

Minutes of a Meeting of

SERVICES, UTILITIES AND EQUIPMENT REPLACEMENT COMMITTEE

held April 8, 2015

6:30 p.m.

Present: Councilman Paul Vincent, Chairman
Councilman Dave Tadych
Councilwoman Karen Lieske

Also Present: Law Director Ebert, James Bonneville, Municode

Councilman Vincent called the meeting to order at 6:30 p.m. and thanked everyone for their attendance. Mr. Vincent advised that this evening the agenda will include a review of on-line ordinances, and what other cities are doing regarding economic development.

Municode Presentation

James Bonneville, Midwest Sales Account Executive of Municode was present this evening at the request of Mr. Vincent. Mr. Vincent noted that when he searches the City of Bay Village codes on line with his I-Pad through our present provider, W.H. Drane, information is not easy to find. Large cities such as Columbus and Akron are using Municode, and Mr. Bonneville agreed to be present this evening to review Municode's offerings.

Mr. Bonneville related that Municode is the oldest codified ordinance company in the market, being organized in 1950. The business began by Mr. George Langford, Tallahassee, Florida. They now have 4000 clients nationwide, the largest codifier in the country. In the last ten years they have expanded their online services significantly, in order to meet the demands of clients in every state. More and more people are getting away from the printed book and going on line for the information they need. They still offer the printed book as well.

Mr. Bonneville projected the website of Municode on the screen in the Council Chambers and pointed out the features of their on-line code. Across the top of the screen is the banner of the city using Municode. On the left hand side of the screen is a break-out of the code itself. There is also a search function with broad capabilities for advanced searches that was demonstrated by Mr. Bonneville.

The code on the Internet includes the following features:

- Mobile Friendly, automatically downloading to iOS, Blackberry, Android and Windows phone 7 or higher;
- Save as Word; providing easy formatting for code revisions;
- Print, Save, Email one or more Sections, Chapters, and whole Titles;
- Internal Linking within the Code where cited;

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- Mouseover Preview;
- Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- Pointpoint Searching: advance searching including Boolean, Stemming; Fuzzy and Synonym searching;
- Scrolling Tables and Charts: Header stays fixed while scrolling through tablet/chart;
- GIS – Provision of permalink to any code section and assistance to City staff to create a link from their GIS system to relevant code sections;
- In-line Images and PDFs;
- Server Stability and Disaster Recovery Plan;
- Co-location in Atlanta, Georgia: only codification company to have geo-redundant servers in multiple states;
- Phone, email and Web support for citizens and staff: 24 hour email response and phone support.

MuniDocs enables municipal users to send material of the City's choosing directly to Municode to upload documents to online Code of Ordinances such as versions of Minutes, Resolutions, and Budgets, fully searchable, and filterable for ease of use.

MuniPRO searching allows the searching of all codes hosted by Municode. Multiple Code Search allows the searching of all codes within one state, multiple codes within one state, or the searching of all codes in the entire U.S.

MuniPRO Notes will create a note and attach it to any document in publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click.

MuniPRO Drafts will begin a new ordinance draft to keep track of pending legislation. Draft icons will appear in the Table of Contents and search results, and can be accessed from a single click.

Most importantly, the site is mobile friendly. The Municode.com Online Library includes a mobile friendly version of the City's code. This is a frameless version that is accessible from a mobile device and is formatted for a better viewing experience on today's modern Smartphones. The website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. This feature is included in the annual Internet fee.

Mr. Vincent asked if a PDF version of the code is available for I-pad use. Mr. Bonneville said they have a version called Municode Desktop which is an off-line version usable when there is no cell connection. This is especially advantageous for the police patrol units.

A question and answer period followed.

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Cost comparison: Municode charges \$19.00 per page; W.H. Drane charges \$22.00 per page. Processing time from delivery of codes to be changed to publication and internet availability: 15 days.

Within 24 to 48 pages of a code change, a PDF version of the new code will be shown on line. Code history will include a hyperlink to previous amendments of a code.

Mr. Bonneville noted the service of attaching agendas, minutes and resolutions to the ordinances in the code on line. There is a one-time cost for this fee which is based on the number of documents, and not the number of pages in each document. This is a service that is becoming more and more popular for researching.

Mr. Vincent will provide Council with an apples-to-apples cost comparison of the last codification update by Walter Drane Company, and what the cost would be for the same update by Municode. He noted the benefit of using Municode on line with his mobile devices. Mrs. Lieske suggested contacting some of the communities that are using Municode to learn of their experience with the company.

Mr. Bonneville was thanked for his presentation this evening.

Economic Development

Mr. Vincent noted the number of vacancies of commercial spaces in Bay Village. Currently, there are 14 for rent signs in Bay's commercial districts.

A survey of communities that employ Economic Development Directors was distributed to the committee members and is attached to these minutes for reference. Mr. Vincent suggested that it may be time to begin thinking of a similar arrangement in Bay Village. He noted that Bay Village's department directors take the responsibility of finding out grant opportunities related to the services offered by their departments. It would be advantageous to have someone seeking grants universally, and to be able to be more proactive in seeking new development.

Mrs. Lieske stated that she is curious as to where and how calls coming in for economic development are fielded in Bay Village.

Mr. Vincent stated that he would like to seek further information as to the duties of the economic developers listed on the survey. The City of North Olmsted has a consulting contract with a company known as Mb3 Consulting, which could save funds in terms of employment. Mrs. Lieske stated it would be interesting to know why North Olmsted finds this arrangement advantageous.

Mr. Vincent stated that with the loss of revenue being experienced through the end of the inheritance taxes previously paid, and other local cut-backs, there would be benefits to the City by having more employment in the City. It would also be nice to have more diversity in local shopping establishments.

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Mr. Tadych suggested working with the owners of the shopping centers to try to develop their centers in a collaborative effort with the City.

Mrs. Lieske noted Fairview Park's arrangement of the Service Director serving as Economic Development Director with one development aide.

Discussion of this topic will continue after seeking further information. Mr. Vincent thanked everyone for their attendance and cooperation. The meeting adjourned at 7:30 p.m.

Paul Vincent, Chair

Joan Kemper, Secretary

Attachments: Survey of Codification Services in Neighboring Communities
Survey of Economic Development Directors in other Ohio Communities

Codification Services in Neighboring Communities

Avon	American Legal Publishing
Avon Lake	American Legal Publishing
Brecksville	American Legal Publishing
Fairview Park	Walter Drane Company
Hudson	American Legal Publishing
Lakewood	Walter Drane Company
Medina	Walter Drane Company
Rocky River	Walter Drane Company
Westlake	Walter Drane Company

Joan Kemper

From: Tracy Stevanov <tracy@municode.com>
Sent: Friday, April 10, 2015 2:01 PM
To: Joan Kemper; Paul Vincent
Cc: James Bonneville
Subject: Bay Village, OH
Attachments: Apples to Apples Bay Village, OH.pdf; Updated BayVillage,OH-SupplementProposalUpdated-sv.pdf

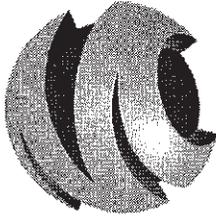
Good Afternoon,

Attached is an "apples to apples" evaluation that breaks down the cost and gives an estimate of what our cost would be for completing the same supplement that Walter Drane provided for 48 ordinances and 50 sets of the completed supplement for \$9,500. In addition, we break down the cost for our other services such as code on the internet and binders. Below is a quick summary, attached is the official documents. In addition we have updated the supplement proposal to state \$19 per page for 50 code supplements.

Quick Comparison:

Municipal Code Supplement cost = \$8,080 for 48 ordinances or 410 pages changed to the code and index + tabs, binders (\$57 each) and shipping.

Municipal Code online = First year of code online includes all of the advanced and bundled features for no charge.



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Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.575.8852 • www.municode.com

April 10, 2015

Council Member Mr. Paul Vincent
Council Member
City of Bay Village
350 Dover Center Road
Bay Village, OH 44140

Sent Via Email: pvincent@cityofbayvillage.com; bv-council-website@cityofbayvillage.com

Dear Mr. Vincent:

Pricing = Apples to Apples We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

The Supplement estimate is an estimate due to the fact that until our editor and proofreaders actually create the new supplement we can only anticipate cost. This being said, our estimates are generally higher to provide cushion to your budget. We estimate that 410 pages would be changed to the code, index and table of contents at \$19 per page for 50 copies, that your cost would be **\$8,035** this cost includes shipping, new tabs for new chapters and (4) binders (\$57 each) and updating the code online. Updating the code online is at no additional charge.

- Supplement charges - **Single Column per page rate for 50 copies, \$19.** When you reduce the number of copies that you receive we can reduce your supplement per page rate. **For example,** if you received a PDF in lieu of printed supplements we would reduce the cost to \$18 per page.
- Binders: (We have several options for binders) Leatherette ringed binders are **\$57 a set** and Notebook style binders are **\$18 a set.**
- Tabs: \$15 per new tab.
- Graphics: \$10 per table, image or graphic.
- The **online code is free for the first year** and then only **\$550** for our basic service or **\$1,135 for the bundled MyMunicode package** (MuniPro, OrdBank, CodeBank and Customized banner)!
- Municode **does not** charge an extra fee for posting supplements online.

The supplement page rate is \$19 for single column (including printing and posting each supplement on line). Some companies might have quoted you a double column price or **no supplement rate at all.** Please double check this when comparing responses. You will always know how we are charging you because every invoice indicates pages changed or added in the code.

Please also consider the fact that some codifiers charge an additional page rate to post your Code online. The basic code on the internet fee is \$550 annually and we offer printing, linking emailing sections of the code in addition to advanced search capabilities and so much more! All of which you get for no charge for the first year!

Municode would be honored to earn your business. Our motto is "Professional Excellence" and we promise you that we will work hard each and every day to live up to this exacting standard. The City and its citizens deserve nothing less than the best. By choosing to partner with us, that is what you can and should expect. We look forward to working with you for years to come.

The list of ordinances that we reviewed for our Supplement estimate are listed below

<u>Ordinance No.</u>	<u>Codified Ordinance Section</u>
13-17	Enacting new C.O. Chapter 721 – Peddlers, Canvassers, Solicitors
13-55	Amending Traffic Control Map
13-91	Amending C.O. Subsection 151.071 – Hospitalization Eligibility
13-94	Amending Chapter 1349 re swimming pools
13-96	Amending C.O. Section 181.36(B) – disbursement of Municipal income taxes
13-97	Amending C.O. 1301
13-98	Enacting new C.O. 1150
13-99	Amending Chapter 1149
13-100	Amending C.O. Subsection 1303.06(a)
13-101	Amending C.O. Section 1305.02
13-102	Amending C.O. Chapter 1307
13-103	Repealing C.O. Chapter 1321
13-104	Amending C.O. Chapter 1331
13-105	Repealing C.O. Chapter 1333
13-106	Amending C.O. Section 1344.03
13-107	Amending C.O. Section 1344.04
13-108	Amending C.O. Section 1303.02
13-109	Amending C.O. 1303.049A)
13-110	Amending C.O. Subsection 1304.01(H)
13-111	Amending C.O. Section 1304.03
13-112	Amending C.O. Section 1310.05
13-113	Amending C.O. Subsection 1341.04E
13-114	Amending C.O. Section 1344.08
13-115	Amending C.O. Subsection 1355.03 (B)(1)
13-116	Amending C.O. 1355.07(F)
13-117	Amending C.O. Section 1365.10
13-118	Amending reference of Building Code to Building Standards In Chapter 1300
13-131	Amending C.O. Chapter 1322
14-04	Amending C.O. Section 115.08
14-05	Amending C.O. Section 753.01 (a)
14-08	Amending C.O. Section 151
14-11	Adoption of new Chapter 377
14-12	Amending C.O. 331.03
14-13	Amending C.O. 331.10
14-14	Amending C.O. 301.04
14-15	Amending C.O. 301.51
14-16	Amending C.O. 351.08
14-28	Amending C.O. 921.02(a)
14-40	Amending Section 125.21
14-41	Amending Section 521.11
14-42	Amending Section 543.01
14-43	Amending Section 547.15

14-60	Amending C.O. Chapter 913
14-61	Amending C.O. Chapter 912.03
14-62	Amending C.O. Chapter 921
14-63	Amending C.O. Chapter 901
14-64	Amending C.O. Chapter 1305.02
14-66	Amending C.O. 129.03

The Director of Public Officials and Administrative Officers has the following changes:

Renee Mahoney	Director of Finance and Income Tax Administrator
Mark Spaetzel	Chief of Police Division
Scott Thomas	Director of Public Service and Properties/Safety Director
Ann Orin	Interim Director of Community Services

The others remain the same

Council:

Changes are

Dwight A. Clark	At-Large and Vice President
Paul W. Vincent	Ward 2
Thomas E. Henderson	Ward 4

The others remain the same

Replace Jean Cundey to Lorree Lewis for Assistant to Director of Law

Change year in the paragraph acknowledging preparation of these Codified Ordinance replacement pages



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April 10, 2015

Mr. Paul Vincent
Council Member
City of Bay Village
350 Dover Center Road
Bay Village, OH 44140

Email Sent Via: pvincent@cityofbayvillage.com

Dear Mr. Vincent:

Thank you for speaking with Tracy Stevanov and expressing interest in utilizing Municode for supplementation services. We have reviewed the City's Code and are pleased to submit the following information for your review. Municipal Code Corporation (Municode) will provide the City of Bay Village and outside subscribers the highest level of service. It is our goal to focus on the details of each need and demonstrate that we are best suited to serving you and your citizens. We were founded in 1951 as a one man operation, for the sole purpose of codifying municipal laws and ordinances and publishing this material in loose-leaf form.

The Municode Team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long term partner. Our desire to serve you is why we have chosen this profession.

Why Municode?

Integrity

"Our word is our bond."

We believe that long term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

Experience

With over 3,600 customers in all 50 states, and over 2,900 posted online, Municode is the most trusted and experienced codifier of local government Codes in the nation. Our team of Attorneys has an average of over 20 years of codification experience. With over 150 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

Relationships

For over 60 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. Municode has a team of Customer Service Professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

Municode currently provides codification services to 7 municipalities in the state of Ohio including the following areas surrounding Cincinnati, Dayton, and Columbus. **Our attorneys provide an annual Ohio State law pamphlet.** Thus, Municode is experienced in not only Ohio law, but with the unique needs of Ohio.

Quality

We are committed to excellence in every product that we create. Our team of over 40 Editors and Proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation. In partnering with Municode, you are provided with a depth of legal talent that is unmatched in the industry. Our team concept allows us to support one another and back one another up during unexpected contingencies. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

We Are Your Cloud Backup

We consider technology a "core competency" and are committed to staying abreast of technological developments for your benefit. Municode invests heavily in research and development technology that benefits our clients on an annual basis. This level of continued commitment to technology enables us to grow our capabilities each and every year. Municode can host your code, archive all of your material to include ordinances, resolutions, minutes, agendas and past versions of your code and ensure that you will always have easy access 24/7, 365 days a year. We take this responsibility seriously and have invested in a geo-redundant data center with full synchronization for your entire suite of data and services.

Online Stability

Municode has invested hundreds of thousands of dollars in a robust Business Continuity and Disaster Recovery Plan. Internet Stability is crucial to cities and counties of every size. Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

Customer Service

Our focus on service begins by fully understanding your unique needs and requirements. Municode will establish a routine meeting schedule with you to discuss services and any concerns. This allows Municode staff to have firsthand knowledge of the City's needs. We strive to provide a personal touch and keep an open line of communication.

Our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. We are constantly reminded how rare it is in today's business environment to respond so quickly with notes from our customers like, "Thank you for being so prompt". Municode is a family-owned, medium sized business which means our clients receive a level of personal service unparalleled in the industry. In addition, we have the resources to handle complex custom issues and to provide extra editorial and technological resources that smaller firms don't possess. Our most valuable assets are our clients and our reputation. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Municode also has a Regional Sales Representative, James Bonneville, located in Blaine, Minnesota. He is available to answer questions and meet with you, as needed. James worked in State Government, Lobbying and Governmental Sales for over 13 years. James has been a part of Municode/MCCi since 2009. He visits Ohio often and regularly attends the Ohio Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

We look forward to discussing our proposal with you and ask that you contact me or our Assistant Vice President of Sales, Steffanie Rasmussen, or your Sales Representative, James Bonneville with any questions you may have at any time. You can also email us at info@municode.com, or we will gladly schedule a conference call or webinar with all interested parties. We appreciate your time to review our proposal.

Sincerely,

Dale Barstow
Vice President - Sales

DMB/sv

Enc.

info@municode.com

800-262-2633

cc: James Bonneville, Regional Sales Representative

651-262-6262 or jbonneville@municode.com

SCOPE OF WORK

MUNICODE, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform supplementation services for the **CITY OF BAY VILLAGE, OHIO**, hereinafter referred to as Client.

- 1. Services Offered.** Municode will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.
- 2. Material Included.** All legislation of a general and permanent nature, passed in final form by the Client will be included in the Code. Municode prefers the material in an editable electronic format (such as WORD (DOCX)), and will rely upon the electronic media furnished by the Client. All material received by Municode will be acknowledged via e-mail. Ordinances contained within the text of minutes can be researched and extracted.
- 3. Omitted Material.** The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless Client instructs otherwise: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans and Traffic Schedules and Fee Schedules.
- 4. Additional Content.** Client can include additional content (for example, charter, zoning, SmartCode or Form Based Code, land development regulations) in the Code. The native files (typically InDesign) will be required of any graphic-intensive content. Added content can be included in a Supplement or published separately. Additional divider tabs or binders will be provided as necessary.
- 5. Editorial Work.** The Supplement editorial team, who is supervised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.
- 6. Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements. In addition to establishing when Supplements will occur, the schedule determines how frequently Municode will request ordinances from Client.
- 7. Printed Supplements.** Amendments to the printed Code occur in the form of printed Supplement pages that are issued as replacement pages on acid-free paper. Printed Supplements include: an updated Table of Contents; Code Comparative Table; Index; an instruction sheet to advise holders of the book where to insert and remove pages; a Checklist of Up-To-Date pages that indicates the most recent source from which each page is derived; and a Supplement History Table that indicates the specific ordinances included in the Supplement. A copy of each Supplement for every printed Code is included in the base page rate. Our paper supplier is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Program for Endorsement of Forest Certification schemes (PEFC).
- 8. Electronic Updates.** Amendments to the Internet version of the Code can be provided on a separate schedule from Printed Supplements. Electronic Updates reflect the editorial decisions made by the Supplement team and a fully searchable, complete Code will be posted. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge.
- 9. Electronic Medium and Format.** The Code will be furnished in any electronic medium and format selected by the Client. Most popular formats are: HTML, WORD (DOCX), PDF, Folio and the Online Code.
- 10. Support.** Support for our electronic and online services is offered 8:00a to 8:00p (Eastern). Telephone requests are answered within 24 hours, and e-mail requested within one hour.
- 11. Delivery.** Printed Supplements to the Code will be delivered in bulk to the Client, unless Client chooses to utilize Municode's Distribution Services. The website will be updated upon shipment of the printed supplement or as Electronic Updates are completed.

Supplement pricing example - Municode will only invoice for the actual number of pages generated by the inclusion of ordinances. Below is an example of how Municode would invoice for a 100 page supplement.

100 pages x \$19 = \$1,900 (this includes updating the website with the supplement)
Electronic Media (Optional – WORD/DOCX, PDF, HTML at \$75 each; or Folio at \$100)
Shipping of supplement = \$10 (actual freight)
Estimated Total = \$1,910

ADDITIONAL SERVICES

- 1. Distribution.** Fulfillment services are available to distribute individual printed copies of Codes and Supplements to departments or subscribers at no additional fee to the Client. Municode can sell the Codes, Supplements, chapter reprints, binders and tabs at a pre-determined, agreed upon price. Municode assumes all risk and expense for providing these items. Orders can be placed through our online ordering, via fax or mail.
- 2. Legal Review.** At any point during the term of this Agreement, or extensions thereof, Municode can prepare a Legal Review for the Code to identify inconsistencies, obsolete provisions or compare the Code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement. State Law Pamphlets for selected states are provided on the www.municode.com website free of charge.
- 3. Document Scanning Services (MuniScan).** Municode's subsidiary, MCCi, offers scanning, indexing and integration of hard copy documents with Laserfiche Software to provide the Client with intuitive browsing, index cards, and fuzzy logic. Pricing information can be supplied upon request.
- 4. Electronic Records Management Software and Services (Laserfiche) –** MCCi is the largest Laserfiche Var in the United States and focuses on Local Government. With over 400 clients, MCCi can provide your organization with the most experienced professionals to implement and support your Laserfiche solution. Laserfiche software is used for Electronic Records Management and here are just some of the features: scan, index, search, archive, automate approval processes, make records available via the web, manage records retention, and integrate with your other software systems.
- 5. Utility Billing Services (MuniBills).** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of Municode, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions. Pricing information for this service can be supplied upon request.

Billing services, to include custom formatting, data cleansing, printing and mailing of your statements, are included with this contract. An initial setup fee and \$.15 per bill (10,000 bills per month) includes formatting, printing, mailing, and materials. Tiered pricing for volumes above 10,000 statements. (Minimum charge of \$250 per month for volumes less than 2,000.) PDF copies of all statements are provided in advance of mailing. Additional features available upon request.

QUOTATION SHEET FOR CITY OF BAY VILLAGE, OHIO

Conversion – Code and Zoning

- Conversion of Code to Municode Database, if Code can be furnished in Word No Charge¹
 - Conversion of Code to Municode Database, if Code can NOT be furnished in Word \$3 per page
- Municode will just simply take over the Code keeping the existing supplement numbering sequence and style of the Code intact. The Code will be converted and posted online within 90 – 120 days upon receipt of the Word files and printed copy of the Code, allowing for the transition to be seamless.*
- Inclusion of adopted legislation, per page added or amended \$19

Supplement Service Base Page Rate²

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

Base page rate above includes:

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Updating the Index
- Schedule as selected by Client³
- Updating Electronic versions⁴ and Online Code
- Printing 50 copies

Base page rate above excludes:

- Freight, prebilled
- State Sales Tax
- Graphics⁵ & Tabular⁶ matter, per graphic or table
- Code on Internet, first year no charge

Actual freight
If applicable
\$10
Selections on page 5

Optional Services to Supplement Service:

- Folio Bound Views, per delivery⁷ (\$295 Initial set up) \$100
- PDF of the Code, per delivery \$75
- Printed copies of the updated Code \$.06 per impression

Optional services, continued:

- 3-post expandable binders, \$57 each (Black, Burgundy, Dark Blue, Hunter Green) qty _____ \$ _____
- 3-ring binders, \$18 each (Black, Burgundy, Dark Blue, Hunter Green) qty _____ \$ _____
- Tabs, \$15 per set qty _____ \$ _____

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

¹ Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format either WORD or FOLIO.

² All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

³ 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.

⁴ 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.

⁵ Includes printing all copies. Additional fee if graphic includes color.

⁶ Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁷ "delivery" is defined as delivering electronic data available to the Client via FTP or Download. Fee applies whenever updated content is delivered via one of the above-defined products.

WEB HOSTING QUOTATION SHEET FOR THE CITY of BAY VILLAGE, OHIO

(Please see the website features defined page for a brief description of the services outlined below)

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

- MyMunicode⁸ includes** the following: \$1,135 annually⁹,
First Year No Charge
- i. **Code On Internet**
 - ii. **OrdBank (or Upgrade to OrdLink/OrdBank for an additional \$100)**
 - iii. **CodeBank**
 - iv. **MuniPRO**
 - v. **Custom Banner**

In lieu of purchasing the above package, the Client can purchase each item a la carte:

- | | |
|--|-------|
| <input type="checkbox"/> Code on Internet (<i>after the first <u>free</u> year</i>) (annually) | \$550 |
| <input type="checkbox"/> CodeBank (annually) | \$150 |
| <input type="checkbox"/> CodeBank Compare¹⁰ (annually) | \$250 |
| <input type="checkbox"/> MuniDocs (annual fee includes quarterly updates; up to 25 documents per quarter) | \$750 |
| <input type="checkbox"/> MuniPRO (annually) | \$295 |
| <input type="checkbox"/> Custom Banner (onetime fee) | \$250 |

OrdBank

- | | |
|--|-------|
| <input type="checkbox"/> Per ordinance | \$35 |
| <input type="checkbox"/> Flat annual fee | \$335 |

-OR-

OrdBank + OrdLink

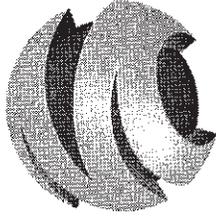
- | | |
|--|-------|
| <input type="checkbox"/> Per ordinance | \$60 |
| <input type="checkbox"/> Flat annual fee | \$435 |

Municode does not charge a per page rate for updating the Internet or any additional printing fees – this is all included in the supplement per page rate. In comparing services, if you notice a service that is not listed please email or call us! We are positive that Municode can do it. We might even currently provide that service under a different name.

⁸ Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

⁹ Total Value if each item purchased a la carte would be \$1,580 initially then \$1,330 per year thereafter with election of the flat annual fee for OrdBank.

¹⁰ Enrollment in CodeBank is required in order to receive the CodeBank Compare technology.



municode

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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 Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years thereafter. In the absence of notice of cancellation, this Agreement shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

Title: _____

Date: _____

Accepted by:

THE CITY of BAY VILLAGE, OHIO

By: _____

Title: _____

Date: _____

MUNICODE'S WEBSITE SERVICES DEFINED

Code on Internet includes the following features:

- Ⓢ Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows phone 7 or higher;
- Ⓢ Save as Word;
- Ⓢ Print, Save, Email one or more Sections, Chapters and whole Titles;
- Ⓢ Internal Linking within the Code where cited;
- Ⓢ Mouseover Preview (or Pop ups);
- Ⓢ Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- Ⓢ Pinpoint Searching; advance searching including: Boolean, Stemming; Fuzzy and Synonym searching;
- Ⓢ Scrolling Tables and Charts: Header stays fixed while you scroll through the table/chart;
- Ⓢ GIS - Municode can provide a permalink to any code section and assist City staff to create a link from their GIS system to relevant code sections.
- Ⓢ In-line Images and PDFs;
- Ⓢ Server Stability and Disaster Recovery Plan;
- Ⓢ **Co-Location in Atlanta, Georgia: only Codification Company to have geo-redundant servers in multiple states;**
- Ⓢ 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 Standard Time

OrdBank. Creates a permanent, online collection of all ordinances sent to Municode. Prior to incorporation into your Code via supplementation, all of your ordinances will be posted on your landing page for easy access. Once codified, each ordinance History Note is hyperlinked to the actual ordinance as enacted. OrdBank saves your municipality valuable time and money by enabling you, your staff and your citizens to gain instant access to your ordinances by simply clicking the history note.

OrdLink + OrdBank. Prior to incorporation into your Code via supplementation, OrdLink hyperlinks 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 the Code, they added to your OrdBank and hyperlinked to your History Notes. For the linked ordinances to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable.

CodeBank. Creates a permanent, online collection of all past versions of your Code. CodeBank enables your online users to easily access previous versions of your Code. The historic version of your Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. For your convenience, when a previous version of your Code is selected, users are alerted that they are looking at an older version of your Code. No set up fee is required.

CodeBank Compare. This service provides the users the ability to select a past version of the 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 material) or Strikethrough (deleted material).

MuniDocs. Enables municipal users to send material of your choosing directly to Municode to upload documents to your online Code of Ordinances. Let Municode do all the work and upload the versions of Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents to be posted alongside your Code and will be fully searchable, filterable for ease of use.

MuniPRO. MuniPRO Searching allows you to search all of the 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. There is a per annum fee for this premium service; User Name and Password required. 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 U.S.! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- Ⓢ **MuniPRO Favorites.** Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from your Dashboard.

- **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your Dashboard.
- **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

Custom Banner. Municode will customize the look and feel of your Code on municode.com to more closely match your municipality's web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site.

Mobile Friendly Site. The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

Email (from the Web). Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

Print or Save. Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Code on the Internet fee.*

Internal Cross Reference Linking. Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Code on the Internet fee.*

Mouseover (cuetips). Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Code on the Internet fee.*

Static Linking to your Code. Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Code on the Internet fee.*

Pinpoint Searching. Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Code on the Internet fee.*

Scrolling Tables and Charts. The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

GIS. Municode can provide a permalink to any code section and assist staff members to create links from their GIS system to relevant code sections.

Collapsible TOC. The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item. *This feature is included in your annual Code on the Internet fee.*

In-line Images & PDFs. Municode takes 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 with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

Internet Stability. Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

ECONOMIC DEVELOPMENT DIRECTOR

Avon	Economic Development Coordinator \$69,360.00 per yr.
Avon Lake	Do Not Have EDD but discussing it presently
Aurora	Part time Director \$36,503.25
Brecksville	Part Time Director \$40,000 to \$45,000 per yr.
Fairview Park	Service Director serves plus one Development Adm.
Hudson	Full Time Director \$94,000.00
Medina	Full Time Director \$63,202.54-\$75,843.05 per yr.
North Olmsted	Mb3 Consulting Contract
Rocky River	Position Dissolved – Mayor works with Bldg. Dept.
Westlake	Two Full Time – One Director and One Manager Director compensated \$80,000 to \$125,000 Manager compensation \$70,000 to \$96,500