

## NOTICE OF SPECIAL CALLED MEETING OF THE MEADOWLAKES CITY COUNCIL

Notice is hereby given that a **Workshop** of the Meadowlakes City Council will be held on Monday, the 6<sup>th</sup> of June, 2011 at **1:30 PM** at Meadowlakes City Hall, 177 Broadmoor, Totten Hall, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

- I. CALL TO ORDER AND QUORUM DETERMINATION-Mayor Don Williams
- II. Workshop on codification of City Ordinances with representatives from Municipal Code Corporation of Tallahassee, FL
- III. Council & Mayor Announcements
  - A. Discussion of future workshops and meeting dates.  
(Announcements during this agenda item are limited to the following, as authorized under Section 551.0415, Tex. Gov't Code.)
    - expressions of thanks, congratulations, or condolence;
    - information regarding holiday schedules;
    - an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public employment is not an honorary or salutary recognition for purposes of this subdivision;
    - a reminder about an upcoming event organized or sponsored by the governing body;
    - information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
    - announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.)
- III. Adjournment.

(The City Council of Meadowlakes reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by *Texas Government Code Section 551.*)

An agenda packet is available for public inspection at City Hall, 177 Broadmoor, Suite A, Meadowlakes, between the hours of 8:00 a.m. through 12:00 p.m. and 1:00 p.m. through 4:00 p.m. Monday through Friday.

### THE PUBLIC IS INVITED TO CITY COUNCIL MEETINGS

We, the undersigned authorities, do certify that this Notice of Meeting was posted at Meadowlakes City Hall and on our website, convenient to the public, on or before June 2, 2011 by 12:00 P.M. and remained so posted continuously for at least 72 hours immediately preceding the day of said meeting.

/s/Stephanie Littleton  
Stephanie Littleton, City Secretary

/s/ Don Williams  
Don Williams, Mayor

PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED  
AUXILIARY AIDS OR SERVICES ARE REQUESTED TO CONTACT THE CITY SECRETARY'S  
OFFICE AT (830) 693-6840 FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING TIME.

Posting Removed: 6/6 at 2:38 by [Signature]  
(Above to be recorded upon removal, document retention at City Hall, date of removal will not be reposted via website)

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/s/ Don Williams  
Don Williams, Mayor

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**Posting Removed:** \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_  
(Above to be recorded upon removal, document retention at City Hall, date of removal will not be reposted via website)

City of  
*Meadowlakes*

177 Broadmoor Street, Meadowlakes, Texas 78654-6611  
830-693-2951 or 830-693-6840

**MEMORANDUM**

**Date:** June 2, 2011  
**To:** Honorable Mayor Don Williams and Council Persons  
**From:** Johnnie Thompson, City Manager  
**Subject:** Codification workshop

Please find attached, for your review, a proposal as submitted by Municipal Code Corporation of Tallahassee, FL for codification of our Ordinances. A representative of this firm will be present to discuss their proposal. The two major questions regarding codification are what codification is and why is it necessary?

**What is Codification?** It is the process of arranging and organizing all the rules and regulations (ordinances) adopted by a municipal government. It is a statement of a body of law in one comprehensive document.

**Why is codification necessary and what are its benefits?** One of the main benefits to codification is it provides one convenient and concise document in which City staff as well as the general public can find the rules and regulations adopted by the City. It would save a considerable amount of time in researching questions regarding specific rules and regulations as well as researching for documents that may be requested through the Freedom of Information Law. Utilizing a firm to maintain and keep our codes up-to-date would help eliminate any problems and potential conflicts with State and Federal laws. The two firms being interviewed provide such services to numerous cities in Texas. To sum up why we need to codify our ordinances:

1. Time and efficiency of City staff and general public.
2. Provides one concise document with the City rules and regulations (ordinances).
3. Provides an easily accessible document for the citizens of Meadowlakes to obtain information on the rules and regulations of the City.
4. Provides consistency and accuracy in city government.

Earlier in the year we requested proposals from the major municipal codification firms. We received proposals from American Legal Publishing, Franklin Publishing and Municipal Code Corporation. The prices varied from American Legal of approximately \$3,500 to both Franklin Law and Municipal Code being in the \$10,000 range. Both Franklin Law and Municipal Code offer complete legal analysis,

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MEMO  
Codification Workshop  
June 2, 2011

including state and federal case law comparisons, as well scrutiny to identify conflicts, ambiguities, obsolete and/or duplicative provisions; American Legal Publishing does not offer these services.

In the late 90's or early 2000 the City hired American Legal Publishing Company to codify the existing City Ordinances; however after a couple of years the updating service was dropped and since that time the Code of Ordinances has been updated by City staff. With the change in City government that was approved by our citizens in May of 2010, changing from the Mayor/Council form of government to the City Manager/Council form, the entire Code of Ordinances should be reviewed and updated to reflect this change. Staff began reviewing the Ordinances last year and it became apparent that the change of government would require major changes to our Codification and would be extremely time consuming on City Staff and would likely incur considerable legal cost for review of any proposed changes. Due to the anticipated time and possible legal cost, we investigated other means of updating our Code of Ordinances. It became apparent that a firm that specializes in providing such services was the most economical option in the long run.

In the past five years we have adopted approximately 86 ordinances. The peak year was 2008 in which 31 Ordinances were adopted, mainly dealing with the dissolution of the Municipal Utility District and the purchase of the golf course. During this period of time, two new enterprise funds (Public Works and Recreation and Country Club) were created.

As previously mentioned, the firm that will be in attendance at your workshop on Monday is Municipal Code Corporation of Tallahassee, FL. and Franklin Publishing of Lubbock is tentatively scheduled for June 21<sup>st</sup> at 1:30 p.m. I know that this may conflict with several of you but it is only open date that the firm had in June. Mayor Williams has indicated that he would like to have the workshop if possible and not delay the start-up of this project.

Should you have any questions please feel free to give Stephanie or me a call.



## Municipal Code Corporation

PO Box 2235 Tallahassee, FL 32316

800-262-2633 • Fax: 850-575-8852 • [info@municode.com](mailto:info@municode.com)

[Municode.com](http://Municode.com)

January 21, 2011

Ms. Linda Wendling  
City Secretary  
City of Meadowlakes  
111C Meadowlakes Drive  
Meadowlakes, TX 78654-7124

[city@meadowlaketexas.org](mailto:city@meadowlaketexas.org)

Dear Ms. Wendling:

Thank you for speaking with Alicia Bywaters in our Sales Department. We appreciate your interest in Municipal Code Corporation (MCC) and the services we provide to local governments. We understand your community has unique needs and we offer a variety of services to meet those needs.

**ABOUT THE MCC CODIFICATION PROCESS.** MCC's approach to codification sets the standard in the industry. Our projects start with a conference call to outline specific issues or concerns you, or other interested officials, may have. After hearing your specific concerns we will describe detailed information on the scope of the project. After you send the material, every ordinance will be recorded and we will confirm receipt of each one to be included in the project.

MCC converts all appropriate material to an editable electronic form and begins building the Legal Manuscript. The Legal Manuscript is the working document MCC's staff attorney uses to review the code. It outlines the issues and recommendations resulting from the legal review. Once the Legal Manuscript has been completed, the staff attorney will conduct a conference. At conference, the issues and recommendations will be discussed and a plan for implementing decisions created.

After the conference, MCC will implement the decisions, edit for consistency and provide proofs for review. Upon return of the proofs, MCC will make the appropriate corrections as outlined on the proofs, create a new index and ship the Code in print and electronic form.

**WHY USE MCC?** MCC is the oldest and largest codifier of local government Codes. However, we are family owned and operated which translates into an extremely high level of professionalism and customer service. Our clients tell us the following distinguishes MCC as the best:

- ☐ **STAFF ATTORNEYS** – The following Senior Code Attorney's specialize in Texas Codifications and Recodifications and have over a combined 120 years of experience working with over 300 Texas municipalities. Please see resumes attached.

**Alyce A. Whitson, William J. Carroll Jr., Roger D. Merriam, Daniel F. Walker, Jim C. Jenkins, II, and Sandra S. Fox**

- ☐ One of the above staff attorneys will be the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you at anytime during the project. If for some reason the staff attorney assigned to the project can't complete the project another experienced staff attorney will be able to step in and complete the publication of the Code.
- ☐ **ATTORNEY CONFERENCE** – Our attorney conference is unique to MCC. Our attorney takes the time to listen to your input as well as other interested officials' input; we find the conference is the best tool for assuring the Code accurately reflects the intent of the ordinances enacted by the officials.

- 📖 LEGAL MANUSCRIPT – MCC provides the entire Code, including legal recommendations, as one electronic document. This eases your review and facilitates dissemination amongst Departments.
- 📖 EDITORIAL EXPERTISE – MCC's editors and proofreaders are experienced in assuring your code is readable, consistent and concise. They support and implement the attorney's recommendations.
- 📖 MCC's TIMELINE FOR COMPLETION OF PROJECT—MCC time involved in the different phases of the project will be 6 months. This doesn't include any delays occasioned by the XXX for their review of the legal manuscript and proofs.
- 📖 SAMPLE LEGISLATION WEBSITE – You can search our website of more than 2,600 Codes for almost any imaginable topic.
- 📖 DISTRIBUTION - MCC can provide free services for the sale of Codes and Supplements to the outside subscribers.
- 📖 SUPPLEMENTATION – We can provide any interval of Supplements in print or electronic form and post your uncodified ordinances to the web in between Supplements. Delivery of the update is normally 2-6 weeks depending on the number of ordinances included.
- 📖 TECHNOLOGY – MCC has a proven track record of investing in technology that benefits our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

MCC also has two Regional Sales Representatives, Russell Haddock and Rigo Ruiz, located in Fort Worth and McAllen, Texas. They are available to answer questions and meet with you, as needed. They frequent the area often and attend many Municipal League Conference, Clerks Conference and Regional Conference in Texas. They are also supported by our entire staff in Tallahassee. Our Vice President of Sales, Dale Barstow, travels the area frequently to meet with our clients and support Russell and Rigo.

If you have any questions or desire additional information, please call and speak with Alicia Bywaters or me. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

A. Lawton Langford  
President/CEO

ALL/tgt  
Enc.  
[info@municode.com](mailto:info@municode.com)  
800-262-2633

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## EXECUTIVE SUMMARY

Municipal Code Corporation will provide you and your Code subscribers the highest level of service. Our corporate goal is to focus on the details of each need. MCC works as a team and many of our team members have been with MCC for more than 10 years. They are creative, good communicators, ask questions and leverage their experience to solve problems. The company was founded in 1951 and offers services to local governments nationwide. We have published and supplemented more than 3,500 Codes. With more than 55 years of experience, MCC has fine-tuned its operations to offer you the most efficient and affordable codification and publishing services available. From creating or updating a Code to shipping a Supplement, MCC assures the fastest, most accurate delivery of customized services. We work hard to maintain the high level of service our Clients have come to expect

**Customer Service/Sales Approach** - Our focus on service begins with our sales approach. The Sales Staff works with more than 3,500 accounts, one person at a time. Our response time to inquiries is normally a couple minutes via e-mail (constantly monitored) or within the half-hour for phone communication. Customers frequently send notes and emails reminding us how rare it is in today's business to respond quickly; however, we make it a priority. MCC is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry, but we have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources an otherwise smaller firm can't offer. Our most valuable assets are our customers and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation.

**Legal/Editorial Approach** - MCC's legal and editorial staff is organized in teams. This provides for consistency in editing, understanding and reaching a level of quality. As the attorney communicates with you directly, the project needs are shared with the entire editorial team. We employ a full-time staff of attorneys, one of whom will research and analyze your legislation. We encourage our legal team to become thoroughly familiar with your Code and your staff. This results in a rapport between you and the team and assures a high degree of consistency, attention and professionalism in codifying and updating your Code. In many states, we provide free, State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments.

**Software Solutions** - MCC focuses on technology that benefits our customers. We have created products that are affordable and meet the ever-changing needs of our customers. MCC handles all electronic services in house. We offer all format/database options (Word, WordPerfect, HTML, ASCII, RTF, PDF, XML), and all choices of mediums (floppy disks, CDs, downloading from our website, e-mail etc.). We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. MCC provides specialized Government focused electronic products that provide diverse access to your Code by citizens and departments. We provide web access via industry standard browsers on PC and Mac platforms. Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

**Employee Focus** - MCC is a privately owned Corporation. We are financially sound, having been in business for more than 55 years. MCC's President and Board of Directors are focused on improving MCC through investments in people, technology and facilities. MCC recently has refurbished many offices and has a Health and Fitness Gym with showers and a walking trail through our 10-acre campus. MCC also provides employees a Quarterly Production Reward system based on the profits of the company. Through this incentive, our employees feel an ownership in their own company.

**Subscriber Focus** - Municipal Code Corporation has provided subscriber services for more than 20 years. Approximately 30,000 people subscribe to one (or more) of our publications, and we have created a department dedicated to serving those subscribers. Our Subscriber Distribution Team provides a complete range of services from ordering a Code or Supplement to providing missing pages, answering questions, invoicing and insertion instructions. Orders may be placed online on our website, via e-mail, over the phone, fax or regular mail.

**Association Support** - MCC supports many Clerk, Attorney, Municipal and County Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is also the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Customers. MCC is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.



## SCOPE OF WORK

**MUNICIPAL CODE CORPORATION**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCC, hereby offers to perform codification services for the **CITY OF MEADOWLAKES, TEXAS**, hereinafter referred to as Client.

MCC will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.

**Material Included.** All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the MCC attorney (usually after conference), will be included in the new Code. MCC prefers the material in an editable electronic form, and will rely upon the electronic media during the codification process when furnished electronically, unless otherwise instructed. However, materials are not required to be furnished in electronic form and can be provided via fax or printed copy. All material received by MCC will be acknowledged via e-mail or the postal service. Research of minutes can be provided as agreed upon by the Client and MCC.

**Omitted Material.** The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless otherwise instructed by MCC and the Client: 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, Traffic Schedules, and Fee Schedules (however, Fee Schedules can be provided for an additional fee – quotation upon request).

**Ordinance Research Tools.** To facilitate finding sample provisions during this project, MCC will provide the Client with two (2) subscriptions to the Multiple Code Search Service. This will allow the Client to provide two (2) people with access to the search software on our website for full state searching (see Additional Services). MCC will also provide samples of provisions, as requested during the project.

**Supplementing Existing Code during Codification.** MCC can provide Supplementation Services, electronic options and web hosting for the existing Code while the codification project is underway. MCC can update the existing Code on any schedule the Client desires. MCC can also provide Electronic Updates in lieu of Printed Supplements during this project. All service options are described in greater detail in the Supplement Service portion of the proposal.

**Legal and Editorial Work.** MCC will assign a team, consisting of a lead attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Client's attorney and should not be considered legal advice. This legal team is responsible for the following:

- *Research and Review.* MCC will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one), as well as inconsistencies and conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.
- *Structure.* MCC will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. MCC will assume the legislative structure is to remain intact unless discussed with our attorney and approved by the Client.
- *Legal Manuscript.* MCC will submit a legal manuscript for the Client's review. This manuscript will reflect the MCC attorney's legal review and will contain the substantive provisions of legislation provided by the Client and with proposed changes. Recommendations by MCC's attorney will be provided and discussed with the Client. The legal manuscript will be provided in electronic form; a printed copy can be provided upon request.
- *Conference.* MCC will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. All persons interested in the project may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal manuscript. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Manuscript.

- *References.* MCC will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate.
- *Editing.* MCC will edit the Code to reflect proper grammar and stylistic consistency. MCC will not reword any provision that affects the substantive intent of the Code, unless the Client approves the revision; however, MCC may make non-substantive revisions to improve readability.
- *Proofreading.* MCC will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and MCC's attorney are correct.
- *Format Options.* MCC will review format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Gard Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (9, 10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Client. We will help you choose a format that result in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- *Index and Tables.* MCC will create a subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, Ordinance Disposition, etc.) for the Code as necessitated by the materials. Additional tables required by the Client can be created.
- *Graphics.* MCC will add the graphics when provided by the Client in a usable format and insert them into the printed and electronic versions of the Code.
- *Adopting Ordinance.* MCC will provide an Adopting Ordinance upon completion of the project.

**Proofs.** After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the Client. The proofs are an updated legal manuscript indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

MCC guarantees typographical correctness. Any errors attributable to MCC will be corrected at no charge during the term of this Agreement. MCC's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

#### **Delivery of Code.**

- **Printing and Binding.** The number of copies selected by the Client will be printed on acid-free paper in the chosen format and delivered to the Client. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. Binder colors can be reviewed at [www.municode.com](http://www.municode.com) under the Products link. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

We are pleased to announce that Mac Papers is now chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

- **Reprints or Pamphlets.** Selected Chapters, or combinations of Chapters, may be reprinted for distribution. Pamphlets are provided separately, based upon then current price list. They can be provided with binders, paper covers, tabs and all other standard publishing options. MCC can also provide these to subscribers. See Distribution under Additional Services.

**Electronic Code.** The Code will be furnished in any electronic medium and format (Internet, CD-ROM, Word, WordPerfect, Text or RTF, PDF, or integrated with search engine, etc.) selected by the Client. Attached is a current list of options; an updated list of options will be provided upon shipment of proofs so selections can be made from the current services.

**Client Responsibility.** The Client agrees to:

- *Amendatory Legislation.* The Client shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic, fax or printed form.
- *Review.* The Client shall review, modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format.
- *Participation of Attorney.* Ensure the Client's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- *Submission of data.* The Client shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.
- *Proofs.* The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. Please note delaying the return of proofs can delay the project due to the amount of additional legislation passed subsequent to submission of proofs. Changes not discussed at conference, deletions and additions to the proofs may result in a proof update fee. Should the Client fail to return proofs within five (5) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

## RECODIFICATION QUOTATION SHEET FOR CITY OF MEADOWLAKES, TEXAS

**Base Cost, includes**

**\$9,800**

- Receipt, review and organization of materials
- Ordinance Research Tool (2 licenses)
- Preparation of Legal Manuscript
- 3 Copies<sup>1</sup>, to include Binders and tabs (select binder color below)
- Adopting Ordinance
- Legal Work
- One on-site conference
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Proofreading
- Proofs
- Page formatting (make selections below)
- Indexing
- Creation of Tables
- Code on Internet, first year<sup>2</sup>
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page-Format	Font Size		
	10pt	11pt	12pt
Single Column	500	565	625
Double Column	360	435	470

**Elections to be made applying to the above project:**

- Font - Please circle one  
(Times, Helvetica, New Century Schoolbook, Avant-Gard Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT)
- Page Format - Please circle one (Single Column or Double Column)
- Font Size - Please circle one (10, 11 and 12 point)
- Binder Color – Please circle one (Brittany Blue, Deep Green, Semi-Bright Black, Maroon)

**Items not included in Base cost:**

- Additional pages over the base
  - 8 ½ x 11 inches, single column, per page \$18
  - 8 ½ x 11 inches, double column, per page \$22
- Additional material amended or added after conference
  - 8 ½ x 11 inches, single column, per page \$18
  - 8 ½ x 11 inches, double column, per page \$22
- Black and White Graphics, each \$10
- Color Graphics (includes printing), each \$25
- Additional Copies/Binders/Tabs Quotation upon request
- Freight Actual freight
- State Sales Tax If applicable

<sup>1</sup> MCC uses only acid-free paper.

<sup>2</sup> Subsequent years \$500 a year.

**Additional Services available with the above project:**

- Reprints of Chapters or Portions of the Code
  - Distribution of Codes and Supplements
  - Electronic Media Options
  - Original Legislation Archive & Index
- [ ] Up to 3,000 images, excess images \$0.50/image
- Quotation upon request  
No Direct Cost to Client  
See attached information  
\$1,500

**Payments – base cost split into four payments – can be budgeted over two fiscal years**

- Execution of Agreement
  - Submission of the Legal Manuscript
  - Submission of Proofs
  - Delivery
- \$2,940  
\$2,450  
\$2,450  
Balance

## SUPPLEMENT SERVICE

After publication of the new Code, MCC will continue to maintain the Code as legislation is enacted.

**Material.** The Client should forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to [ords@municode.com](mailto:ords@municode.com). Every ordinance sent to MCC will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Legislation can also be provided via fax or print. MCC will hold legislation pending a schedule or begin the job as established with the Client.

**Editorial Work.** The Supplement editorial team, consisting of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. MCC will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency in the Code. The team will also update the Table of Contents, catchlines, reference tables and index. Additionally, an instruction sheet will be created to advise how to insert and remove pages. A Checklist of Up-To-Date pages will be created to indicate the most recent source from which each page in the Code is derived. Editorial notes will be appended to sections that require additional explanation. A separate Supplement will be created for any pamphlets derived from the Code.

**Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. A Supplement for each printed Code is included in the base page rate.

**Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, Folio, PDF, etc.) can be provided on their own schedule, or accompany Printed Supplements. Electronic Updates appear in the proper place and a fully searchable, complete Code will be delivered. 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.

**Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

**Additional Provisions.** MCC can add additional provisions (e.g. charter, zoning, land development regulations) into the Code through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. MCC will advise of all options and applicable costs.

**New Ordinances on the Web (N.O.W.).** MCC can post your ordinances on the web between supplements so that anyone searching your Code will find the most current legislation. To view this service, click on the Jasper, Texas link: <http://library.municode.com/index.aspx?clientId=11794&stateId=43&stateName=Texas>. See "New Ordinances" located on the bottom right side of the page. Although your ordinances will be a part of your Code database, MCC will not edit the Code to include the new ordinances – we will simply post the ordinances in their original form. The Code on the Web is maintained through the supplement service. Once ordinances posted through the N.O.W. service are included in a supplement to the Code, they will be removed from the web. NO SET UP FEES

**OrdLink.** As in our N.O.W. service above, MCC can post the ordinances passed in between Printed Supplements or Electronic Updates on our website. The ordinances are included in the opening page of the Code in a table to include ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing. In addition to the NOW service above, MCC can then highlight the Code's Table of Contents to show the changed section, chapter and title. A link is created from the amended section in the Code text to the ordinances in the NOW table and the ordinance table will now also include a link to the amended text sections of the Code. Once the posted ordinances are incorporated into the Code, they are removed from the website. To view this service, go to the online Code and view Danbury, CT; Evanston, IL; or Catawba Co., NC. We recommend the Client send in legislation in editable format via email for inclusion in the Code and posting for the OrdLink system. This allows the legislation to be searchable on the Internet site along with the Code. NO SET UP FEES

**Delivery.** Printed Supplements to the Code and pamphlets, if ordered, will be delivered in bulk to the Client, unless Client chooses to utilize MCC's Distribution Services. The website will be updated upon shipment of the printed supplement or as Electronic Updates are delivered.

## ADDITIONAL SERVICES

**Original Legislation Archive & Index.** While codification is focused on providing the most up-to-date legislation for your organization and its constituents, the purpose of this service is to electronically archive original permanent record of the legislation when it was passed. Service includes converting all original ordinances, resolutions, and motions into Tiff Group IV format. The images will be OCR'd, indexed, and provided on CD/DVD in a robust searchable format.

**Distribution.** Fulfillment services are available to distribute individual copies of Codes and Supplements to departments or subscribers at no additional fee to the Client. MCC can sell the Codes, Supplements, chapter reprints, binders and tabs at a pre-determined price. MCC assumes all risk and expense for providing these items. Orders can be placed through our online ordering, via fax or mail. More detailed information about distribution services will be provided after the return of the proofs.

**Future Legal Review.** At any point during the term of this Agreement, or extensions thereof, MCC can provide additional legal review 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.

**Electronic Agenda and Legislative Management (Legistar).** MCCi offers Legistar Software and related services which provides electronic automation and creation of Agendas. Pricing information can be supplied upon request.

**Document Scanning Services (MuniScan).** MCCi offers scanning, indexing and integration of hard copy documents with Laserfiche Software to provide the Client with the most powerful index retrieval search engine available with the following features: intuitive browse window, index cards, and fuzzy logic. Pricing information can be supplied upon request.

**Contract Management Software (Contract Assistant).** MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a web based solution designed to provide control and automation of the contract management process. Pricing information can be supplied upon request.

**Utility Billing Services (MuniBills).** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of MCC, 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.

## SUPPLEMENT SERVICE QUOTATION SHEET FOR CITY OF MEADOWLAKES, TEXAS

### Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$18 per page
Double Column	\$22 per page

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions<sup>3</sup>, (e.g. CDs and Internet)
- Supplements provided in PDF

### Please Circle Preferred Supplementation Schedule<sup>4</sup> Below:

<b>Electronic Updates</b>	Annual	Semi-annual	Quarterly	Bi-Monthly	On Request
<b>Printed Supplements</b>	Annual	Semi-annual	Quarterly	Bi-Monthly	On Request
<b>New Ords On the Web</b>	Upon submission		On Request		

### Additional Services that apply to Supplement Service

- |  |                                 |
|--|---------------------------------|
| • Graphics, per graphic                          | \$10                            |
| • Color Graphics (includes printing), each       | \$25                            |
| • Freight  | Actual freight<br>If applicable |
| • State Sales Tax                                |                                 |
| • Electronic delivery handling fee, per product  | \$75                            |
| • New Ordinances on the Web (NOW), per ordinance | \$25                            |
| • OrdLink <sup>5</sup> , per ordinance           | \$50                            |

### Other Additional Services:

<b>Electronic Agenda and Legislative Management (Legistar)</b>	Quotation upon request
<b>Document Scanning Services (MuniScan)</b>	Quotation upon request
<b>Contract Management Software (Contract Assistant)</b>	Quotation upon request
<b>Utility Billing Services (MuniBills)</b>	Quotation upon request

### Payment for Supplement and Additional Services

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

<sup>3</sup> We do not charge a per page rate for updating CDs or the Internet – this is included in the supplement per page rate.

<sup>4</sup> Schedule can be changed at any time during the contract. Information on Weekly, Bi-weekly and Monthly Supplement schedules are available upon request.

<sup>5</sup> If OrdLink is selected, then the N.O.W. Service is not necessary.



This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by MCC and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new Code. Thereafter, the Supplement Service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

**MUNICIPAL CODE CORPORATION**

MCC Officer: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

Accepted by:

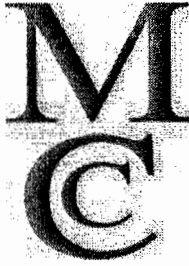
**CITY OF MEADOWLAKES, TEXAS**

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

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

Witness: \_\_\_\_\_

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



## Municipal Code Corporation

PO Box 2235 Tallahassee, FL 32316

800-262-2633 • Fax: 850-575-8852 • [info@municode.com](mailto:info@municode.com)

[Municode.com](http://Municode.com)

### QUALIFICATIONS

For the last 60 years, Municipal Code Corporation has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. MCC has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available. We also have started two other divisions focused on government clients: MCCi (Municipal Code Corporation Innovations) and MCCAdvantage.

<b>Business main location:</b>	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
<b>Incorporation Date:</b>	March 1951
<b>Current Code Accounts Serviced:</b>	over 3,000
<b>Divisions:</b>	MCCi - Document Management and Agenda Automation MCCa - Utility Billing and Statement Processing
<b>Project Contact Persons:</b>	Rick Grant, Executive Vice President and C.O.O. Eric Grant, Vice President – Supplements Steffanie Rasmussen, Assistant Vice President - Sales

### Personnel/Offices

The entire corporate staff consists of approximately 160 employees, including 9 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Apple Valley, Minnesota; Fort Worth and Edinburg, Texas; and Seattle, Washington and our main office in Tallahassee, Florida.

All editing and printing is done on our premises. This enables us to control each project from beginning to end with no part being subcontracted. Key personnel are available to answer questions during any phase of the project and to assure quality control in all aspects of publication, document management, and utility billing.

### Key Personnel Assigned to Project

#### Legal:

H. E. "Rick" Grant, Executive Vice President and C.O.O. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He has eleven years of experience as COO of Municipal Code Corporation and will have overall supervision of the project. He will assign the MCC code attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the municipality a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the municipality to set up a conference to discuss these issues

#### Project Coordinators:

Steffanie W. Rasmussen - Assistant Vice President Sales, M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. Worked with Bagel Bagel Café and Bagel Bagel Franchise Systems, Inc. from Restaurant Management to Developing and Implementing the Franchise Product. Communication, Efficiency and Customer Service driven.

Dale Barstow, Vice President of Sales, Pilot of MCC's Corporate Airplane; Graduate from Embry-Riddle Aeronautical University; Honorary City Clerk in 5 States; Municipal Clerks Education Foundation President; Continuing Education – Dale Carnegie Sales Training; Speaker for over 39 conferences. 36 years experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

### **Supplementation:**

W. Eric Grant, Vice President – Supplements, B.S., United States Naval Academy; M.A. Georgetown University School of Foreign Service J.D., University of Virginia, Member of Florida Bar. Supervisor of electronic teams. MCC has deployed a team concept. This type of organization structure allows for complete communication, reduces the turn-around time for publication, and assures greater accuracy. Since each team is comprised of three editors and one proofreader, it allows for what we call "bench depth" – there is always a backup person.

Leslie Mayne, Production Support Account Representative, B.A., English and Anthropology, Florida State University. Ms. Mayne has over eleven years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She is responsible for ensuring that the company's customers receive a superior level of service and assistance with their questions and or concerns. Leslie's goal is simple: Provide timely, superior customer service each and every day.

### **Indexing:**

Joy Luczynski, Indexing Supervisor, A.A., Calhoun Community College; Paralegal Technology; Member of American Society of Indexers. 10 years of experience in indexing Codes. Will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.

### **Information Technology:**

Phillip Claiborne, Chief Information Officer, B.S., Management Information Systems, Florida State University; MBA, University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. 10 years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley, Systems Administrator, AA, Tallahassee Community College, Currently obtaining BA in IT at FSU. 2.5 years of systems/network management experience.

Elliot Haworth, Web Developer, B.A., Computer Science, Mercer University. 5 years of experience desktop application programming and developing web based applications.

Stacy Corry, Digital Art Director, Flagler College, Glendale College, Tallahassee Community College. 10 years experience as a graphic designer; 7 years as director of Municipal Code's graphics department. 20 years of experience as a technical writer and technical support liaison.

### **Law Editorial Staff**

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida; more than 37 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States, including Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Indiana, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New York, North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.

William J. Carroll Jr., B.S., Penn State University; J.D., Florida State University; more than 35 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia, and Wyoming.

Roger D. Merriam, B.A., Mercer University; J.D., Emory University; more than 35 years of experience in local government law; Member of Florida Bar. Roger has completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Wisconsin.

Daniel F. Walker, B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 10 years of experience in local government law; member of Florida and South Carolina Bars. Also admitted to practice before the U.S. Court of International Trade and the U.S. Court of Appeals for the Armed Forces. He has completed codes in Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia, and West Virginia.

Jim Jenkins, B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, NY; 12 years of experience in complex legal research and litigation; 5 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, South Carolina, Texas, and Wisconsin.

Sandra S. Fox, B.A, Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Michael E. Raabe, B.A. California State University at Fullerton; MLIS Florida State University; J.D. Western State University. Former Associate Dean of Chapman University College of Law; 20 years' experience in civil and appellate law; 3 years' experience in local government law. Mike has completed Codes in Georgia, North Carolina, South Carolina, Tennessee, Louisiana and California.

#### Sales Staff

Alicia Bywaters, National Sales Support/Customer Service. Alicia has been with MCC since 2001. She has over 11 years in customer service and sales experience. She provides sales and customer service to all of our clients nationwide. Alicia also provides assistance to new customers and to existing customers with new projects.

Faye Creel, Sales Representative for Southeastern States: Alabama, Florida, Mississippi, Georgia, Louisiana, North Carolina, South Carolina, and Virginia. Faye has worked with MCC since 1999.

Tracy Schumacher, National Sales Support/Customer Service. Seven years of sales and customer service. Tracy provides direct support to municipal clients and prepares proposals for services to current and potential clients and has knowledge of Code-related services and products. She has (2) two year degrees and is returning to school to complete her Bachelors in Marketing at FSU. Tracy has been with MCC since 2008.

Jenny Haverland, National Conference Coordinator. 20 years experience in Sales Administrative support prior to Municipal Code. Jenny has worked with Municipal Code since 2002 and is responsible for all aspects of Conference Exhibit Events, Advertising & Memberships to Associations.

Dennis Heller, National Inside Sales Representative. B.S., Management, New York University; 35 Years in the Telecommunications Industry in Network Management, Sales, and Sales Management; Dennis has worked with MCC since 2005 as a Sales Representative. He is responsible for proposal presentation to prospective clients and offering code maintenance solutions to existing clients.

Patrick Holiday, Inside Sales Representative. 20 years in customer service and sales before coming to MCC. Patrick has worked for MCC since 1999 and has worked in both Distribution and Sales Departments. Customer Solutions is Patrick's primary focus.

Dana Martin, Distribution Manager. B.S., Marketing Research, Florida State University School of Business. Dana has been with MCC since 2002. She handles all aspects of distribution and pricing of Codes and Supplements to municipal departments and to the public.

Regina McKnight, Distribution Representative. A.A., Paralegal, Keiser University. Regina has six years of clerical experience and has been with MCC since 2008. She provides assistance to all subscribers of Codes.

Gregory Dudlak, West Coast Regional Representative for Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Washington, and Wyoming. Gregory has worked in the codification industry since 1969 and has been with MCC since 2008.

James Bonneville, Regional Representative for North Dakota, South Dakota, Nebraska, Minnesota, Iowa, Wisconsin, Illinois, Michigan, Indiana, and Ohio. B.A., Political Science, University of Minnesota. James worked in State Government, Lobbying and Governmental Sales for over 13 years. James has been a part of MCC/MCCi since 2009.

#### MCCi Staff

Our MCCi Division involves the technological advances in Document Management. This division provides document imaging and indexing software as well as agenda management software solutions. With their research, we have increased our use of technology on the codification side of our business (see [www.mccinnovations.com](http://www.mccinnovations.com)).

Donny Barstow, B.S., Management Information Systems, Florida State University; MBA, University of Florida. Key responsibilities include upper level decision making, enterprise level client consultation, research and product development,

educational speaker. Experience: eight years working with government agencies and six years in upper-level management. Currently serves as President of MCCi.

Doug McNease, B.S., Marketing, Florida State University School of Business. Key responsibilities include managing MCCi Technical Staff, scheduling of software installation, senior level project management, internal technical support, and upper level customer technical support. Experience: five years technical support, five years database design and administration (MSSQL), six years web-enabled application development. Currently serves as the Information Technology Director.

Rigo Ruiz, B.S., Mathematics, University of Texas Pan American. Key responsibilities include project management, software installation and support, customer technical support. Experience: twelve years in customer support and six years with Laserfiche software. Serves as Laserfiche Installation and Training Technician and is located in Edinburg, Texas.

Russell Haddock, B.S., Telecommunications, Baylor University. Key responsibilities include pre-client consultation, conduct project demonstrations, manage existing customer accounts. Experience: six years with document imaging and management practices and six years in working with municipal governments. Currently serves as Senior Account Executive (Texas, Oklahoma, Missouri, Louisiana, Colorado, New Mexico, and Kansas) and is located in Fort Worth, Texas.

Logan Di Liello, B.S., Sport Management, Florida State University; Masters, Sport Administration, Florida State University. Key responsibilities include pre-client consultation, conduct product demonstrations via the web, and manage existing customer accounts. Experience: three years of business management and seven years in customer service. Currently serves as Account Executive for the Southeast Region.

Hilda Stevens, B.B.A., International Business and Marketing, St. Mary's University; M.B.A, Organizational Management and Leadership, George Fox University; Certified Public Information Practitioner. Key responsibilities include pre-client consultation, conduct product demonstrations, attending industry trade shows, and manage existing customer accounts. Experience: six years as Public Information Officer for County Government and seven years technical software consultative experience, three of which have been exclusively working with municipal, school/college districts, special district and federal governments. Currently services as Account Executive for the Midwest Region (Alaska, Hawaii, California, Nevada, Utah, Wyoming, Idaho, Oregon, Montana and Washington).

#### **MCCAdvantage**

MCCAdvantage, a subsidiary of MCC, provides clients with design, printing and mailing services for customer billing/statements of all types.

J. Scott Molenburg, B.S. Business & Industrial Communications, Drake University. Key responsibilities include strategic decision making, product development and enterprise level client consultation. Experience: Twenty five years in billing, statement rendering, customer service, remittance processing, project management, resource allocation and strategic marketing. Former member of MTAC, Board of Directors Major Mailers Association and Board of Directors United Way Allocations and Priorities. Currently serves as General Manager of MCCa.

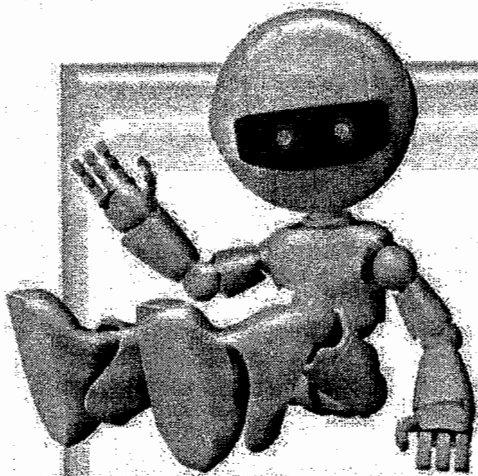
Starlett Lovel, 35 years of experience in typesetting, editing, composition and printing of Codes, Supplements and Statements.

#### **Municipal Code Corporation Executives**

A. Lawton Langford. President and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years experience with MCC.

H. E. "Rick" Grant, Executive Vice President and C.O.O. Received his Bachelor of Science degree from the U. S. Naval Academy and his Juris Doctor from Florida State University. A former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. Twelve years of experience as Executive Vice President and C.O.O. of Municipal Code Corporation.

Michelle Eagen. Chief Financial Officer and Vice President of Finance. Received Bachelor of Science in Accounting from the University of Florida and Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA and has eight years experience with MCC, and over sixteen years of professional accounting experience in the publishing industry.



## Municipal Code Corporation

P.O. Box 2235 Tallahassee, FL 32316  
www.municode.com 800.262.2633 Fax 850.575.8852

### Take a look at our Electronic Services!

- Code online in our Municode Library
- Ordinances posted after adoption
- Online only updates with E-Supplements
- Database versions of your code:

RTF - For editing and file sharing

HTML - For web building

XML - For integration

PDF - For printing and archiving

#### Municode Online

MCC's Municode Library contains over 2,700 Codes of Ordinances. Each code is integrated with the most comprehensive search engine in the industry. Recently enhanced features include full Boolean searching, more detailed search and print parameters, the ability to save titles, chapters, divisions, articles, and sections as an RTF, inline graphics, and static links to chapters and sections of the code...\$500 annually

#### New Ordinances on the Web (N.O.W.)

Append newly enacted ordinances to the Code in between updates. N.O.W. ordinances will appear online within 3- 5 days of submission...price per ordinance...\$25

#### OrdLink

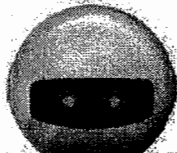
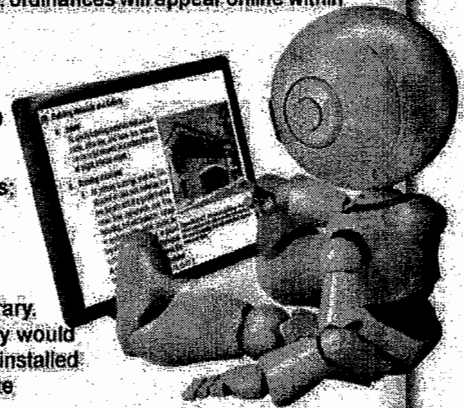
With this service, new ordinances are highlighted and linked to chapters and sections of your online Code of Ordinances...price per ordinance...\$50

#### E-Supplements

Update more often than the printed supplements for no additional costs; it's included in your supplement per page rate. You can then print on any schedule at no charge except shipping.

#### Municode Desktop

Municode Desktop is essentially a portable version of our Municode Library. Users will experience the exact same look, feel, and feature set as they would with any code hosted in our Municode Library. Municode Desktop can be installed on a single workstation or on a network...\$295 initially, then \$75 per update



#### Municode RTF

RTF (Rich Text Format) is most frequently used for drafting new legislation. RTF is fully searchable, perfect for making revisions, and compatible with any standard word processor...\$150 initially, then \$75 per update

#### Municode HTML

Want to host your code from your own website? Municode HTML is the exact same HTML format we deliver via our search engine. All formatting and updates will exactly match our hosted version...\$150 initially, then \$75 per update

#### Municode XML

Need to integrate your code with another information system? MCC can deliver our Municode XML format to facilitate integration of the municipal code with other related systems or content...\$150 initially, then \$75 per update

#### Municode PDF

Eliminate the need for printed copies of the Code or supplements by ordering the Acrobat PDF of the Code. We provide the PDF as updated through the latest supplement or we can provide just the supplement for your printing. This is a valuable product for archiving copies of the Code as you publish supplements...\$150 initially, then \$75 per update

Questions? Contact us at 800-262-2633 or at [info@municode.com](mailto:info@municode.com)

## WEBSITE SERVICES

### Personalization

- **Site Customization** – MCC can customize the look and feel of our search engine to more closely match your client's web site. For a minimal setup fee, MCC will post a banner image (provided by the client) over the top portion of our site. Within the coming year, we'll be expanding this customization to include background and highlight color matching to your main logo colors throughout the site.

### Linking

- **Cross Reference Hyperlinking** – Internal references within the Code can be linked to their respective destination Article, Chapter, or Section. With MCC's enhanced web platform you can now create internal cross reference hyperlinks within the Code for your Articles, Chapters and Sections.
- **State Statues Hyperlinking** - In addition, we are also developing the capability to create external hyperlinks to State Statutes, as well as hyperlinks from your ordinance history notes to a PDF of your ordinances. Quotation available upon request.
- **Static linking** – 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. These features are offered to you as part of your annual Internet fee.

### Printing and Saving

- **Print/Save/Email from the Web** – Chose what Articles, Sections and Chapters you would like to print, email and/or save to your desktop. You can choose just one section or the entire Chapter.
- **Save** - Saves as a RTF document from which you can draft new legislation. These features are offered to you as part of your annual Internet fee.

### Searching

- **Pinpoint Searching** – Easily search your Code with our new and enhanced advanced search options: 1) Save the content you frequently research with our "Search History" button. 2) Narrow the scope of your search to find more specific legislation. Once again these features are offered to you as part of your annual Internet fee.
- **Multiple Code Search** – Our Multiple Code Search service allows you to search all of the Codes we host within a given state, allowing you to more quickly conduct your legal research over a large collection of municipal codes. Within the coming year, we'll be expanding this service to allow searches across user selected groups of states. Annual subscription required.

### Tracking Ordinances

- **New Ordinances on the Web (N.O.W.).** MCC can post your ordinances on the web between supplements so that anyone viewing your Code will find the most current legislation. Although your ordinances will be a part of your Code database, MCC will not edit the Code to include the new ordinances – we will simply post the ordinances in their original form as a PDF. The ordinances are included in the opening page of the Code in a table to include ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing. Once ordinances posted through the N.O.W. service are included in a supplement to the Code, they will be removed from the web. We recommend the Client send legislation in an editable format via email for inclusion in the Code and posting for the N.O.W. system. No setup fee is required.
- **OrdLink.** As described in our N.O.W. service above, MCC can post the ordinances passed between Printed Supplements or Electronic Updates on our website. Ordlink expands upon this service to highlight the Code's Table of Contents and show the changed section, chapter and title. A link is created from the amended section in the Code text to the ordinance(s) in the NOW table and from the ordinance table to the amended text sections of the Code. Once the posted ordinances are incorporated into the Code, they are removed from the website. We recommend the Client send in legislation in editable format via email for inclusion in the Code and posting for the OrdLink system. No setup fee is required.

## Viewing

- **In-line Images & PDFs** - MCC 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. MCC 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 forms-based Land Development Codes. This service is included in your annual Code on the Internet fee.
- **Mobile Friendly Site** – The Municode.com Online Library offers 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 Smartphone's.
- **Collapsible TOC**– Collapse the Table of Contents thus providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.

## Viewing

Internet interface	Included in COI annual fee
Collapsible TOC	No Additional Charge
Mobile Friendly for Smartphones	No Additional Charge
Customize your site	\$150 Set up Fee

## Searching

Pinpoint Searching	No Additional Charge
Saved Searches	No Additional Charge
Multiple Code Searching	\$200 annual subscription

## Tracking Ordinances & Linking

New Ordinances on the Web (NOW)	\$25 Per Ordinance (No Set up Fees)
OrdLink	\$50 Per Ordinance (No Set up Fees)

## Printing and Saving

Save – RTF (Articles/Sections/Chapters)	No Additional Charge
Email (Articles/Sections/Chapters)	No Additional Charge
Print (Articles/Sections/Chapters)	No Additional Charge

## Linking

To Ordinances or resolutions	Quotation provided by request
To State Statues	Quotation provided by request
Internal within the Code	Quotation provided by request
Static Linking	No Additional Charge

## Electronic Media

PDF CD or Download	\$150 initially, \$75 per update
RTF/HTML/XML CD or Download	\$150 initially, \$75 per update
Municode Desktop	\$295 initially, \$75 per update

## Support

Phone Support 8am – 8pm Eastern Standard Time	No Charge
Web Support – 24 hours a day	No Charge





## Municipal Code Corporation

PO Box 2236 Tallahassee, FL 32310  
800-262-2873 • Fax: 904-479-6657 • [municipalcode.com](http://municipalcode.com)  
[municipalcode.com](http://municipalcode.com)

### **What are people saying about MCC Supplement Service?**

*"I am always and continually impressed with the level of service from you. Thanks again."*

**April Beechum - Town Clerk, Fort Mill, SC**

*"Amazed at the quality of the search engine with the Code Online and love the ability of NOW for quick public notice and access of new ordinances. Making the effortless switch to Municipal Code has provided us with a valuable tool for managing our city ordinances."*

**Barbara Van Clake, CMC, WCMC - Deputy Clerk/Treasurer, Orono, VT**

*"I think the customer service is excellent. Whenever I communicated an issue I was addressed the same day whenever possible."*

**Sheron Tudor - Deputy County Clerk, Franklin County, VA**

*"I think that MCC does a wonderful job ... you've always helped me out with getting everything that I need ..."*

**Anita Byrd - Legal Administrative Assistant, Pasco County Attorney's Office, FL**

*"Everyone at MCC is very helpful. I couldn't do without all of you! Over the ten years we've been associated we've enjoyed a great relationship with MCC. You have always been right on the spot."*

**Cheryl A. Chorney, CMC - Town Clerk, Exeter, RI**

*"Publishing Codes is a tedious and extreme responsibility that the governing bodies, the public, businesses and institutions depend on whether in bound versions or via the web. I have nothing but great things to say about Municipal Code Corporation. Keep up the good work."*

**Lynne A. Kyle - NCCP Business Process Manager, Charlotte, NC**

*"MCC's Code on the Internet is very convenient and nice, easy access for the Board members and citizens."*

**Pam Donohoe - Clerk, Village of Somerset, WI**

*"The City of Knox was very satisfied with the services that we received from Municipal Code Corporation. They got the job done in a reasonable time and were accurate. We were especially happy with the format they used to post our code on the web. We would recommend them to anyone."*

**Jeffery J. Houston - Clerk-Treasurer, Knox, IN**

*"Municipal Code has proven to be a huge time saver. Previously, the township kept ordinance books on hand for purchase and provided the service of mailing updates for a nominal fee. Now we simply refer individuals to Municipal Code to purchase our ordinances and it's hassle free."*

**Linda Kerr - Charter Township Clerk, Charter Township of Texas, MI**

*"Our office enjoys working with Municipal Code; the company is always friendly and easy to work with."*

**Anita Gomez - Administrative Secretary, Irving, TX**

*"I've always found everyone at MCC to be extremely helpful, friendly, and very patient. Time is always taken to assist me. It's been a pleasure working with Municipal Code."*

**Cathy Eckles - Paralegal, Stafford County Attorney's Office, VA**

**City of Meadowlakes  
PUBLIC WORKSHOP  
June 6th, 2011**

Identification of quorum:

**Council Members Present:**

Mayor Don Williams  
Councilmember Rusty Crawford  
Councilmember Paul Sarcione  
Councilmember Franzella Jones  
Councilmember Barry Cunningham  
Councilmember Bill Pickard

**Staff Present:**

City Manager, Johnnie Thompson  
City Secretary, Stephanie Littleton

Topics for Discussion:


1. Presentation from Municipal Code Corporation about codification services.
2. Adjournment

**~ NO ACTIONS TAKEN ~  
~ No Written Minutes Recorded ~  
~ Audio Minutes on file at City Hall ~**

Attest:

  
\_\_\_\_\_  
City Secretary

Date: 6/06/2011

  
\_\_\_\_\_  
Mayor, Don Williams

Date: 6/06/2011

