer.

For Original Codification and Recodification, a progress payment of 90 percent of the total is due upon delivery of the text proof. The balance will be billed upon delivery of the completed code(s) or within 90 days, whichever comes first, or upon other arrangements as specified in writing by the customer. Additional services are to be paid upon delivery including supplements. Invoices are due and payable within 30 days.

### Responsibility of Customer

The customer shall provide two copies of each document to be codified: a signed version (scanned PDF is acceptable) and a word processing version. All proofing is against the signed version. There is a two-dollar per document page charge for scanning and OCR work when a word processing version is not provided.

### Code to Remain Property of Customer

The code produced by CPC shall be the exclusive and sole property of the customer and the customer may use said code for any purposes it deems appropriate including copying, distributing, or selling copies of said code.

### Indemnification

CPC shall indemnify, defend, and hold harmless the customer, its officers, employees, agents, assigns, and representatives from any and all costs, claims, judgments or awards of damages arising out of any negligent acts or omissions of CPC, its officers, employees, agents, assigns, and representatives in performing the terms of this Agreement.

The customer shall indemnify and hold harmless CPC, its officers, employees, agents, assigns, and representatives for any claims caused by delays to the codification process that may arise from the failure of the customer to supply CPC promptly with all necessary materials and/or information required for the completion of codification, supplementation, and web hosting services.

### Insurance

CPC shall procure and maintain, for the duration of this Agreement, general commercial liability insurance for the benefit of CPC and the customer against claims arising from or in connection with the performance of the terms of this Agreement by CPC, its officers, employees, agents, assigns, and representatives. The general commercial liability insurance policy limit amounts shall be no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate coverage. Proof of insurance coverage shall be maintained by CPC and provided upon request by the customer.

### Termination of Agreement

This Agreement may be terminated by either party upon sixty (60) days' advance written notice. The customer is required to remunerate to CPC payment for all services performed by CPC up to the date that the services performed by CPC are to discontinue. The customer acknowledges that CPC shall have a lien against all materials provided by the customer to CPC for codification to secure payment for services due until full payment for services performed by CPC has been received.

### Effective Date

This Agreement is effective upon the signatures of both parties to this Agreement from the most recent date signed by either of them and shall remain in effect continuously until terminated by either party.

**AUTHORIZATION/AGREEMENT**

The City of Onalaska, WI, hereby agrees to the procedures set forth in the selected attached Cost Proposal dated July 31, 2019, Web-enhancement selections and Terms and Conditions pages.\*

**CODE PUBLISHING COMPANY**

**CITY OF ONALASKA, WI**

By: \_\_\_\_\_  
**Margaret O. Bustion, President**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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Please sign and return two copies of these pages (via USPS) or email to:

**Code Publishing Company**  
9410 Roosevelt Way NE  
Seattle, WA 98115

OR

[cpc@codepublishing.com](mailto:cpc@codepublishing.com)

*\*All prices are estimates; final invoice is based on actual number of pages supplemented in the code or hours spent updating the online version.*



# SELF-PUBLISHING SOFTWARE OR FULL SERVICE SUPPLEMENTATION & ONLINE CODE HOSTING

**Onalaska, Wisconsin**

**August 15, 2019**

*Quote valid for 90 days*



**Self-Publishing Software**



**Supplementation & Website Hosting**



**James Bonneville**

Midwest Senior Regional Executive

Phone 651-262-6262

Email [JBonneville@municode.com](mailto:JBonneville@municode.com)

PO Box 2235 Tallahassee, FL 32316



GovTech Top 100 Innovators in 2016, 2017 & 2018



# LETTER OF INTEREST

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August 15, 2019

Ms. Caroline Burmaster  
City Clerk  
City of Onalaska  
415 Main Street  
Onalaska, WI 54650

via email: [cburmaster@cityofonalaska.com](mailto:cburmaster@cityofonalaska.com)

Ms. Burmaster:

Thank you for working with Midwest Senior Regional Executive James Bonneville and Regional Account Manager Tracy Stevanov regarding our full-service supplementation and Self-Publishing Software Code publication options. With over 68 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 (including 150 in Wisconsin) and host over 3,500 government Codes online. We are the only codifier to offer a Self-Publishing option for clients who prefer to publish, update, and maintain their Codes (and other selected publications) in-house.

This proposal outlines the scope of services and costs for the conversion of your Code to Municode's database for publication, maintenance and online hosting using either our traditional full-service supplementation services (with Municode as Total Code Administrator – **Option 1**) or our Self-Publishing Software service to publish the Code and future amendments online independently and in-house (**Option 2**). Both options begin with the conversion of the Code to Municode's database and are summarized below.

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

We will publish and maintain the Code as a Total Code Administrator. Following the republication of the Code, all newly enacted legislation can be submitted 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 example of a Wisconsin Code administered in full by Municode, please visit the Cudahy, WI Code:

[https://library.municode.com/wi/cudahy/codes/code\\_of\\_ordinances](https://library.municode.com/wi/cudahy/codes/code_of_ordinances)

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

Our Self-Publishing Software enables our clients to publish and maintain their Code of Ordinances and other desired publications independently and in-house. After the 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 Park City, UT Code: <https://parkcity.municipalcodeonline.com/#>

If you have any questions, please let us know. In addition to email, James can be reached at (651) 262-6262. Midwest Territory Account Manager Tracy Stevanov ([tstevanov@municode.com](mailto:tstevanov@municode.com), 828-280-2219) and our Vice President of Client Services, Steffanie Rasmussen (800-262-2633 ext. 1148), also welcome 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

# OPTIONS 1 & 2: EXECUTIVE SUMMARY

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## Option 1: Municode as a Total Code Administrator:

Municode will convert and republish the Code in print and online, followed by full-service supplementation and online hosting via MunicodeNEXT, with full access to all Municode standard and premium online features.

- ★ Conversion into Municode database & republication..... **\$1,000<sup>1</sup>**
- ★ **Supplement Service** (single column per page rate) .....**\$18**  
Municode does not charge an extra fee for posting supplements online or printing your supplement pages, as these services are included in your supplement per page rate.
- ★ **Online hosting** ..... **\$450<sup>2</sup>**  
If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for **only \$1,195!**
- ★ Timeline ..... **within 3-4 months**

## Option 2: Self-Publishing Software Platform:

Convert your Code to our Self-Publishing platform and maintain the Code in house. Use our software to generate proposed ordinances and update the online Code automatically when approved! Add additional publications online for a small additional charge.

- ★ Conversion to Municode's Self-Publishing Platform..... **\$1,000<sup>3</sup>**
- ★ Annual Online Software Licensing and Web Hosting Fee.....**\$2,700**
- ★ Online Code Hosting Fee for *additional* publications.....**\$295 per publication**
- ★ Timeline .....**4-6 weeks**

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<sup>1</sup> Please see page 3 for additional pricing details.

<sup>2</sup> Please see page 5 for additional pricing available on our MunicodeNEXT platform. See Attachment A for details of our MunicodeNEXT features and services.

<sup>3</sup> Please see page 6 for additional pricing details

# OPTION 1: REPUBLICATION QUOTATION SHEET

## Municode as Total Code Administrator

- ★ Conversion of code to Municode database \$1,000<sup>4</sup>
- ★ Removal of supplement numbers
- ★ Updating of preliminary pages (title page, officials' page, and preface)
- ★ New page numbers
- ★ Creation of a consistent style
- ★ 5 printed copies of the new code with binders and tabs
- ★ Inclusion of adopted legislation<sup>5</sup>, per page added or amended \$18
- ★ Current code can be posted online as a PDF during conversion & republication project

### Additional Binder Options:

- 3-post expandable binder, \$60<sup>6</sup> each, with stamping qty \_\_\_\_\_ \$ \_\_\_\_\_
- 3-ring vinyl binders, \$20 each, stamping not available qty \_\_\_\_\_ \$ \_\_\_\_\_
- Additional Tabs, per set, \$35 each qty \_\_\_\_\_ \$ \_\_\_\_\_
- Binder Color:**       Semi-Bright Black       Dark Blue       Hunter Green       Burgundy
- Binder Stamping Color:**       Gold       Silver

**Font Size Single Column:**       10-point       11-point       12-Point

### 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: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

<sup>4</sup> Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format.

<sup>5</sup> Legislation added to the project must be approved and received prior to the established project 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. Proofs must be returned within 45 days or additional update fees may apply. The conversion of complex or form-based graphics may be subject to an additional fee - client will be notified in advance should this occur.

<sup>6</sup> Price does not include shipping costs.

# OPTION 1: SUPPLEMENTATION QUOTATION SHEET

## Municode as Total Code Administrator

### Supplement Service Base Page Rate<sup>7</sup> Quotation Sheet

#### Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$18 per page

#### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you<sup>8</sup>
- ★ Updating electronic versions<sup>9</sup> and online code
- ★ Printing 5 copies

#### Base page rate above excludes:

- ★ Freight, pre-billed
- ★ State sales tax
- ★ Graphics<sup>10</sup> & tabular<sup>11</sup> matter, per graphic or table
- ★ MyMunicode or online code

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

#### Electronic media options for Code of Ordinances (sent via download)<sup>12</sup>

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

#### Invoices for Supplements and Additional Services are submitted upon completion of project(s):

<sup>7</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> Includes printing all copies. Additional fees may apply if graphics are printed color.

<sup>11</sup> Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>12</sup> "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: ONLINE SERVICES QUOTATION SHEET

## Municode as Total Code Administrator

MunicodeNEXT features are only available with Total Code Administrator option. Please select from the Optional Services menu or choose our budget-friendly MyMunicode bundle for the best value. You can sign up to participate in one of our free webinars [here](#) or view a pre-recorded version of the webinar [here](#). Please check the appropriate box(es) below to indicate your selection:

### STANDARD WEB HOSTING

- Online Code = MunicodeNEXT** Annually  **\$450**  
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)  **\$385**  
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. Applies to amendatory ordinances only. **(\$35)**
- OrdBank + OrdLink** annually (or per ordinance) **\$485**  
Provides hyperlinks from newly adopted amendatory legislation to Sections of Code that will be amended. **(\$60)**
- CodeBank Compare + eNotify**<sup>13</sup> annually  **\$250**  
Compare any two versions of your online code (starting with the first Municode supplement). eNotify provides readers email updates each time the Code is updated.
- MuniPRO Service** annually **\$295**  
Search our database of over 3,500 online codes and 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**<sup>14</sup> annually, upgraded self-loading capabilities (first 3 months at no charge!) **\$350**<sup>15</sup>  
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform! MuniDocs is not included in the MyMunicode bundle.

### My Municode Value Pricing

- MyMunicode** annually. **\$1,195**<sup>16</sup>  
Includes **MunicodeNEXT (Online Code)**, **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

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

- MunicodeMEETINGS** Agenda Management Software, annually **\$4,800**  
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.

<sup>13</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>14</sup> 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](mailto:ords@municode.com).

<sup>15</sup> Includes up to 25 GB storage. Quotes for additional storage available upon request.

<sup>16</sup> Total value if each item were to be purchased a la carte would be approximately \$1,530 per year with participation in our OrdBank service.

# OPTION 2: SELF-PUBLISHING QUOTATION SHEET

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## **SOFTWARE LICENSE, Code of Ordinances, annually** **\$2,700<sup>17</sup>**

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 Storage<sup>18</sup>
- ★ 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)** **\$1,000<sup>19</sup>**

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.

## **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** **\$295<sup>20</sup>**

Additional publications can include Minutes, Policies & Procedures, Employee Handbooks, Manuals, Resolutions, Construction Standards, Design Standards, Plans and more!

### **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 **\$150<sup>21</sup>**
- ★ Consultation Services, per hour **\$100<sup>22</sup>**
- ★ Additional Training, per hour **\$150**
- ★ Onsite Training **Quote available upon request**
- ★ Renumbering of Code, quote based on Code material **Quote available upon request**

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

The perfect companion to our Self-Publishing software!

- MunicodeMEETINGS** Agenda Management Software, annually **\$4,800**

**The perfect companion to our Self-Publishing software!**

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.

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<sup>17</sup> 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).

<sup>18</sup> Data limitations may apply.

<sup>19</sup> 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. The conversion of complex or form-based graphics may be subject to an additional fee - client will be notified in advance should this occur.

<sup>20</sup> Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

<sup>21</sup> Excludes legal services. Should legal services be desired, please contact us for a price quote.

<sup>22</sup> 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

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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 City of Onalaska, 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: August 15, 2019

Accepted by:

CITY OF ONALASKA, WISCONSIN

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Code Update and Web Hosting Options**

- OPTION 1: Municode as Total Code Administrator**
- OPTION 2: Municode Self-Publishing Software Service**

# COMPANY PROFILE

## History, Mission, and Team

With over 68 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 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 160 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



## OUR TEAM

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### **Eric Grant, President**

Eric Grant is President of Municipal Code Corporation (Municode). Eric joined the Municode team in 2007 after receiving his Juris Doctorate from the University of Virginia School of Law, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. As President of Municode, Eric has helped the company achieve increased levels of growth and has guided the team in several acquisitions both in Municode's traditional line of business and into new verticals.



### **Phillip Claiborne, Chief Information Officer/Chief Operating Officer**

Our IT team is led by our Chief Information Officer/Chief Operating Officer, Phillip Claiborne, whose staff of 17 web application developers and system administrators is dedicated to remaining the industry's leader for technological advances in our field. They maintain and routinely enhance our website, MunicodeNEXT to create new ways to make your Code as transparent and informative as possible.



### **Julie Lovelace, Vice President of Code Department**

Our Code Department is led by Julie Lovelace, Vice President of Codes. Julie has over 27 years of experience in local government law and ensures that our final legal products meet Municode's demanding standards. With the combined expertise of Julie and her team of seasoned codification attorneys, our Code Department has successfully completed well over 4,300 intricate codification, recodification and Legal Review projects.



### **Tassy Spinks, Vice President of Supplement Department**

Our full-service Supplement team is led by Vice President of Supplements, Tassy Spinks, whose 14 professional legal editorial teams work diligently to ensure that our clients receive the timeliest and most accurate supplements possible, with the highest quality of printed publications originating directly from the printing facility located in our Tallahassee headquarters.



### **Dale Barstow, Vice President of Sales**

Dale Barstow is the Vice President of the Municode Sales department. Dale started working at Municode in 1971 and has extensive experience working with Municipal and County Government. He is a graduate of Embry-Riddle Aeronautical University. He serves as President of the Municipal Clerks Education Foundation of the International Institute of Municipal Clerks. Mr. Barstow is an Honorary Municipal Clerk in the States of: Florida, Texas, North Carolina, and Missouri.



### **Steffanie Rasmussen, Vice President of Client Services**

Steffanie Rasmussen, Municode's Vice President of Client Services, directly oversees our customer service staff. Steffanie earned her M.S. in Industrial & Organizational Psychology from Kansas State University and a B.S. in Business Psychology and a certificate in Performance Management from Florida State University. Steffanie joined the Municode team in 2010 and she specializes in nurturing new contracts to fruition, from pre-contract negotiations to web publication and ongoing supplementation customer service support.



### **Kimball Clark, Regional Sales Executive**

A graduate of Weber State University, Kimball has over 20 years of experience in graphic design and has played a major role in the creation of SaaS (Software as a Service) cloud-based management tools for various industries. During the last 5 years, Kimball has focused his technical skills primarily on self-publishing services for local government clients, with an emphasis on the publication and in-house maintenance of Codes of Ordinances.

# OPTION 1: REPUBLICATION SCOPE OF SERVICES

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With Municode as your Total Code Administrator, the scope of services begins with the conversion of your Code into Municode's database for publication both in print and online.

We will work with you to confirm the desired formatting and style of the Code. We will update the preliminary pages, index and Table of Contents; add any uncodified newly adopted legislation per the per page supplement rate quoted; update history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables into the Code. Proofs will then be provided for your review. Following the approval of the proofs, the Code will be shipped and will be posted online on our website, MunicodeNEXT, and linked from your website. Supplementation will begin anew after the republished Code have been shipped and posted online.

We will handle 100% of the publishing of your Code. The republication process includes editing, page composition, proofreading, indexing, and delivering the information as printed and/or electronic copy. When we republish your Code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the Code is reprinted, and supplements start anew with Supplement No. 1.

## **The process includes:**

- ★ Conversion to our database;
- ★ Inclusion of adopted legislation can be added at per page supplement rate;
- ★ Removal and replacement of supplement numbers;
- ★ Updating of preliminary pages (title page, officials' page, and preface);
- ★ New page numbers, headers and footers;
- ★ Incorporation of maps, diagrams, charts and tables;
- ★ Preparation of Table of Contents;
- ★ Proofs provided for your review;
- ★ Posting your newly republished Code on MunicodeNEXT;
- ★ Providing printed copies as well as any electronic copies requested in the format of your choice (WORD, PDF, FOLIO), as elected on the quotation sheet.

## **The process does not include:**

- ★ Reorganizing the structure of your Code;
- ★ Legal Review by an attorney (quote available upon request);
- ★ Substantive editing or changes to the text.

The anticipated time frame for the completion of the Republication project is within 3 to 4 months, excepting any delays occasioned by the municipality. The completed Code will be housed in attractive, heavy duty 3-post leatherette binders and printed on acid-free recycled paper certified by the SFI (Sustainable Forest Initiative). Our printed Code volumes are designed to easily withstand the tests of time and frequent usage and will serve you well for decades to come.

# OPTION 1: SUPPLEMENTATION SCOPE OF SERVICES

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with h "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

**A recent analysis of our 2017 printed supplement Services indicated an editorial error rate of less than .1%**, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. 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 ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.
3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement 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 by the editorial team 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) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. 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 (when elected) 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.

## Website Hosting Services (MunicodeNEXT) – Municode as Total Code Administrator

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/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to evolve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. 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, macOS®: Safari™ 5.0 or later, and 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 SCOPE OF SERVICES

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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.

Self-Publishing Software 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 recently updated and current Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist 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. What if you don’t have an official Code, but still wish to utilize this service to record and update your legislation?

If your municipality does not have an official Code, we offer either full legal Codification services (which is conducted by a Municode attorney, includes a thorough Legal review of all code material and ensures conformity to State Law) or the economic alternative of Publication services, during which we simply organize and publish your Code material in preparation for the Self-Publishing Software platform. During the Publication process, relevant language is extracted from your existing ordinances and placed into a model table of contents, resulting in a model Code that is based on your unique ordinance history, and that is organized, flexible and adaptable. Any changes deemed necessary by your counsel can then be made in-house utilizing the Self-Publishing Software’s standard ordinance creating process.

During the Code conversion process, you can elect to keep your current Code numbering system or consult with Municode staff to create a logical and inclusive code numbering system that will allow for the continued growth and expansion of the Code. After your material 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. updated! 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

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## 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 modern mobile browsers and make our best effort to comply with WCAG 2.0 Level AA checkpoints for accessibility.



## 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 codification 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%! Customers can easily upload all supporting documentation and images such the original legislation, ordinances, 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 \(see pricing pages 5 and 6\)](#)

## 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](#)



## **ATTACHMENT A**

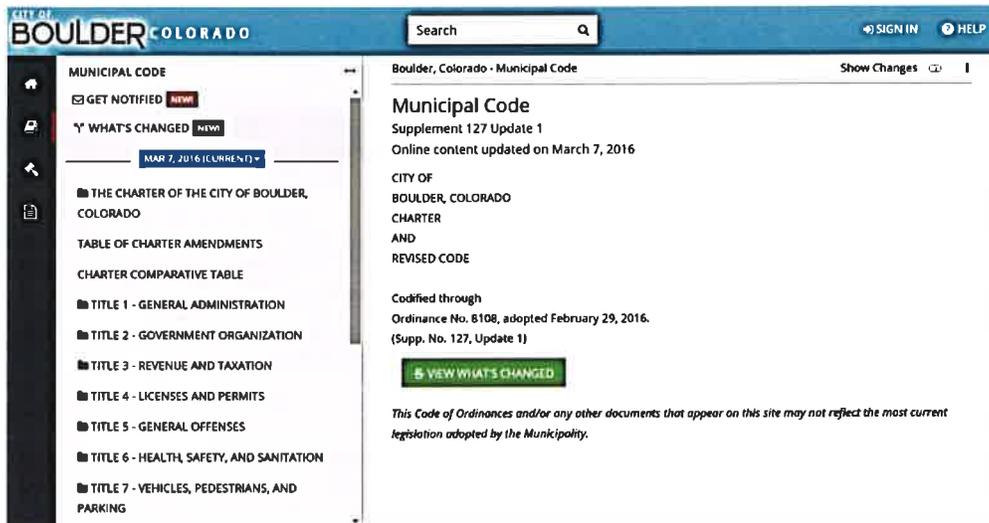
### **MunicodeNEXT Standard & Premium Features**

**(MunicodeNEXT features not available with Self-Publishing Software)**

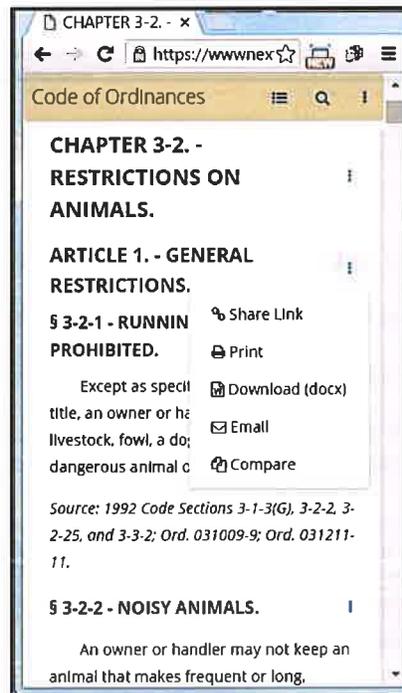


# STANDARD FEATURES OF MunicodeNEXT

**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.

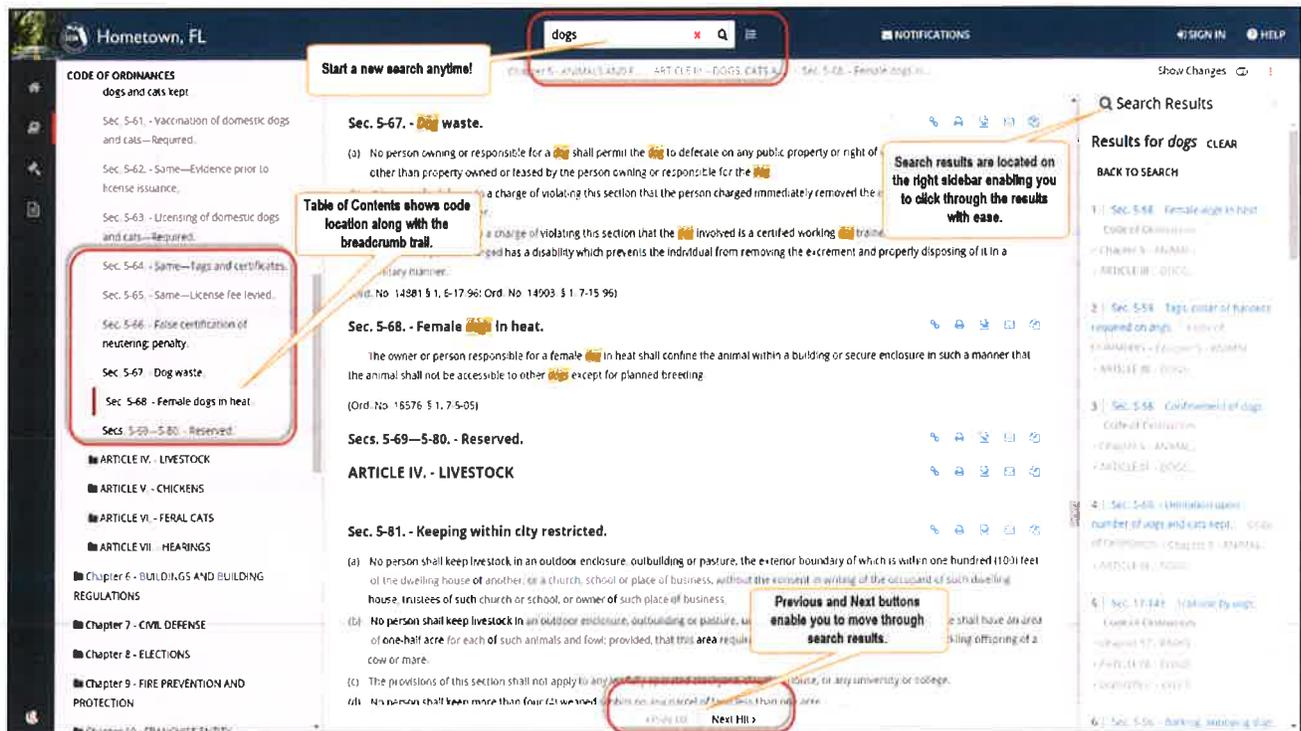


**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



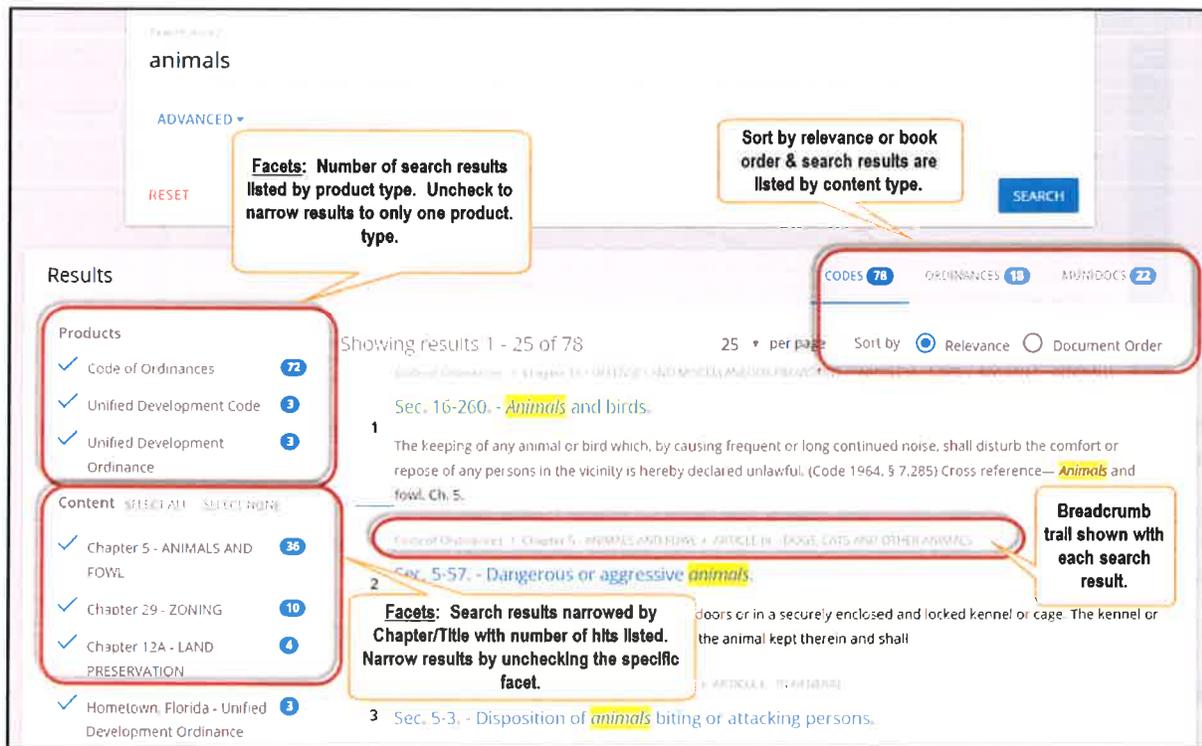
**Print/Save/Email** – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly 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.



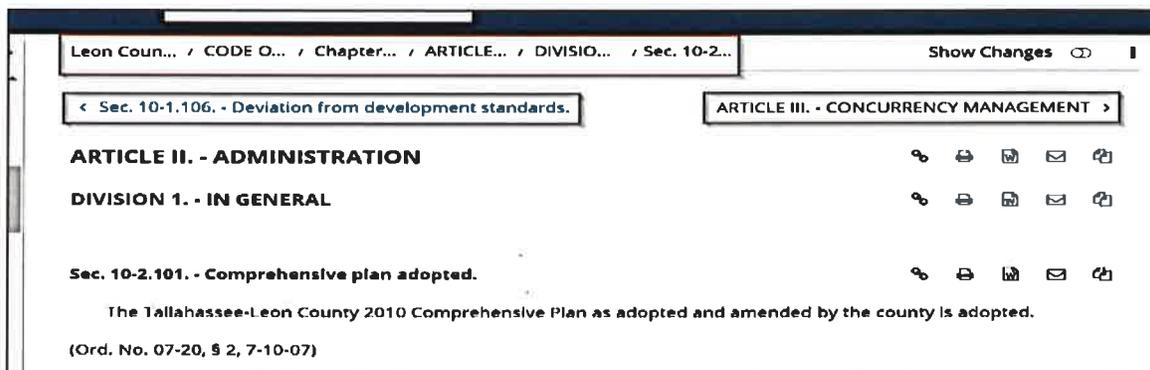
### Municode Search Components:

- ★ **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.



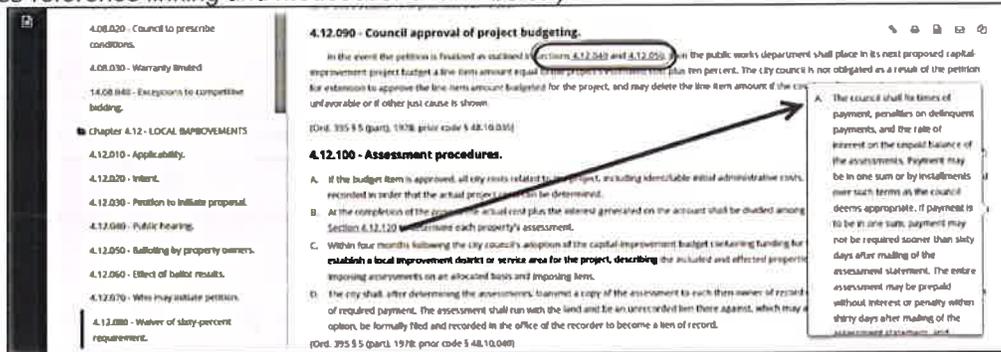
**Search enhancements provided with our latest website upgrade include (see screenshot above):**

**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.

(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.

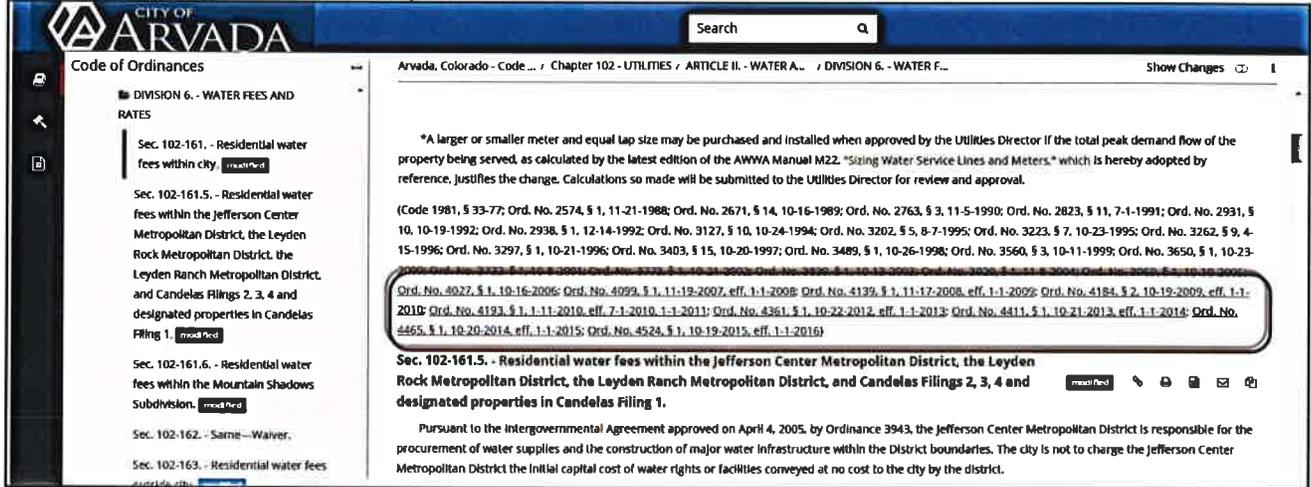
**Support** – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

# PREMIUM FEATURES OF MunicodeNEXT

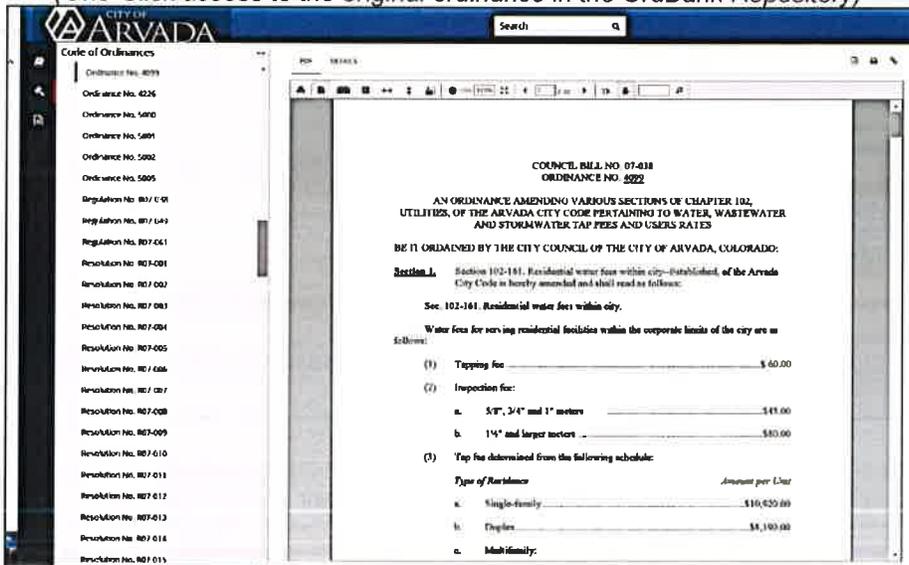
**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

**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.

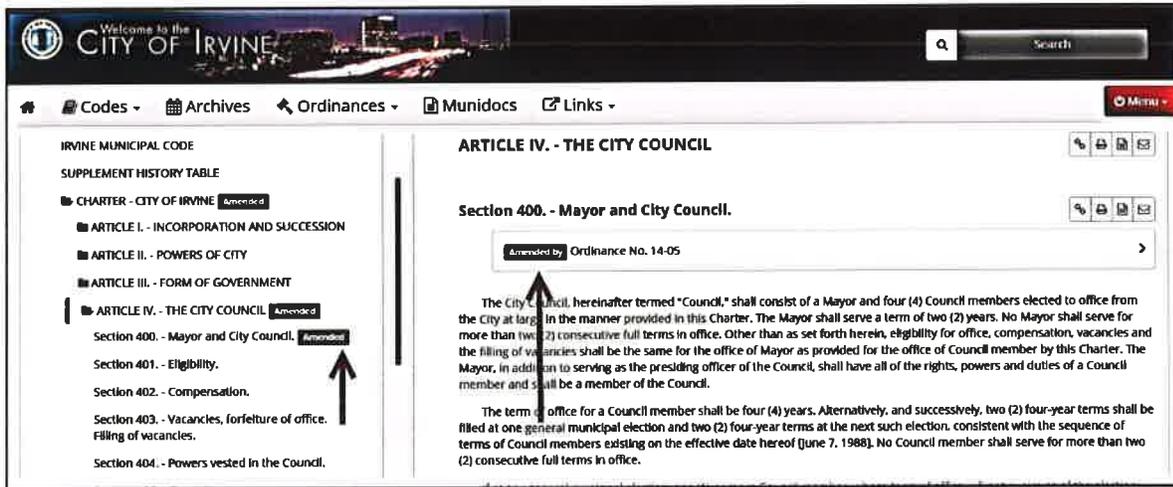
*Hyperlinked ordinance in text)*



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

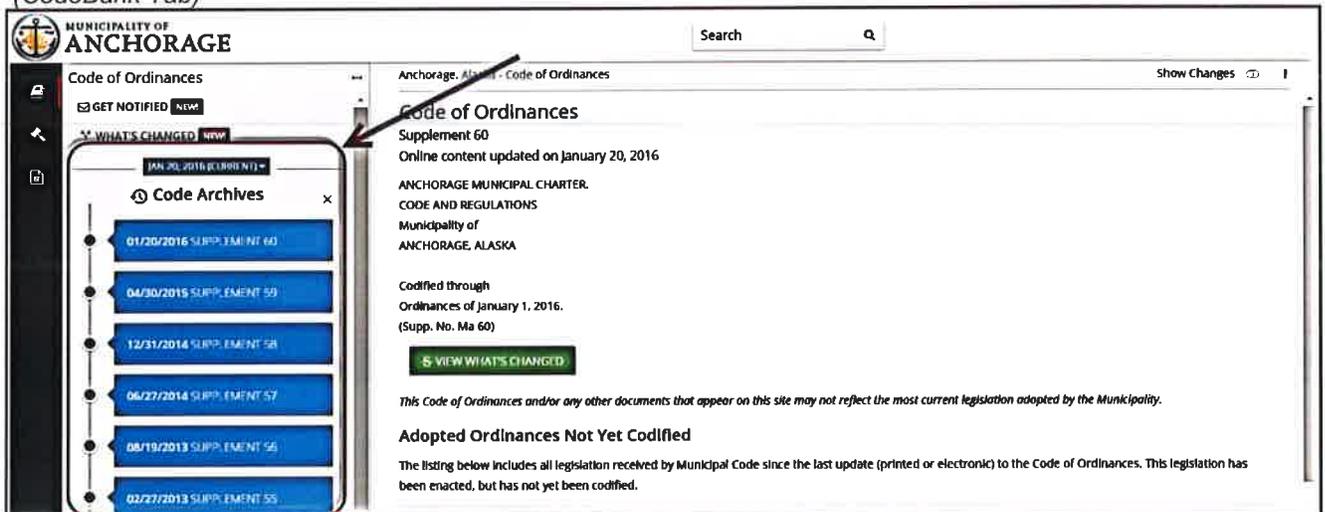


**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new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

**Get Notified**

Filling out this form will allow you to receive an email notification every time select publications are updated.

**Note** If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email  
Enter email

Subject  
Select One

- All
- Unified Development Code
- Unified Development Ordinance
- Code of Ordinances

**Sign up to be notified for all publications or narrow notifications to only one product.**

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)*

MUNICIPALITY OF ANCHORAGE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: election of chair and vice chair.

2.30.020 - Presiding officer.

2.30.030 - Meetings.

2.30.040 - Appearance requests and audience participation.

2.30.050 - Introduction of ordinances: action on ordinances.

2.30.060 - Consult a public hearing.

2.30.080 - Public hearings and action on proposed resolutions.

2.30.070 - Voting.

ANCHORAGE, ALASKA - Code of Ordinances - TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE

Show Changes

1. The assembly may recess to meet in executive session to discuss the following subjects if the recess notice of the subject is stated in the motion calling for the session:

- a. Reviewing specific legal matters, including pending litigation;
- b. Labor negotiations with municipal employees;
- c. Matters that are **essential, immediately actionable, and of such a nature that they would clearly affect the interests of the citizens of the municipality, or**
- d. Matters **of such a confidential, sensitive, or otherwise special nature that the disclosure of such information would be detrimental to the public interest.**

Matters which by law, municipal charter, or ordinance are required to be confidential, or

Matters involving consideration of government records that by law are not subject to public disclosure.

2. **No official action may be taken in executive sessions except to give direction to an attorney or other legal counsel regarding a specific legal matter or pending legal negotiation.** Although the public may be excluded, the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:

- a. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further causes of action from the matter are withdrawn.

CHANGED SECTIONS

ANCHORAGE MUNICIPAL CENTER, CODE AND REGULATIONS

Supplement History Table

TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE - 2.30.030 - Meetings.

TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE - 2.30.030 - Meetings.

TITLE 3 - ADMINISTRATION / Chapter 3.20 - EXECUTIVE ORGANIZATION - 3.20.010 - Executive and ministerial officer order.

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

Bonita Springs, Florida

Code of Ordinances

GET NOTIFIED

WHAT'S CHANGED

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE

CHARTER

ARTICLE I. - [IN GENERAL]

ARTICLE II. - [EFFECTIVE DATE]

Bonita Springs, Florida - Code of Ordinances

Show Changes

Code of Ordinances Supplement 2

Online content updated on January 29, 2016

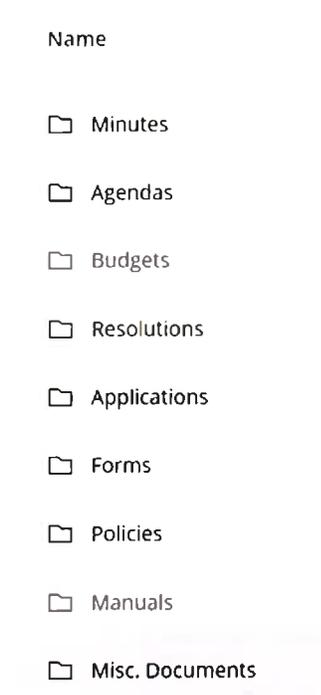
BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015.

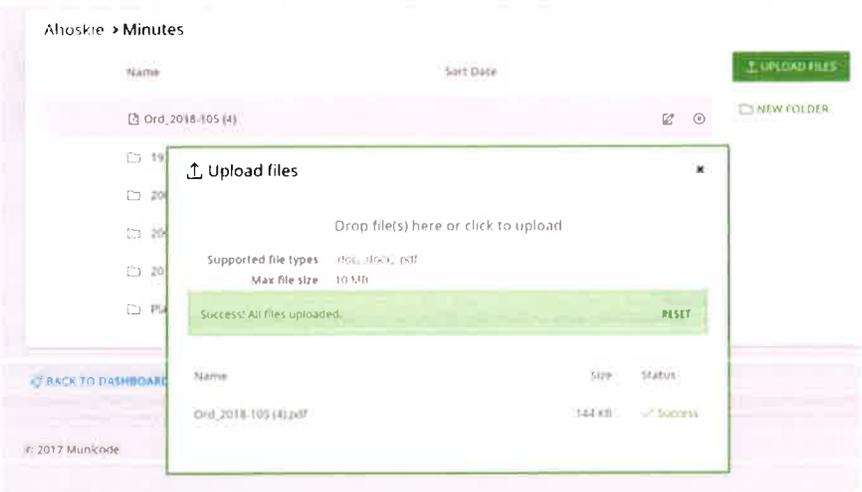
VIEW WHAT'S CHANGED

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.

**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.



**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.

# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

Agenda Item:

**#9**

Project/Item Name:

6<sup>th</sup> & Quincy Lift Station project

Location:

704 6<sup>th</sup> Avenue North

Requested Action:

Approval of quote

Staff Report/  
Description:

With the recent reconstruction of the 6<sup>th</sup> & Quincy Lift Station, staff have been looking at bypass pumping of the station in an emergency situation. The additional equipment will allow bypass pumping out of sanitary sewer manholes outside the station instead of pumping from the lift station wet well. This equipment will ensure efficient bypass pumping during an emergency situation. Two quotes were received for the equipment with the staff recommending the low quote of \$5,779.06 from MC Tools and Repair. Funds for this purchase would be from the 2019 Capital Improvements budget for the 6<sup>th</sup> & Quincy Lift Station Project.

Attachments:

Quotes

**MC Tools and Repair LLC**

N4227 Oak Grove Dr  
Columbus, WI 53925 US  
mikemcnulty1986@gmail.com

# Estimate

**ADDRESS**

City of Onalaska  
415 Main St  
Onalaska, WI 54650  
United States

**SHIP TO**

City of Onalaska  
252 Mason St.  
Onalaska, WI 54650  
United States

**ESTIMATE #** 1028

**DATE** 06/18/2020

**EXPIRATION DATE** 08/31/2020

**SHIP VIA**

Best Way

DATE	ACTIVITY	SKU	DESCRIPTION	QTY	RATE	AMOUNT
06/18/2020	<b>Inflation Hose 40'</b>	PP323-40	PP323-40 - 40' Dura Lift Rope / Inflation Hose for Pipe Plug w / gauge	2	299.00	598.00T
	<b>Hand Pump</b>	PP310-00	PP310-00 - Hand Pump with Gauge 0 - 125 PSI	1	41.00	41.00T
	<b>Sewer Plug 10 - 16</b>	PP0941016	PP0941016 - Pneumatic Sewer Plug 10 - 16 w/ 4" Flow through bypass	1	898.00	898.00T
	<b>Sewer Plug 12 - 24</b>	PP0941224	PP0941224 - Pneumatic Sewer Plug 12" - 24" w/ 4" flow through bypass	1	1,365.00	1,365.00T
	<b>Camloc Adapter 90</b>	400D-90-AL	400D-90-AL - 90degree x 4" female NPT - 4" Female camloc Adapter	2	92.85	185.70T
	<b>Suction/Discharge Hose - 50</b>	300EPDM-50-4"	300EPDM-50-4" - Suction/Discharge Hose 4" x 50ft. w/Male - Female Camloc Ends installed & Banded	4	484.85	1,939.40T
	<b>Brass Lever Valve</b>	PPA-142	PPA-142 - 4" Brass Lever Valve	1	161.55	161.55T
	<b>Camloc Adapter M</b>	CF400F-AL	CF-400F-AL - 4"Male Camloc x 4" Male NPT	1	16.45	16.45T
	<b>Camloc Adapter F</b>	CF-400B-AL	CF-400B-AL - 4" Part B Female Camloc x Male NPT	1	20.76	20.76T

Note - Customer must pay freight charges on the first 4 items listed on this page. All other items will be delivered by Mike McNulty All items quoted will remain in effect for 30 days.

SUBTOTAL	5,225.86
TAX	0.00
<b>TOTAL</b>	<b>\$5,225.86</b>

*+553.20*

*TOTAL = \$5,779.06*

**MC Tools and Repair LLC**  
N4227 Oak Grove Dr  
Columbus, WI 53925 US  
mikemcnulty1986@gmail.com

# Estimate

**ADDRESS**

City of Onalaska  
415 Main St  
Onalaska, WI 54650  
United States

**SHIP TO**

City of Onalaska  
252 Mason St.  
Onalaska, WI 54650  
United States

**ESTIMATE #** 1029

**DATE** 06/18/2020

**EXPIRATION DATE** 08/31/2020

---

**SHIP VIA**

Delivered by Mike Mc

DATE	ACTIVITY	SKU	DESCRIPTION	QTY	RATE	AMOUNT
06/18/2020	<b>Vac Adapter</b>	No Part #	Vacuum Adapter 6" Female Camloc - 2 dbl - 4" Male Camloc	1	553.20	553.20T

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<b>SUBTOTAL</b>	553.20
<b>TAX</b>	0.00
<b>TOTAL</b>	<b>\$553.20</b>

Accepted By

Accepted Date

Description

- DEPARTMENTS
- Basket
  - Leaf Collection Hose, Landscaping
  - New Products!
  - RV Supplies
  - Coupled Hose - with Fittings
  - Bulk Hose - without Fittings
  - Sewer Flushing/Water Jetter Hose/Pressure Washer
  - Garden Hose
  - Fittings
  - Valves
  - Gloves, Protective Clothing & Boots
  - Tools & Hose Clamps
  - Vacuum Pumps & Vacuum Truck Parts
  - RV Pump Out Kits and Adapters
  - Chemicals and Cleaning Products
  - PolyLok
  - Water and Washdown Pumps
  - Hydro Excavation / Sewer Cleaning Parts
  - Portable Toilet Operator Supply
  - Water Truck Parts
  - VARCO T-Shirts!

Basket

If you have a key code, please enter it.

[click here to estimate shipping cost](#)



4 EPDM Suction Hose Cpld C X E Cam & Groove Quick Connect  
4 X 45 FT Coupled C X E Quick Connect  
Item :EP40G CXE 4 X 45 FT Price : \$294.62

\$1,178.48

Ship Via: TRUCK FREIGHT



Type B Coupler X MNPT  
4 USA CAM & GROOVE COUPLER X MALE PIPE THREAD  
Item :BAL-USA B 400-AL Price : \$43.28

\$43.28



Type B Coupler X MNPT  
6 USA CAM & GROOVE COUPLER X MALE PIPE THREAD  
Item :BAL-USA B 600-AL Price : \$100.21

\$100.21



90DEG TYPE DA COUPLER X ADAPTER - ALUMINUM  
4 Female Coupler X 4 Male Adapter  
Item :DAAL-90 90DA400 Price : \$110.65

\$110.65



90DEG TYPE DA COUPLER X ADAPTER - ALUMINUM  
6 Female Coupler X 6 Male Adapter  
Item :DAAL-90 90DA600 Price : \$299.95

\$299.95

TYPE DA USA-MADE REDUCER COUPLER X ADAPTER  
6 FEMALE COUPLER X 4 MALE ADAPTER - SHORT NECK STYLE  
Item :DAAL-USA DAAL6040AL Price : \$101.55

\$101.55

- ACCOUNT INFO
- View Basket
  - Account Info
  - Request Catalog
  - Address Book

4in Brass Lever Valve  
MZ BRAND - INCLUDES HANDLE AND SCREW  
Item :1041-0000 MZ Price : \$138.99

\$138.99

**WOULD YOU LIKE TO ADD A DOZEN GLOVES TO YOUR ORDER?**

TYPE F ADAPTER X MALE NPT- MADE IN USA  
4 USA CAM & GROOVE ADAPTER X MALE PIPE THREAD  
Item :FAL-USA F-400AL Price : \$37.01

\$37.01

UPDATE BASKET

EMPTY BASKET

CONTINUE SHOPPING

USA Blue Book → 3238 90

Subtotal: + \$2,010.12

554 97.59

PROCEED TO CHECKOUT

= 5346 61

6" → Two 4" ADAPTER

+ 553.20

TOTAL: \$5,899.81

**⚠ WARNING:** This product can expose you to chemicals including lead, which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to [www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov).

The warning listed above is provided to California consumers to ensure compliance with California Proposition 65.

800-548-1234

**USA BlueBook**  
Get the Best Treatment

## Secure Checkout or continue shopping (/bloomreach/Entity?

EntityID=1137&EntityType=Category&PageNumber=5&PageSize=12&PageSort=&SelectedFacets=)

### ✓ Account

cradke@onalaskawi.gov not you? (/usabbsignout.aspx)

### ✓ Shipping To

252 MASON ST  
Onalaska, WI 54650  
UNITED STATES  
(608) 780-1024

### ✓ Billing To

Onalaska City Of  
415 MAIN ST  
Onalaska, WI 54650  
UNITED STATES  
608-781-9530

### ✓ Estimated Shipping

UPS Ground \$97.59

### Paying With

## Shopping Cart

5'rsquo; Extension Hose w/ Gauge ; (/p-281470-5-extension-hose-wgauge.aspx)

SKU: 49947

Quantity

Delete (/shoppingcart/deleteitem/3268907?returnurl=%2Fshoppingcart.aspx)

SubTotal: \$84.40

**Cherne 40' Inflation Hose w/Screw On Fittings for Plugs; (/p-281477-cherne-40-inflation-hose-wscrew-on-fittings-for-plugs.aspx)**

SKU: 49917

**Quantity**

2 ✓

Delete (/shoppingcart/deleteitem/3268909?returnurl=%2Fshoppingcart.aspx)

SubTotal: \$310.00

**Cherne Air Max Pro HV Pump w/ Gauge; (/p-281479-cherne-air-max-pro-hv-pump-w-gauge.aspx)**

SKU: 49907

**Quantity**

1

Delete (/shoppingcart/deleteitem/3268910?returnurl=%2Fshoppingcart.aspx)

SubTotal: \$56.50

**Lansas Flow-Thru Plug, 10-16" Diameter Range 9.5" to 16.25"; (/p-281427-lansas-flow-thru-plug-10-16-diameter-range-95-to-1625.aspx)**

SKU: 39873

**Quantity**

1

Delete (/shoppingcart/deleteitem/3268918?returnurl=%2Fshoppingcart.aspx)

SubTotal: \$898.00

**Cherne Big Mouth Plug, 14-21" 13.60-21.25" w/ 6" Bypass; (/p-281456-cherne-big-mouth-plug-14-21-1360-2125-w-6-bypass.aspx)**

SKU: 26290

**Quantity**

1

Delete (/shoppingcart/deleteitem/3268953?returnurl=%2Fshoppingcart.aspx)

SubTotal: \$1,890.00

## Order Notes

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## Order Summary

<b>Subtotal:</b>	\$3,238.90
<b>Estimated Shipping:</b>	\$97.59
<b>Estimated Tax:</b>	\$0.00
<b>Estimated Total:</b>	<b>\$3,336.49</b>

\*I agree to terms and conditions below (required to purchase)

Taxes and shipping, if applicable, are only **estimated** prices. Actual shipping charges may differ from this estimate based on actual packaging of final shipment.

Hazmat items incur special package and handling fees in addition to the standard shipping estimates provided. I also agree I have read and understood USABlueBook's Terms of Sale (<https://www.usabluebook.com/t-terms.aspx>).

# STAFF REVIEW SUMMARY

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

Agenda Item: #10

Project/Item Name: 2020 Miscellaneous Concrete ADA Project

Location: City Wide

Requested Action: Info Only

Staff Report/  
Description: As part of the 2020 Capital Improvement Projects list the City budgeted \$30,000.00 (CIP #37) for ADA (Americans with Disabilities Act) improvements for various City parks and recreation locations. The Engineering Department will be bidding out the 2020 Miscellaneous Concrete ADA project in August and bringing the bids forward to the September Board of Public Works for approval. If awarded this project would complete ADA related and other concrete work throughout the City in the fall of 2020.

Attachments: None

# **STAFF REVIEW SUMMARY**

## CITY OF ONALASKA BOARD OF PUBLIC WORKS

August 4, 2020

Agenda Item: #11

Project/Item Name: Parking Restrictions Related to Mail Delivery

Location: City Wide

Requested Action: Discussion for possible future action

Staff Report/  
Description: There are potentially some areas within the City of Onalaska where street parking can affect the access for United States Postal Service to deliver mail to the mailbox within their standard operating and safety procedures.

Attachments: None

**PUBLIC WORKS  
MONTHLY ESTIMATES  
August 4, 2020**

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
1. <b>STRAND ASSOCIATES</b> Stormwater Quality Management Plan Design Estimate #6	\$ 75,000.00	\$ -	\$ 22,095.76	\$ 5,022.71
2. <b>MSA PROFESSIONAL SERVICES</b> Green Coulee Intersection Design - Final Estimate #5	\$ 180,615.00	\$ -	\$ 35,286.89	\$ 15,441.51
3. <b>MCCABE CONSTRUCTION INC</b> 2020 Utility Project Construction Estimate #4	\$ 1,634,976.70	\$ -	\$ 695,770.12	\$ 176,413.89
4. <b>OLYMPIC BUILDERS GENERAL CONTRACTORS</b> 6th & Quincy Pumping Station Construction Estimate #15	\$ 989,678.00	\$ 19,045.56	\$ 968,282.26	\$ 24,688.30
5. <b>STEIGER CONSTRUCTION</b> 2020 Misc. Concrete Project Construction Estimate #3	\$ 84,612.50	\$ -	\$ 30,622.40	\$ 45,862.26
6. <b>LIVERMORE TECHNOLOGIES</b> Fiber Cable Project Design Estimate #4	\$ 18,010.00	\$ -	\$ 6,737.50	\$ 3,355.00
7. <b>FAHRNER ASPHALT SEALERS</b> Saw Seal Construction Estimate #1	\$ 22,000.00	\$ -	\$ -	\$ 20,023.85
8. <b>STRAND ASSOCIATES</b> Court St Lift Station Construction Estimate #11	\$ 24,300.00	\$ -	\$ 11,852.15	\$ 6,630.48
9. <b>SEH INC.</b> Green Coulee Reservoir Design - Final Estimate #4	\$ 97,000.00	\$ -	\$ 89,157.55	\$ 5,325.87

**PUBLIC WORKS  
MONTHLY ESTIMATES  
August 4, 2020**

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
10. <b>STATE OF WI - DOT</b> STH 157 - SS Construction (Project #1070-04-75) Estimate #2	\$ 630,000.00	\$ -	\$ 27,945.51	\$ 43,067.53
11. <b>TWIN CITY STRIPING</b> City Wide Striping Construction Estimate #2	\$ 17,000.00	\$ -	\$ 14,447.56	\$ 678.31
12. <b>SEH INC.</b> 2020 Utility Project Construction Estimate #1	\$ 18,227.20	\$ -	\$ -	\$ 4,401.64
13. <b>SEH INC.</b> 2020 Unidirectional Flushing Plan Design Estimate #1	\$ 18,200.00	\$ -	\$ -	\$ 14,990.00
14. <b>STRAND ASSOCIATES</b> 2018 SCADA Enhancements Design Estimate #11	\$ 19,000.00	\$ -	\$ 17,626.56	\$ 1,294.33
15. <b>STRAND ASSOCIATES</b> Well #9 Chlorine Addition Design Estimate #8	\$ 16,300.00	\$ -	\$ 12,584.11	\$ 705.67
16. <b>DAVY ENGINEERING</b> French Rd Booster Station/Crestwood Ln Construction - Fire Assessment Estimate #2	\$ 5,000.00	\$ -	\$ 1,189.96	\$ 244.04
17. <b>OLYMPIC BUILDERS GENERAL CONTRACTORS</b> Crestwood Booster Station Construction Estimate #10	\$ 974,846.00	\$ 50,567.11	\$ 889,594.93	\$ 4,750.00
18. <b>MATHY CONSTRUCTION</b> 2020 Pavement Project Construction Estimate #1	\$ 777,115.10	\$ -	\$ -	\$ 457,624.20

**PUBLIC WORKS  
MONTHLY ESTIMATES  
August 4, 2020**

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Orders</u>	<u>Paid to Date</u>	<u>Due this Estimate</u>
19. <b>BADGER SWIMPOOLS INC</b> 2020 Aquatic Center Resurfacing Construction Estimate #1	\$ 229,690.00	\$ -	\$ -	\$ 131,646.96
20. <b>GERKE EXCAVATING</b> 2019 Court St Lift Station Construction Estimate #5	\$ 394,000.00	\$ -	\$ 273,408.57	\$ 100,891.43