



City of Walnut Grove  
**COUNCIL MEETING AGENDA**

Thursday, August 12, 2021

7:00 P.M.

Municipal Building -1021 Park St. and via Microsoft Teams

- I. INVOCATION**
- II. PLEDGE OF ALLEGIANCE**
- III. CALL TO ORDER**
- IV. AGENDA APPROVAL**
- V. APPROVAL OF CONSENT AGENDA**
  1. Minute's Approval
    - a. July 8, 2021 Minutes
    - b. July 29, 2021 Minutes
  2. Financials
    - a. Financial Report
    - b. Budget Summary
- VI. COMMITTEE REPORTS**
  1. Community Involvement Committee— Council Member Linda Pilgrim
  2. Downtown Development Committee—Council Member Mary Hall
  3. Parks and Recreation Committee — Council Member Mary Hall
  4. Public Works Committee — Council Member Jon Dial
- VII. PLANNING AND ZONING COMMISSION — Don Cannon, Chair**
- VIII. PUBLIC FORUM**
  1. Public Comments
- IX. OLD BUSINESS**
- X. NEW BUSINESS**
  1. Recodifying Ordinances
- XI. REPORTS**
  1. Clerk's Report
  2. Mayor's Report
- XII. TOWN HALL DISCUSSION**
- XIII. COUNCIL COMMENTS**
- XIV. EXECUTIVE SESSION - Litigation**
- XV. ADJOURN**



Mayor Mark Moore  
Jon Dial  
Mary Hall  
Linda Pilgrim  
Stephanie Moncrief  
Jay Crowley  
Keegan Ramsey

City of Walnut Grove  
**COUNCIL MEETING**  
Thursday, July 8, 2021  
7:00 P.M.

Municipal Building -1021 Park St. and via Microsoft Teams

- I. INVOCATION – Don Cannon**
- II. PLEDGE OF ALLEGIANCE – All participated**
- III. CALL TO ORDER – Mayor Mark Moore**
- IV. AGENDA APPROVAL – Council member Mary Hall made motion. Council member Stephanie Moncrief seconded. Passed unanimous**
- V. APPROVAL OF CONSENT AGENDA – Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimous**
  - 1. Minute's Approval**
    - a. June 10, 2021 Minutes
    - b. June 24, 2021 Minutes
  - 2. Financials**
    - a. Financial Report
    - b. Budget Summary
- VI. COMMITTEE REPORTS**
  - 1. Community Involvement Committee — Council Member Linda Pilgrim**

Council member Linda Pilgrim discussed the upcoming city park market and a potential car show and movies in the park coming up in the future.
  - 2. Downtown Development Committee — Council Member Mary Hall**

Council member Mary Hall reported upcoming training for July 22<sup>nd</sup> and the first meeting for DDA on August 23<sup>rd</sup>.
  - 3. Parks and Recreation Committee — Council Member Mary Hall**

Council member Mary Hall reported the city retreat is scheduled for September 10 and 11th and the food portion has been taken care of.
  - 4. Public Works Committee — Council Member Jon Dial**

Council member Jon Dial reserved comment for new business.
- VII. PLANNING AND ZONING COMMISSION — Don Cannon, Chair**

Don Cannon reported at the last meeting they welcomed Dominic Digrado to his first meeting. He also reported the commission agreed to develop a plan concerning rezoning Forest Glenn to R3 and a public hearing. He reported working on bringing properties in conflict with zoning into compliance and proposed changes to the table of permitted uses. He also discussed a rough draft of bylaws that the commission was working on.
- VIII. PUBLIC FORUM**
  - 1. Public Comments - None**
- IX. OLD BUSINESS**
  - 1. Ordinance for Sewer fines**

City attorney Jay Crowley discussed a proposed ordinance to clarify requirements for sewer tap fees and requirements to qualify for a variance if those guidelines can not be met. He also discussed new requirements for sewer tap billing fees that the council could consider and regulations for new construction moving forward.

## **X. NEW BUSINESS**

### **1. Hazard Mitigation Plan Resolution**

City attorney Jay Crowley explained this resolution is required for the city to be able to receive federal funds after a disaster. It was noted that there was an error that stated town of Walnut Grove that would be corrected. Council member Mary Hall made motion. Council member Stephanie Moncrief seconded. Passed unanimous.

### **2. Weed Control**

**a. Sewer** – Council member Jon Dial informed the council on bids that were received for weed control, and fertilizer for the sewer spray field. Mayor Moore elaborated on the savings the city would get by purchasing the equipment and public works doing the labor. Mayor Moore reported he located equipment that could handle the job for approximately \$2200 and council member Jon Dial added the chemicals would average around \$100 per treatment. Council member Stephanie Moncrief asked if public works needed a license to apply the chemicals and council member Jon Dial answered the city sewer contractor had the license to purchase the chemicals. Council member Mary Hall asked the timeframe to see results of the weed control and council member Jon Dial responded results should start to be seen in a couple of months. Mayor Moore indicated he would be moving forward with purchasing the equipment.

**b. City Hall/Ballfield** – Council member Jon Dial informed the council Kemco quoted \$250 per application up to 5 applications per year and Turf Time quoted \$335 up to 7 applications for city hall. Mayor Moore added he got quotes for a one time fire ant application for \$1000 from Kemco and 5 applications for \$300 each from Turf Time for the city ballfield. Council member Mary Hall asked if the city was able to do the applications if a spreader was purchased. Mayor Moore answered the city does not have the ability to mix the chemicals precisely enough to risk applying in high visibility areas of the city. Council member Stephanie Moncrief asked if the companies have a satisfaction guarantee and Mayor Moore responded both companies did. Mayor Moore noted although the amounts were within his purchasing limits he was informing the council of the bids for transparency.

**3. Communication upgrade for Pump Station** – Mayor Moore explained the sewer uplift station's alert communication system is now obsolete due to not being 5G compatible. He also explained this equipment needed to be replaced to comply with EPA requirements. Mayor Moore stated he received 2 quotes of approximately \$4500 and a quote of \$3475 and \$276 per year service charge that he approved.

## **XI. REPORTS**

### **1. Clerk's Report**

Keegan Ramsey read the balances of all city bank accounts. He also reported the citations, tickets and rentals for the month.

### **2. Mayor's Report**

Mayor Moore reported he spoke with the GADOT about sitting down with the city to give more information about the Hwy138/HWY81 roundabout project. He also spoke about the paving of Magnolia Springs being underway and the speed tables on Park Street being complete and the positive reaction from citizens. Mayor Moore stated **"Council member Mary Hall brought it to my attention that we have issues from a complaint from a citizen that there are trees that are blocking street lights in Cambridge Chase. First of all I want to make it clear to the citizens that we do not monitor social media for issues with the City of Walnut Grove that they must contact city hall. When they contact city hall a work order is created and public works takes that into consideration and goes and inspects it and makes a game plan. I wanted to let y'all know that that is where we are. Both Brian went out and I went out and took a look at this and we found out that we do have trees that are growing in front of the street lamps. The issue is first of all, these trees have been growing for twenty years. So I've got a feeling and I know we have the right to do so but once I start cutting those trees and removing them I'm gonna have some pretty unhappy residents in Cambridge Chase. But there is a safety issue so that's something that we are gonna have to take a look at, and when I say the trees have to be removed we have to cut them down to the point that it would kill the tree anyway and so this is something that we are going to have to address. With that also note that our dump truck is in repair, once that truck has been repaired we will get the bucket truck, the chipper and the dump truck and we will go out there and start correcting that problem so it has been addressed."** Council member Mary Hall asked if the citizens would be notified before work started and Mayor Moore answered the city would let residents know the city would be removing part of their tree but it is a safety issue and the city is bound to address the issue. Mayor Moore reported the installation of the fencing at 1121 Park Street would be starting soon but he would continue to get quotes in case the installation was not followed through with. Lastly Mayor Moore announced the city hired one new employee Kris Hattibaugh to help with public works.

**XII. TOWN HALL DISCUSSION** – Billy Coleman asked at what point fertilizer will begin to spray at the sewer plant. Mayor Moore answered that would be up to the city sewer contractor Chris Thomas. Billy Coleman thanked the council for the work that has been done and acknowledged the difficulty in leading and making hard decisions. He also encouraged the council to continue solving issues to accommodate the coming growth. Mayor Moore commented the city signed an agreement for Walton County Water Dept to do the billing for the city's sewer customers and also that council meeting minutes going back to 2015 have been uploaded to the city website for citizens to be able to access. And plans for baseball fields at the corn dawgs property have also been approved.

**XIII. COUNCIL COMMENTS**

Council member Jon Dial thanked Brian Pilgrim and public works for the job they have been doing.

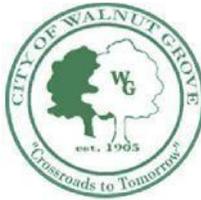
Council member Mary Hall thanked everyone in attendance and the Mayor for being transparent with his work on the grass bidding.

Council member Linda Pilgrim stated we had a good meeting and we will keep working.

Council member Stephanie Moncrief stated she noticed the grounds around the city look really good.

**XIV. EXECUTIVE SESSION** - None

**XV. ADJOURN** – Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimous.



Mayor Mark Moore  
Jon Dial  
Mary Hall  
Linda Pilgrim  
Stephanie Moncrief  
Keegan Ramsey  
Tony Powell

City of Walnut Grove  
**WORK SESSION CALLED MEETING**  
Thursday, July 29, 2021  
10:00 A.M.  
**1021 Park Street Loganville, GA  
30052 & Via-Microsoft Teams**

- I. **CALL TO ORDER** – Mayor Mark Moore
- II. **PLEDGE OF ALLEGIANCE** – All participated
- III. **PUBLIC HEARING** – No public comment
- IV. **2021-2022 MILLAGE RATE ROLLBACK** – Council member made motion. Council member seconded. Passed unanimous.
- V. **WALTON COUNTY SHERIFF PRESENTATION** - Postponed
- VI. **MUNICODE – RECODIFYING ORDINANCES** – Mayor Moore explained the need for a single unified ordinance that has all the approved ordinances and amendments that have been approved since the last codification in 2013. City attorney Tony Powell recommended Municode as the leading company for this work to be done. Mayor Moore explained the timeframe for this process would be 12 to 18 months, he also explained that once completed city ordinances would be searchable and indexed to make finding answers to ordinance questions easier for citizens.
- VII. **SEWER BILLING AGREEMENT** – Mayor Moore discussed the intergovernmental agreement with Walton County Water Department to handle the billing of the city’s sewer customers. Mayor Moore also discussed the need of new requirements to regulate new attachments to the sewer system. Attorney Tony Powell discussed ways to structure reserve capacity agreements in order to plan for future demand. He also talked about clarifying some of the requirements in the current ordinances for exemptions to connecting to the sewer system. Minimum fees for unused sewer taps were also discussed in order to help pay for sewer operating costs and also a tap buyback provision. Mayor Moore discussed the need for fines and penalties for builders that don’t follow sewer tapping protocols in order to protect the uplift station and the sewer system and also prevent any EPA events and fines.

**VIII. ADJOURN** – Council member Stephanie Moncrief made motion. Council member Jon Dial seconded. Passed unanimous.

**City of Walnut Grove**  
**Balance Sheet**  
As of August 11, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
11.1100 Cash in Bank - General Fund	236,952.84
11.1101 Money Market - General Fund	533,010.92
11.1102 Cash in Bank - 2013 SPLOST	48,974.88
11.1103 Cash in Bank - 2019 SPLOST	265,034.22
11.1104 Cash in Bank - Sewer Operating Account	16,703.42
11.1105 Money Market - Sewer	425,784.39
11.1111 Cash in Bank - DDA	91,441.44
<b>Total Bank Accounts</b>	<b>\$ 1,617,902.11</b>
<b>Accounts Receivable</b>	
11.2200 Accounts Receivable	300.00
11.2210 Intergovernmental Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 300.00</b>
<b>Other Current Assets</b>	
11.1910 Property Tax Receivable	0.00
11.4100 Prepaid Items	12,520.00
11.4900 Other Current Assets	0.00
<b>Undeposited Funds</b>	4,205.00
<b>Total Other Current Assets</b>	<b>\$ 16,725.00</b>
<b>Total Current Assets</b>	<b>\$ 1,634,927.11</b>



# municode

CONNECTING YOU & YOUR COMMUNITY

## RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

### Walnut Grove, Georgia

*January 22, 2021 – Quote valid for 90 days*



### Tracy Stevanov

Legal Account Executive

Phone 800-262-2633 ext. 7105

Direct: 828-280-2219

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

PO Box 2235 Tallahassee, FL 32316



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# LETTER OF INTEREST

January 22, 2021

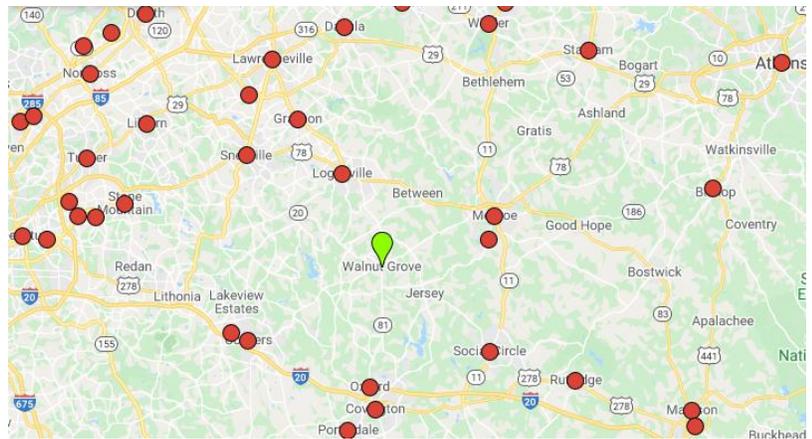
Honorable Mark Moore  
Mayor of Walnut Grove  
1650 Walnut Ave.  
Loganville, GA 30052

via email: [mayor@cityofwalnutgrove.com](mailto:mayor@cityofwalnutgrove.com)

Mayor Moore:

Thank you for your interest in Municode's recodification services. The goal of recodification is to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; formatted in a manner that allows for continued growth and expansion; in conformity with the laws of the State of Georgia and readily accessible to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide.

With over 70 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States and host over 3,700 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at [www.municode.com](http://www.municode.com) to explore our full suite of government services.



**Municode provide Code publishing services to 381 municipalities in Georgia including many near Walnut Grove.**

**In addition to codification services, we provide a “circle of governance” that offers website design, meetings management and document archival tools in one seamless experience.** Customers who trust Municode with their online codes, meetings software, and municipal website enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes can automatically be uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service.

Please contact Legal Account Executive Tracy Stevanov ([tstevanov@municode.com](mailto:tstevanov@municode.com), 828-280-2219) if you have any questions regarding this proposal!

Sincerely,



A blue ink handwritten signature of Bob Geiger.

Bob Geiger  
Vice President of Sales  
Phone: 850-692-7132  
[bgeiger@municode.com](mailto:bgeiger@municode.com)

# EXECUTIVE SUMMARY

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## Recodification, Supplementation and Online Hosting

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT***

- ★ **Recodification** ..... **\$12,000<sup>1</sup>**  
Timeline ..... **10-12 months**

The recodification base cost of \$12,000 is based on a 500-page, single column 10-point code (or 565 11-point pages or 625 12-point pages).

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

- ★ **Supplement Service** (single column per page rate)..... **\$20**

Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

- ★ **Online hosting = MunicodeNEXT!** ..... **\$450<sup>2</sup>**

The online code is only \$450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,195 annually!

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

<sup>2</sup> Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

# RECODIFICATION QUOTATION SHEET

**Recodification base cost, includes Zoning** **\$12,000<sup>3</sup>**

- ★ 500 single column 10-point font pages
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
  - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
  - ★ Updating State Law references
  - ★ Editorial preparation, proofreading and page formatting
  - ★ Indexing
- ★ Tables<sup>4</sup>, Graphics<sup>5</sup> & tabular matter<sup>6</sup>
- ★ Final proofreading and corrections
- ★ Quality control review and printing
  - ★ 10 printed copies, to include 3-post stamped binders and tabs
- ★ Sample adopting ordinance prepared by a Municode attorney

**Project is based on the font size & pages below – please only select one:**

**Font Size Single Column:**     10-point (500)         11-point (565)         12-Point (625)

**Binder Color:**                     Semi-Bright Black     Dark Blue             Green         Burgundy

**Ink Stamping Color:**

- Gold
- Silver

**Conference Selection:**

- On-site conference, each **Attorney time, travel, lodging and per diem**
- Teleconference or web-based conference, 3-hour session **No charge<sup>7</sup>**

**Optional Services**

- Gender Neutralization of Code **\$500**

**Items not included in base cost**

- ★ Pages **over** 500 10-point, single column pages per page (or equivalent) **\$24**
- ★ Freight **Actual**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 5**

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

- ★ Execution of Agreement **\$4,200**
- ★ Submission of the Legal Memorandum **\$3,000**
- ★ Submission of Draft Code **\$3,000**
- ★ Delivery **Balance**

<sup>3</sup> Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable. Quote was provided without review of material since 2013, thus the total page count could increase depending on adopted legislation.

<sup>4</sup> The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

<sup>5</sup> Includes printing all copies.

<sup>6</sup> Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>7</sup> For the initial 3-hour session, then \$150 per hour thereafter.

# SUPPLEMENTATION QUOTATION SHEET

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## Supplement Service Base Page Rate<sup>8</sup>

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

### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you<sup>9</sup>
- ★ Updating electronic versions<sup>10</sup> and online code
- ★ Printing 10 copies

### Base page rate above excludes:

- |   |                             |
|---|-----------------------------|
| ★ Freight   | <b>Actual</b>               |
| ★ State sales tax   | <b>If applicable</b>        |
| ★ Images, Graphics <sup>11</sup> & tabular <sup>12</sup> matter, each | <b>\$10</b>                 |
| ★ MyMunicode or online code   | <b>Selections on page 5</b> |

### Electronic media options for Code of Ordinances (sent via download)<sup>13</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 will be submitted upon shipment of project(s).**

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<sup>8</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

<sup>9</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>10</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>11</sup> Includes printing of all copies.

<sup>12</sup> Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>13</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.

# ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 4,000 codes on MunicodeNEXT [here](#). Please check the appropriate box (es) to indicate your selection:

## STANDARD ONLINE CODE 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. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.

## OPTIONAL SERVICES

- CodeBank** annually  **\$150**  
Permanent online collection of previous versions of the code.
- CodeBank Compare + eNotify<sup>14</sup>** annually **\$250**  
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- OrdBank** annually (or per ordinance)  **\$315 (\$35)**  
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually (or per ordinance) **\$465 (\$60)**  
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- MuniPRO** Service annually (*sample Ordinance Service*)  **\$295**  
Search nearly 4,000 codes/ordinances in our online library. 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>15</sup>** annually, upgraded self-loading capabilities  **\$350<sup>16</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!

## My Municode - Value Pricing!

- MyMunicode** annually. **\$1,195<sup>17</sup>**  
Includes **MunicodeNEXT (Online Code)**, **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**
- Add **OrdLink** to the MyMunicode bundle for only **\$150** annually!

## RECOMMENDED ADDITIONAL SERVICES (See Additional Services)

- MunicodeMEETINGS**, annually  **\$2,400**  
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>14</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>15</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>16</sup> Includes up to 25GB data storage. Quote for additional document storage is available upon request.

<sup>17</sup> Total value if each item were to be purchased a la carte would be approximately \$1,460 per year with participation in our OrdBank service.

# COMPANY PROFILE

## History, Mission, and Team

With over 70 years of experience nationwide, Municode's mission is to strengthen democracy by connecting public sector organizations to 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 4,000 government agencies across all fifty states. Municode is a privately-owned and financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology.

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. We have regional offices located in Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Texas, Virginia, and Washington.

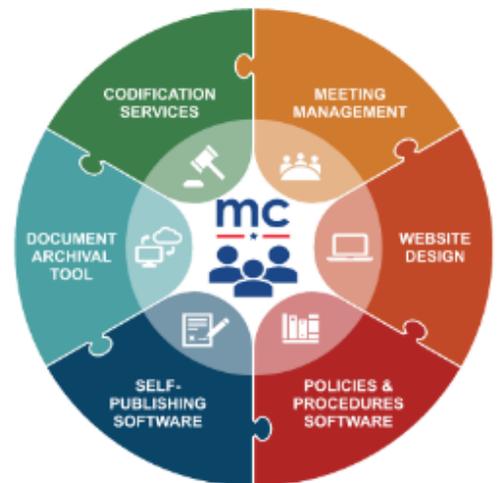


## Our Vision: Simple, Seamless Integration

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



# SCOPE OF SERVICES

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## Recodification & Republication Summary

During the recodification process, the attorney assigned to your project will organize and examine every Chapter, Title and Section of your Code in order to ensure that it is free from internal conflicts and inconsistencies and conforms to the laws of the State of Georgia. Your Municode attorney will be available to consult with you and your staff at any time during the recodification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

**Ordinances.** All legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the analysis. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

**Attorney Analysis and Review of Material.** Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research the Code and all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to Code content in order to determine if there are any inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

**Page Format Options.** We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

**References.** We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal cross references within the code will be hyperlinked in the online version.

**Legal Memorandum.** We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommendations to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter (if applicable). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification process simple and smooth for you.

**Conference.** Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

**Editing and Proofreading.** Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

**Index, Graphics and Tables.** Our team will create a hierarchical, subject matter Index and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

**Post Conference Code Draft.** After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you

for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

**Adopting Ordinance.** Our attorney will provide a sample adopting ordinance upon completion of the recodification.

**Printing and Binding.** We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the recodification project is within **10 to 12 months**, excepting any delays occasioned in our receipt of material or your return of the draft Code. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and republished. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

### Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and your 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 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, and ship your supplement to you 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.

### Online Code Hosting (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT (<https://library.municode.com>) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see **Attachment A**), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk’s office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes “live” online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,700 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

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.

With 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.

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. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

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 host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

## **MunicodeNEXT Premium Feature Summary (See Attachment A for screenshots and full details)**

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the City's logo or website. Our MuniPRO feature allows you to search nearly 4,000 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code. A summary of our Premium features is provided below.

- ★ **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.
- ★ **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. Applies to included (amendatory) ordinances.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search nearly 4,000 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

# 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.



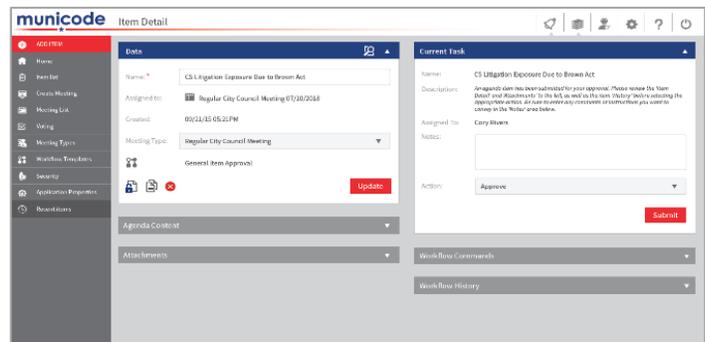
 [Request MunicodeWEB Demo/Proposal](#)

## 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 \(see pricing page 5\)](#)

## 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**

# 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 Walnut Grove, Georgia.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and continue for a period of three (3) years. Thereafter, the supplement service 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: Bob Geiger, Vice President of Sales

Date: January 22, 2021

**CITY OF WALNUT GROVE, GEORGIA**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

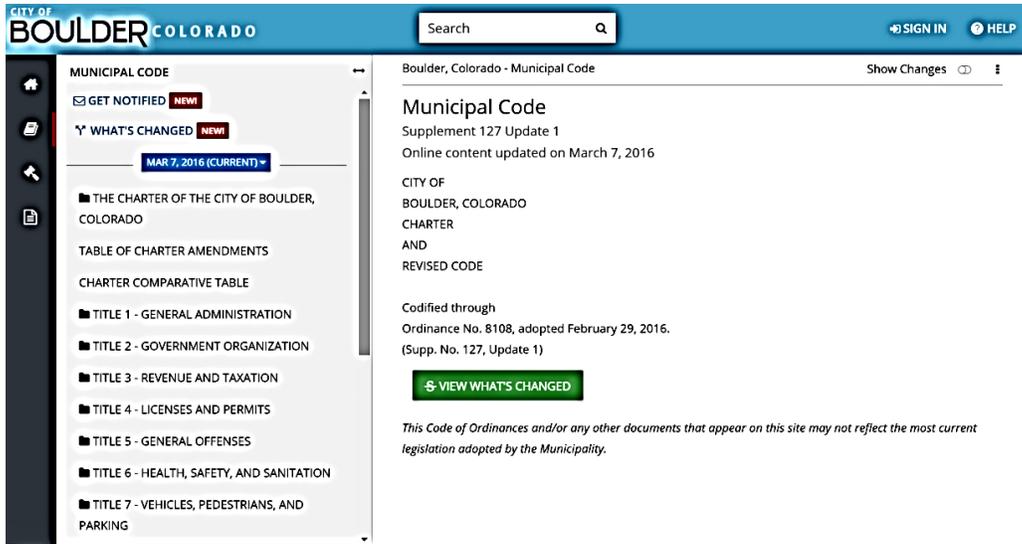


## **ATTACHMENT A**

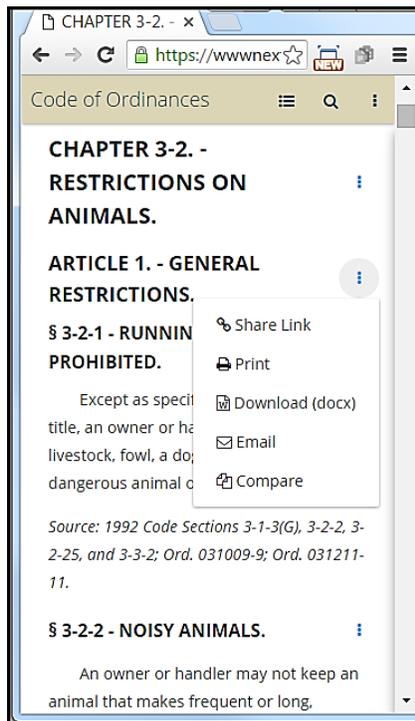
### **MunicodeNEXT Standard & Premium Features**

# 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.



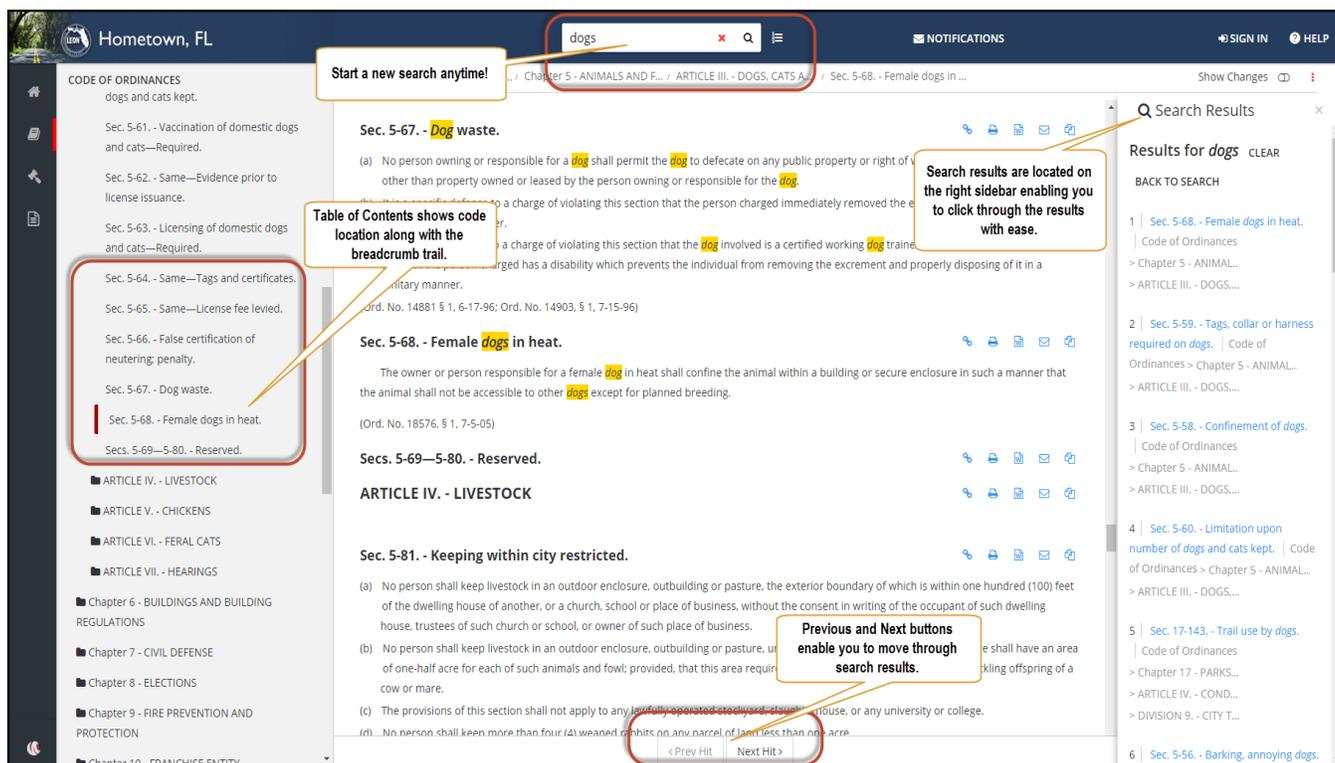
**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



# Standard Features of MunicodeNEXT

**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.

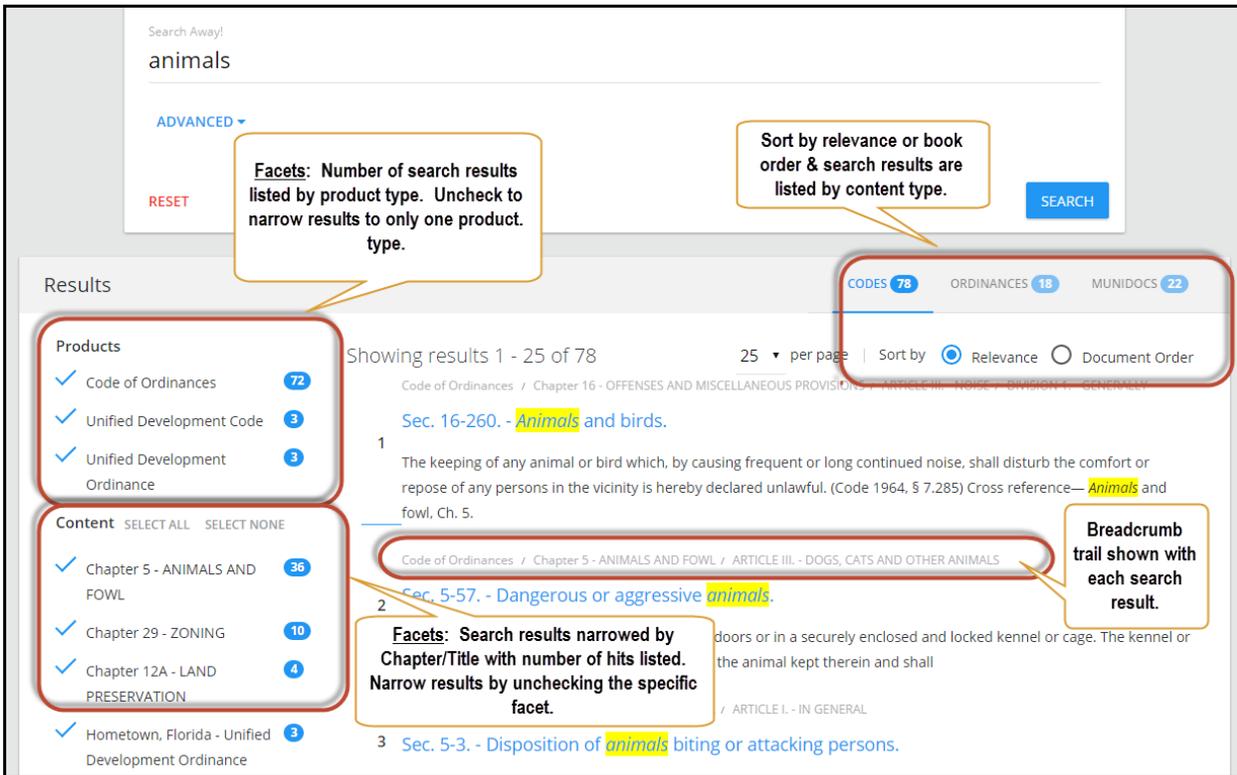
**Searching** – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search 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:

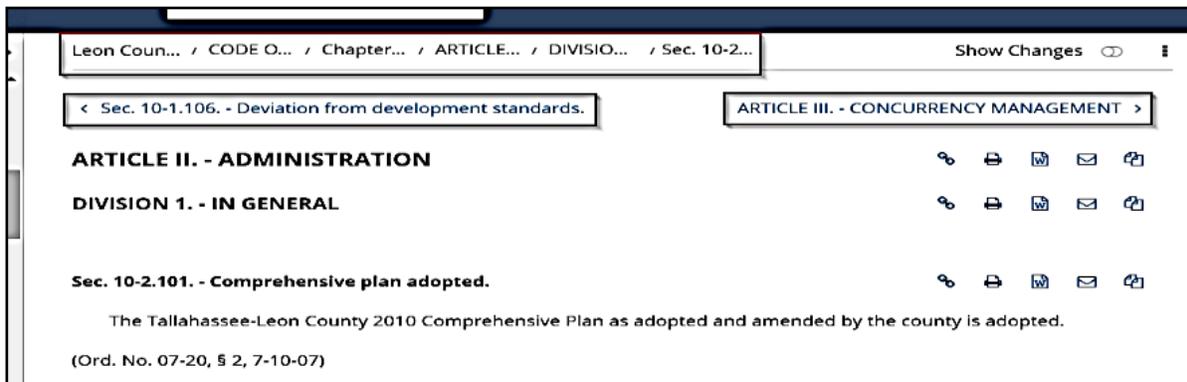
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With 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.

# Standard Features of MunicodeNEXT



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

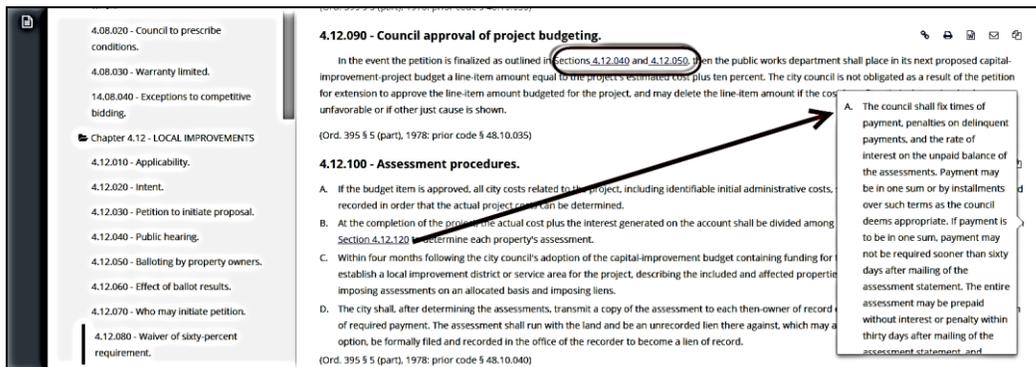
**Browsing** – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **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.

# Standard Features of MunicodeNEXT

(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.

## Public Notes

One of our newest additions to MunicodeNEXT is the ability to post public notes or documents within the online Code to inform your citizens about current issues pertinent to any specific section of your Code.

**Website Accessibility** – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

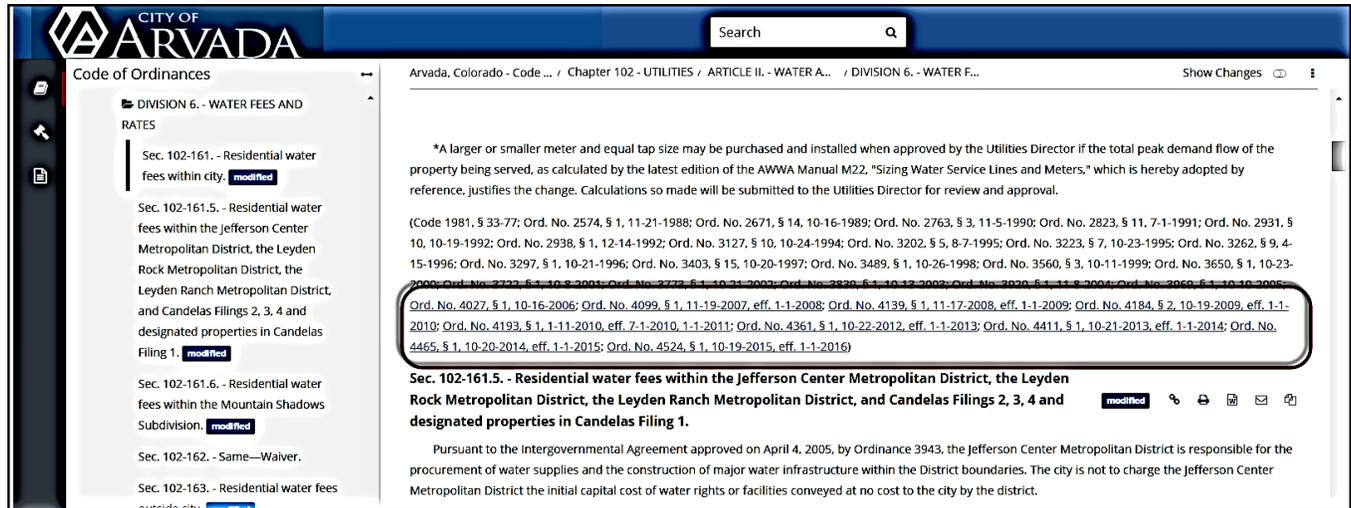
**Support** – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

# Premium Features of MunicodeNEXT

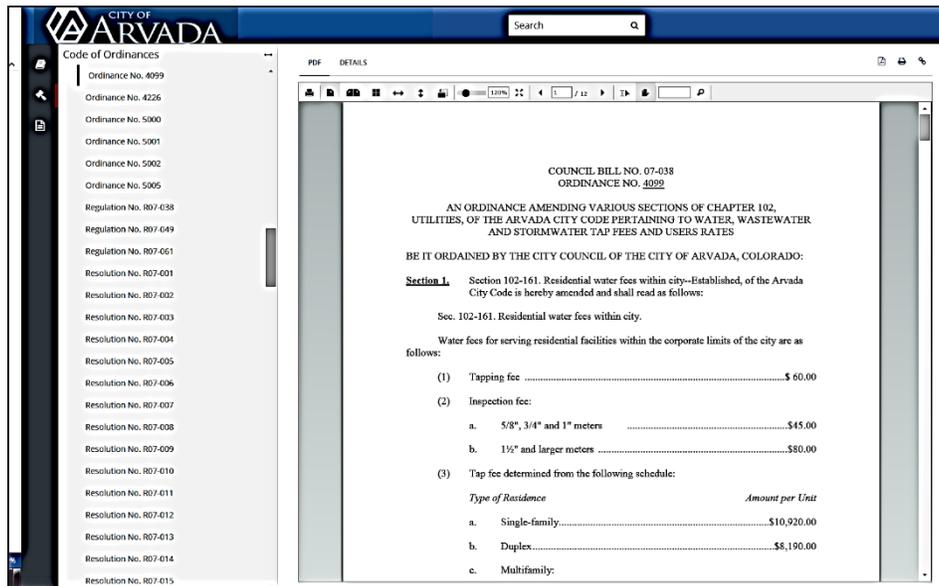
**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

**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*

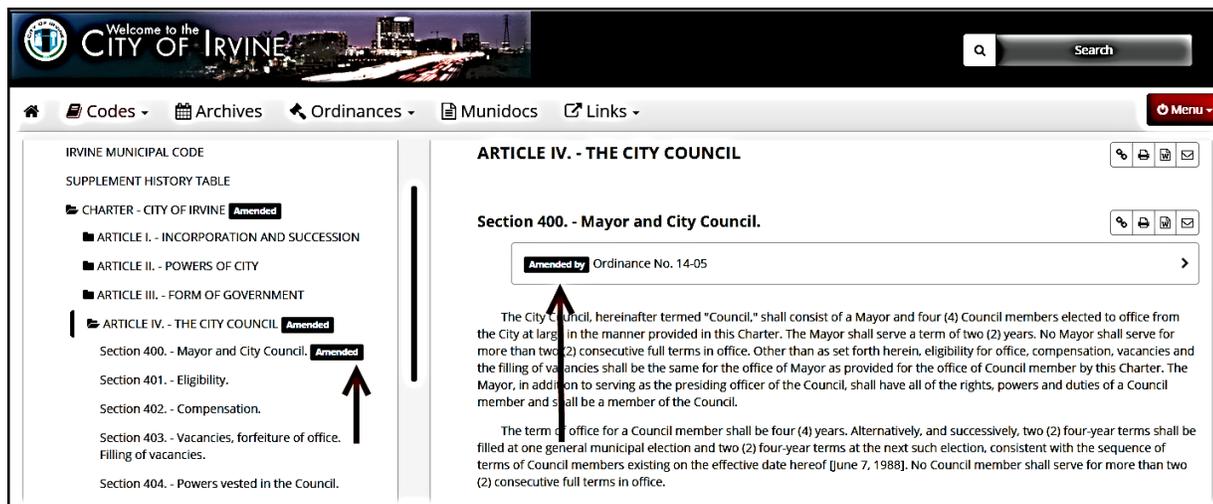


*(One-Click access to the original ordinance in the OrdBank Repository)*



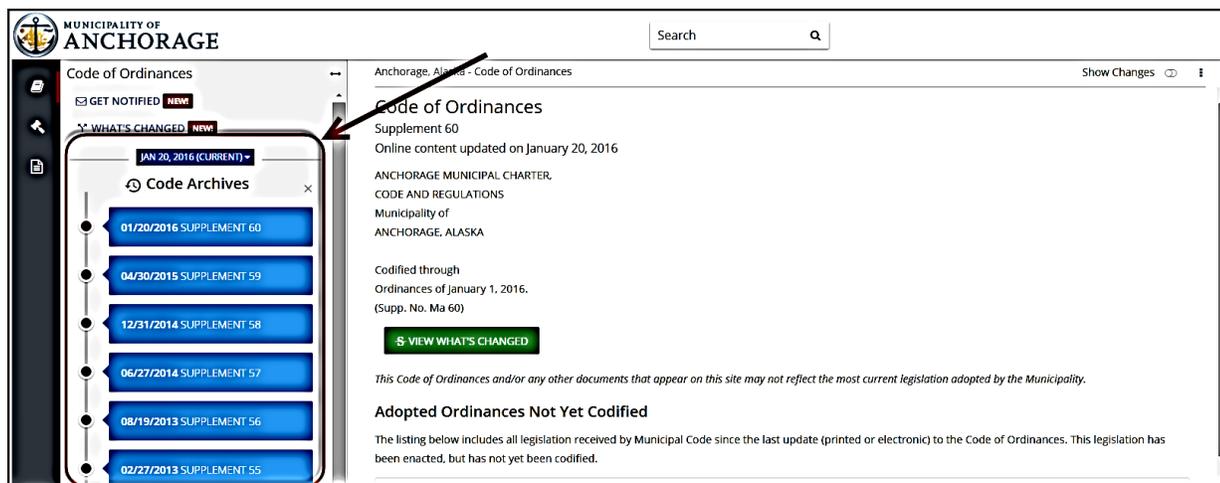
# Premium Features of MunicodeNEXT

**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.

# Premium Features of MunicodeNEXT

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

Profession  
Select One

Codes

- 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. **modified**

2.30.040 - Appearance requests and audience participation.

2.30.050 - Introduction of ordinances: action on ordinances.

2.30.055 - Conduct of public hearing.

2.30.060 - Public hearings and action on proposed resolutions.

2.30.070 - Voting.

Search

ANCHORAGE, Alaska - Code of Ord... / TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCE...

Show Changes

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

- a. Pending a specific legal matter, including pending litigation;
- b. Labor negotiations with municipal employees;
- c. Matters that the immediate knowledge disclosed of which would clearly affect have adversely an adverse effect upon the finances of the municipality; or
- d. Matters-Subjects which tend to defame or injure prejudice the reputation and character of personary person, provided the person may request public discussion.

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 labor negotiator regarding a specific legal matter or pending labor 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 claims arising from the matter are otherwise barred:

ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS **modified**

SUPPLEMENT HISTORY TABLE **modified**

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

TITLE 2 - LEGISLATIVE BRANCH Chapter 2.50 - INITIATIVES, REFEREN... 2.50.090 - Effect of vote. **modified**

TITLE 3 - ADMINISTRATION / Chapter 3.20 - EXECUTIVE ORGANIZA... 3.20.010 - Executive and administrative order. **modified**

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

**City of Bonita Springs Florida**

Code of Ordinances

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WHAT'S CHANGED **NEW**

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE **modified**

CHARTER

ARTICLE I. - [IN GENERAL]

ARTICLE II. - [EFFECTIVE DATE]

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Bonita Springs, Florida - Code of Ordinances

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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. (Supp. No. 2)

**VIEW WHAT'S CHANGED**

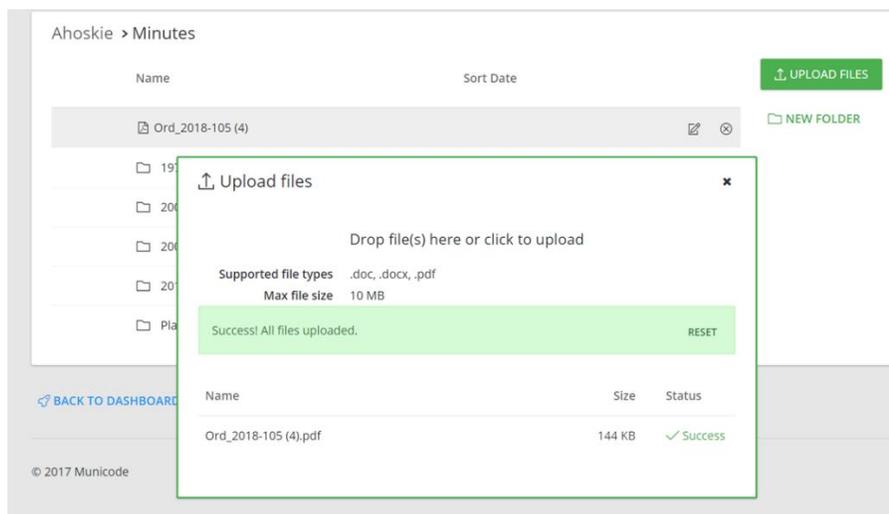
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