

municode

INVOICE

★
P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633

Bill To:

Greer, South Carolina
lmuoz@cityofgreer.org; tduncan@cityofgreer.org
301 East Poinsett Street
Greer, SC 29651-

| | |
|----------------|-----------|
| Invoice Number | 00346525 |
| Invoice Date | 7/31/2020 |
| PO Number | |
| Customer ID | 10-2452 |
| Payment Terms | Net 30 |

| Quantity | Description | Unit Price | Extended Price |
|--|-------------|-------------|----------------|
| 1 | PROOF FEE | \$6,290.000 | \$6,290.00 |
| DUE UPON SUBMISSION OF PROOFS - DRAFT CODE | | | |
| | | | Total Credit |
| LESS CREDIT ON ACCOUNT | | | \$0.00 |

| | |
|----------|-------------|
| VENDOR# | 9003745 |
| DATE | 07/31/2020 |
| APPROVAL | [Signature] |
| VOUCHER# | 110957 |

411. 530 pm

[Handwritten scribble]

Would you like to receive future invoices via email? Please send an email to finance@municode.com to enroll in emailed invoices! Please include your Customer ID and the email address(es) you would like to be included in future invoices.

EFT Payment Instructions
Bank Name: Hancock Whitney Bank
ABA Routing Number: 0210-5205-3
Account Number: 22937310
Account Name: Municipal Code Corporation

Check Payment Instructions
Payee: Municode
Mailing Address: PO Box 2235
Tallahassee, FL 32316-2235
FEIN: 59-0649026

| | |
|----------|------------|
| Subtotal | \$6,290.00 |
| Discount | \$0.00 |
| Freight | \$0.00 |
| Tax | \$0.00 |
| Total | \$6,290.00 |

municode



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INVOICE

Page 1

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OK to pay.

J Duncan
8/3/2020

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EFT Payment Instructions

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ABA Routing Number: 0210-5205-3
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|----------|------------|
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| Discount | \$0.00 |
| Freight | \$0.00 |
| Tax | \$0.00 |
| Total | \$6,290.00 |

PURCHASE ORDER

BILL TO:

CITY HALL
301 EAST POINSETT STREET
GREER SC 29651

PURCHASE ORDER NO: 13265

This PO number must appear on all packages
and correspondence

PHONE: (864) 848-2150

FAX: (864) 848-2157

VENDOR: 0003775

MUNICIPAL CODE CORPORATION
P. O. BOX 2235
P. O. BOX 2235
TALLAHASSEE, FL 32316

SHIP TO:

CITY HALL
301 EAST POINSETT STREET
GREER SC 29651

Notes to Vendor:

Order Date: 01/17/2020

Date Required:

Ship Via:

| Quantity | U/M | Catalog No | Description | Unit Price | Total |
|----------|-----|------------|--|-------------|-----------|
| 1.00 | EA | | RECODIFICATION OF CITY OF GREER CODE OF ORDINANCE | 25,124.0000 | 25,124.00 |


| | |
|-------------|-----------|
| SubTotal | 25,124.00 |
| Sales Tax | 0.00 |
| Order Total | 25,124.00 |

Requested By: TAMMY DUNCAN

Account Distribution

| REVIEWED BY | APPROVED BY | ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT |
|---------------------------------------|-------------|-----------------------|-----------------------|-----------|
| LMUNOZ | LMUNOZ | 11-5-0411-2-00530-000 | ORDINANCE CODIFICATIO | 25,124.00 |
| RECODIFICATION OF / CODE OF ORDINANCE | | | | |

Authorized Signature:



CITY OF GREER
Purchase Requisition Form

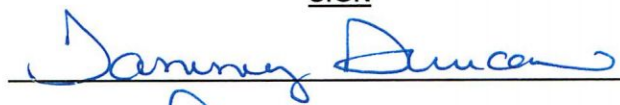
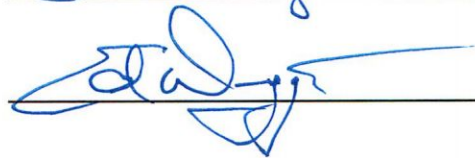
Purchasing: Please prepare a purchase order for the following items. Companies indicated below have provided the attached quotes.

DEPARTMENT: Administration
DATE: 12/17/2019

| COMPANY INFO: | | #1 | #2 | #3 |
|---------------|--|----------------------------|----|----|
| NAME | | Municipal Code Corporation | | |
| ADDRESS | | PO Box 2235 | | |
| CITY, ST, ZIP | | Tallahassee, FL 32316 | | |

I HEREBY CERTIFY THAT THE SUPPLIES OR SERVICES SPECIFIED IN THIS REQUISITION ARE NECESSARY FOR USE IN THIS DEPARTMENT.

PRINT
REQUISITIONER: Tammy Duncan
MANAGER / DEPT. HEAD: Ed Driggers

SIGN



| QUANTITY | UNIT | DESCRIPTION | UNIT COST | TOTAL |
|----------|------|---|-------------|--------------|
| 1 | Each | Recodification of City of Greer Code of Ordinance | \$25,124.00 | \$ 25,124.00 |
| | Each | | | \$ - |
| | Each | | | \$ - |
| | Each | | | \$ - |
| | Each | | | \$ - |
| | Each | | | \$ - |
| | Each | | | \$ - |

Total \$ 25,124.00

APPROVAL DATE: 1/15/2020 ACCOUNT # 11-5-0411-2-00530-000

DENIAL DATE: _____ FINANCE / APPROVAL: 

REASON DENIED: _____

SIGNATURE PAGE

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 Greer, South Carolina.

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 either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: Dale M. Barstow

Title: Dale M. Barstow, Vice President of Sales

Date: December 17, 2019

Accepted by:

CITY OF GREER, SOUTH CAROLINA

Signature: Edward R. Driggers

Printed Name: Edward R. Driggers

Title: City Administrator

Date: 1-14-20

municode

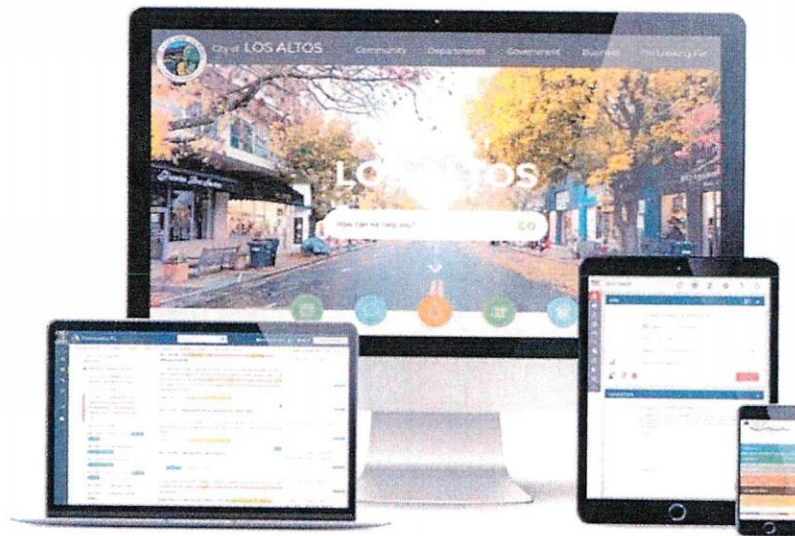


CONNECTING YOU & YOUR COMMUNITY

RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Greer, South Carolina

December 17, 2019 – Quote valid for 90 days



Scott Horton

East Coast Regional Executive

Phone 919-830-3358

Email SHorton@municode.com

PO Box 2235 Tallahassee, FL 32316

GovTech
100

GovTech Top 100 Innovators in
2016, 2017 & 2018

municode
★
CONNECTING YOU & YOUR COMMUNITY

LETTER OF INTEREST

December 17, 2019

Ms. Tammy Duncan
City Clerk
City of Greer
301 East Poinsett Street
Greer, SC 29651 3708

via email: tduncan@cityofgreer.org

Ms. Duncan:

Thank you for speaking with East Coast Regional Executive Scott Horton regarding the recodification of the City's Code of Ordinances. This proposal will provide the scope of services and pricing details for the recodification process, which will result in an official Code of Ordinances that is free from internal conflicts and inconsistencies, conforms to the laws of the State of South Carolina, and is easily accessible in print and online to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide. We will be happy to provide a recent Legal Review Memorandum sample upon request.

With over 68 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,500 municipalities throughout the United States and host over 3,500 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 <https://www.municode.com/> to explore our full suite of government services.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and efficient supplement process possible for the ongoing maintenance of your new code. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and 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 a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Customers who trust Municode with both their online codes and their municipal website enjoy the added benefit of a unified search engine. With a simple button click, you can easily filter your website search results to pull up all matches within your online Code of Ordinances.

To start the recodification process, simply make your selections on pages 3-5 of this proposal and fill in and sign the signature page on page 13. If you have any questions, please let us know. In addition to email, Scott can be reached at 919-830-3358, and our Vice President of Client Services, Steffanie Rasmussen (800-262-2633 ext. 1148), also welcomes your call at any time. Thank you for the opportunity to submit this proposal. We look forward to speaking with you soon.

Sincerely,



Dale M. Barstow
Vice President of Sales
Phone: 800-262-2633 ext. 1225

EXECUTIVE SUMMARY

Recodification, Supplementation and Website Hosting

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

- ★ **Recodification**..... **\$25,124¹**
 - Timeline **10-12 months**

The recodification base cost of \$25,124 is based on a 1,142 page, single column 10-point code (or 1,290 11-point pages or 1,428 12-point pages).

A full-time, Municode attorney will legally review the Code, 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) **\$19**

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

- ★ **Online hosting = MunicodeNEXT!** **\$500²**

The online code is only \$500 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 \$1,395 annually!

¹ Please see page 3 for additional pricing details.

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

RECODIFICATION QUOTATION SHEET

Recodification base cost, includes **\$25,124³**

- ★ 1,142 single column 10-point font pages, including Zoning and Land Development Regulations
- ★ Receipt, review and organization of materials
- ★ Legal analysis & research by a full-time, Municode attorney
 - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
 - ★ Updating State Law references
 - ★ Editorial preparation and proofreading
 - ★ Page formatting (make selections below)
 - ★ Indexing
- ★ Tables⁴, Graphics⁵ & tabular matter⁶
- ★ Final proofreading and corrections
- ★ Quality control review and printing
 - ★ 8 printed copies, to include 3-post stamped binders and tabs
 - ★ Adopting ordinance prepared by a Municode attorney

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

Font Size Single Column: 10-point (1,142) 11-point (1,290) 12-Point (1,428)

Conference Selection:

- On-site conference, each **Attorney time, travel, lodging and per diem**
- Teleconference or web-based conference, 3-hour session **No charge⁷**

Format Elections (Please check or circle desired elections below)

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

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

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

Items not included in base cost

- ★ Pages over 1,142 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 **\$8,800**
- ★ Submission of the Legal Memorandum **\$6,290**
- ★ Submission of Draft Code **\$6,290**
- ★ Delivery **Balance**

³ 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.

⁴ 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.

⁵ Includes printing all copies.

⁶ 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.

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

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁸

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

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you⁹
- ★ Updating electronic versions¹⁰ and online code
- ★ Printing 8 copies

Base page rate above excludes:

- | | |
|---|-----------------------------|
| ★ Freight | |
| ★ State sales tax | Actual |
| ★ Images, Graphics ¹¹ & tabular ¹² matter, each | If applicable |
| ★ Annual Administrative Support Fee | \$10 |
| ★ MyMunicode or online code | \$350 |
| | Selections on page 5 |

Electronic media options for Code of Ordinances (sent via download)¹³

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

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

⁸ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

⁹ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹⁰ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹¹ Includes printing of all copies.


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

¹³ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.



WEBSITE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,500 codes on MunicodeNEXT [here](#). You can learn more about our standard and premium online services [here](#).

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

- Existing Order--[Online Code = MunicodeNEXT](#), annually**  **\$500¹⁴**
- 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.


ADDITIONAL AVAILABLE SERVICES

- [CodeBank](#) annually** **\$150**
Permanent online collection of previous versions of the code.
- [OrdBank](#) annually (or per ordinance)**  **\$385 (\$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)** **\$485 (\$60)**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- [CodeBank Compare + eNotify¹⁵](#) 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.
- [MuniPRO](#) Service annually** **\$295**
Search over 3,500 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- [Custom Banner](#) one-time fee** **\$250**
Customize MunicodeNEXT to match the look of your website.
- [MuniDocs¹⁶](#) annually, upgraded self-loading capabilities – first 3 months service at no charge!** **\$350¹⁷**
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** **\$1,395¹⁸**
Includes [MunicodeNEXT](#) (Online Code), [OrdBank](#), [CodeBank](#), [CodeBank Compare + eNotify](#), [MuniPRO](#), and [Custom Banner](#)

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

- [MunicodeMEETINGS](#) Agenda Management Software, annually**  **\$4,600**
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹⁴ The standard online code hosting fee will increase \$95 in 2020.

¹⁵ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁶ 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.

¹⁷ Includes up to 25 GB storage. Quote for additional storage is available upon request.

¹⁸ Total value if each item were to be purchased a la carte would be approximately \$1,580 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 68 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.

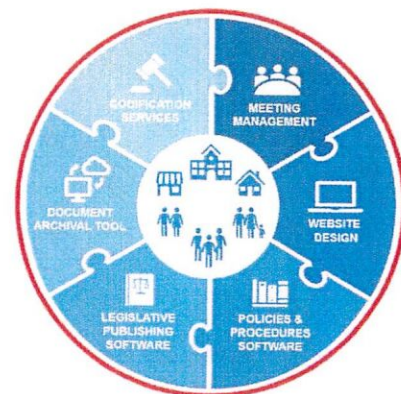


Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES

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 South Carolina. 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 of the cutoff date established by you and your Municode attorney, will be included in the code. 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. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. 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 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 recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. 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 an 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 by the City. 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.

Your participation in the Scope of Services for Recodification & Republication of the code is anticipated to be as follows:

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly recodified code.

Supplementation Services

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

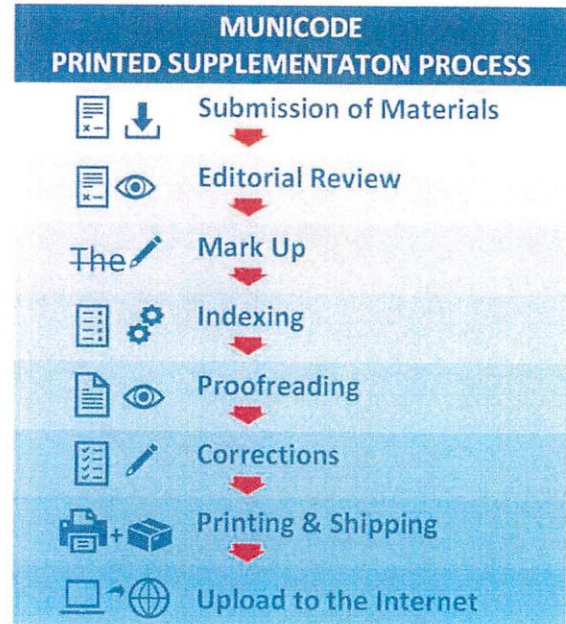
We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with h "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within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

A recent analysis of our 2018 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.



Website Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,500 codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.0.

MunicodeNEXT Premium Feature Summary

- ★ **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 amendatory ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **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 over 3,500 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ Our **MuniDocs** feature 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.



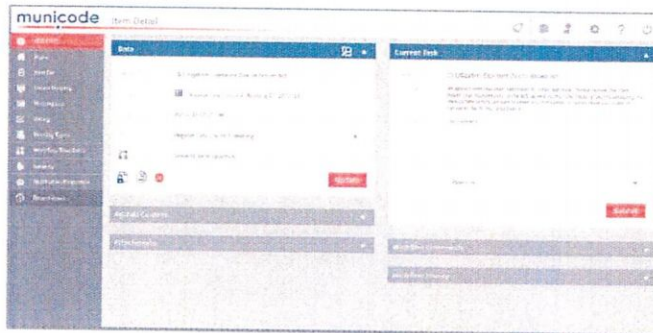
[Request MunicodeWEB Demo/Proposal](#)

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

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 Greer, South Carolina.

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 either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: Dale M Barstow

Title: Dale M. Barstow, Vice President of Sales

Date: December 17, 2019

Accepted by:

CITY OF GREER, SOUTH CAROLINA

Signature: _____

Printed Name: _____

Title: _____

Date: _____



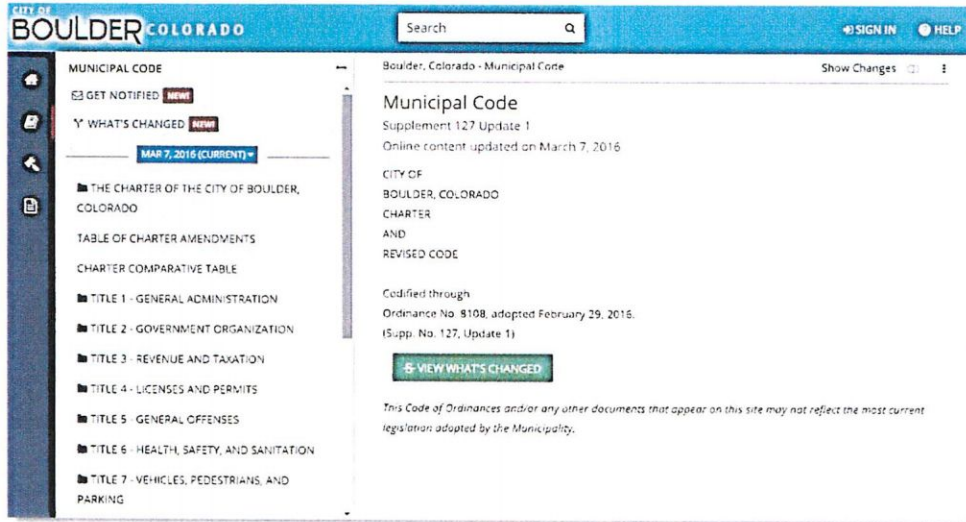
ATTACHMENT A

MunicodeNEXT Standard & Premium Features

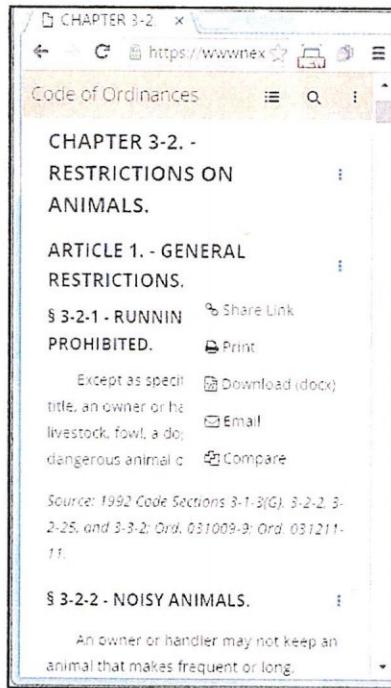


STANDARD FEATURES OF MunicodeNEXT

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.

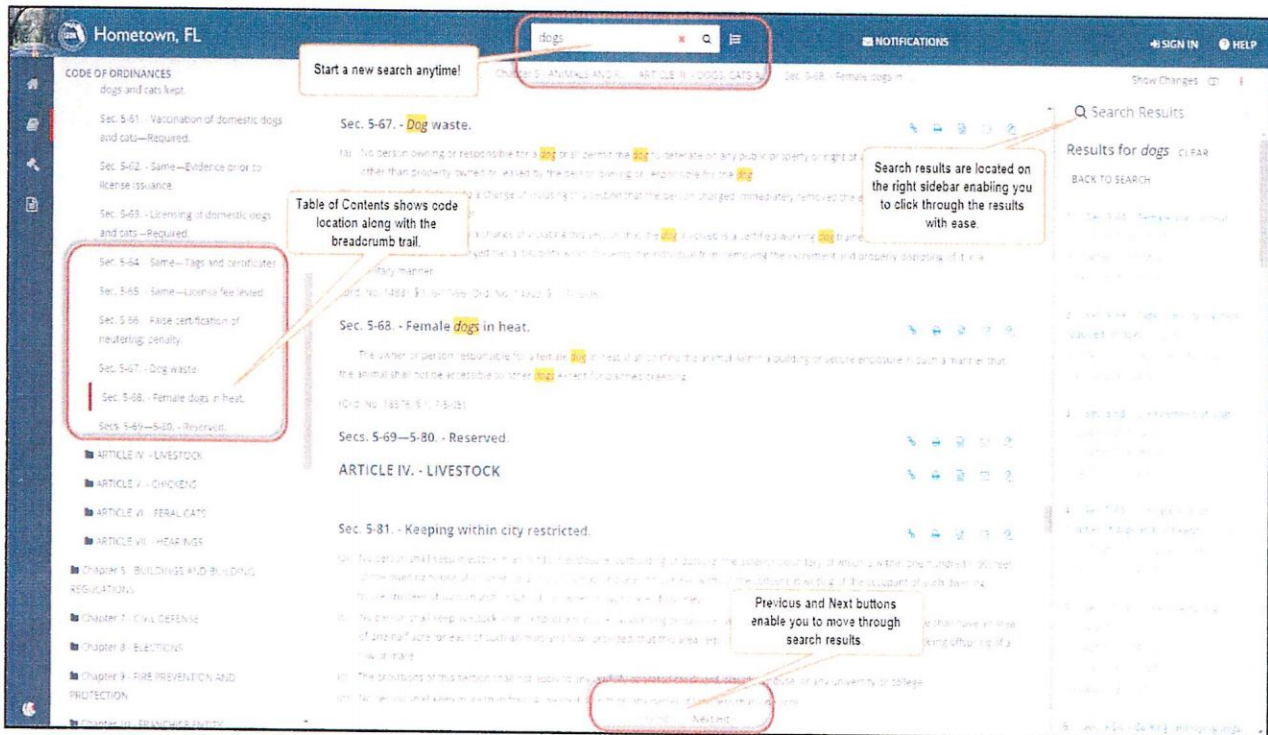


Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and flyovers to expose all functionality while maintaining a clean, intuitive interface.



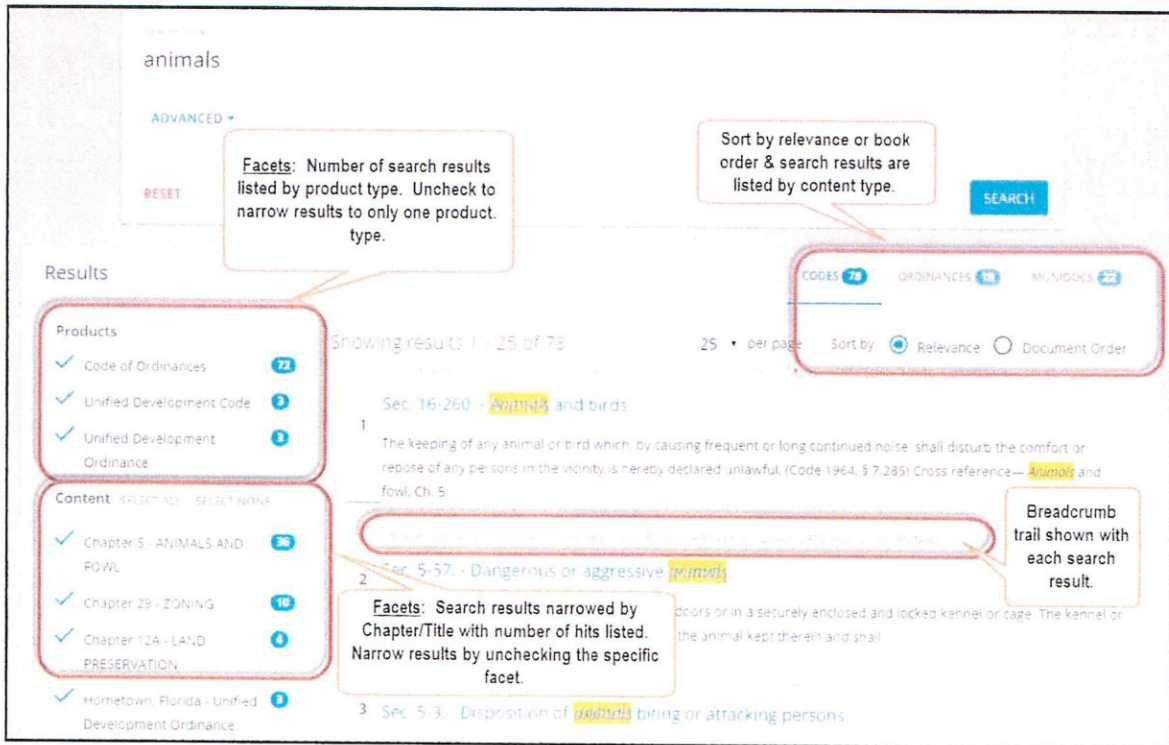
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



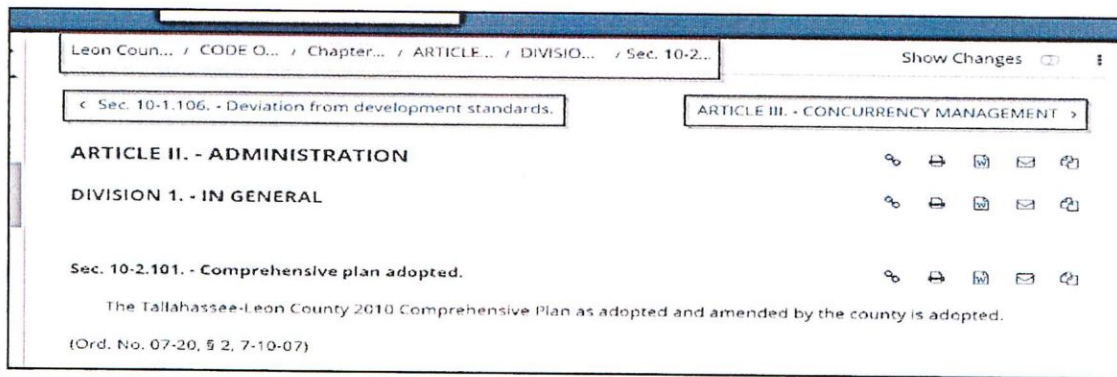
Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser’s bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.



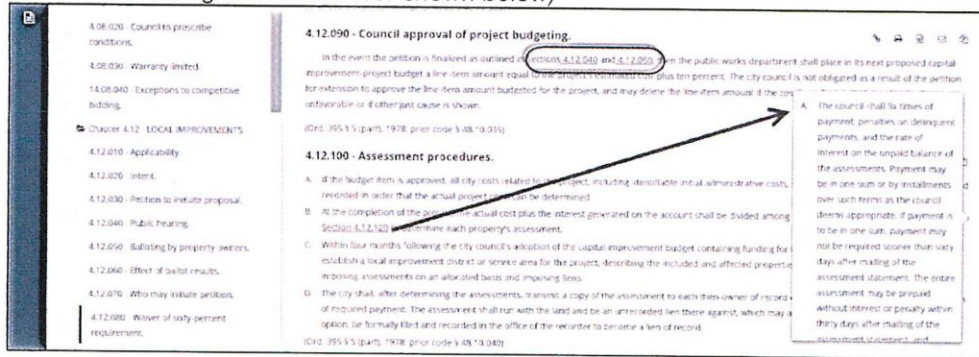
Search enhancements provided with our latest website upgrade include (see screenshot above):

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



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

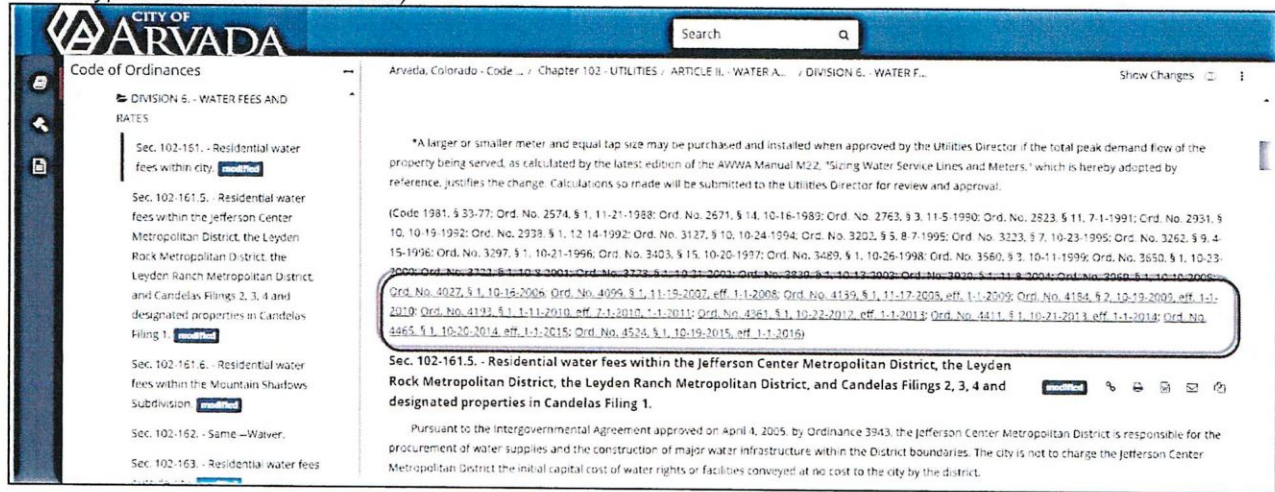
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

PREMIUM FEATURES OF MunicodeNEXT

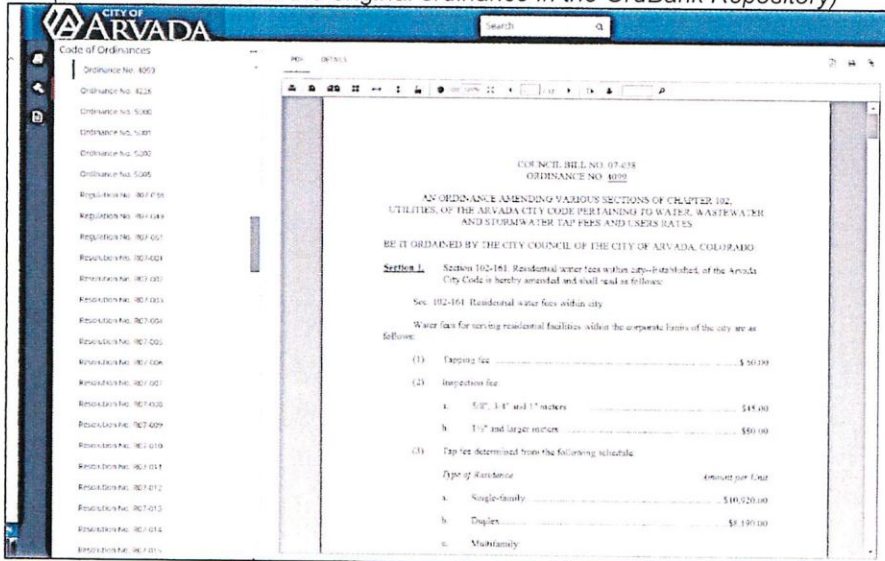
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

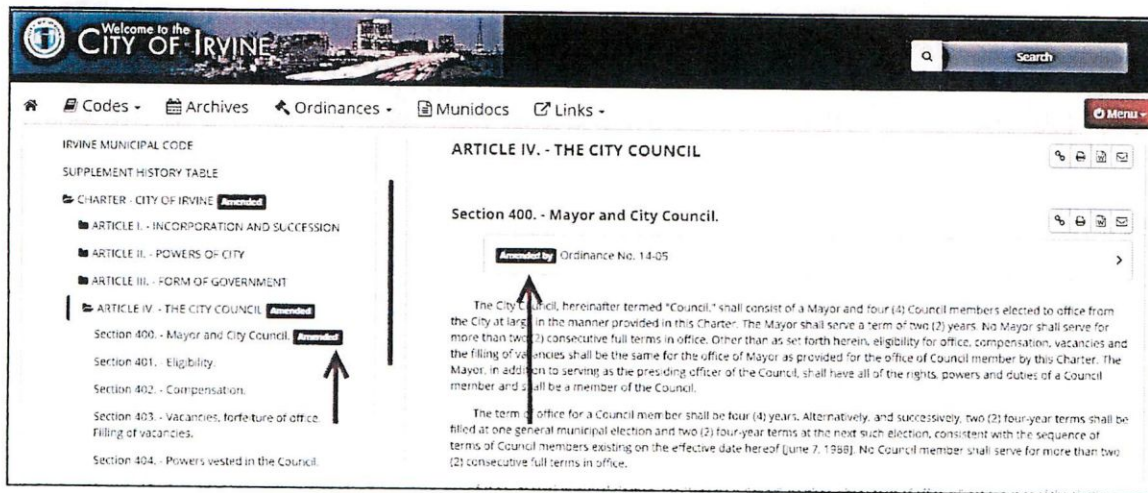
(Hyperlinked ordinance in text)



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

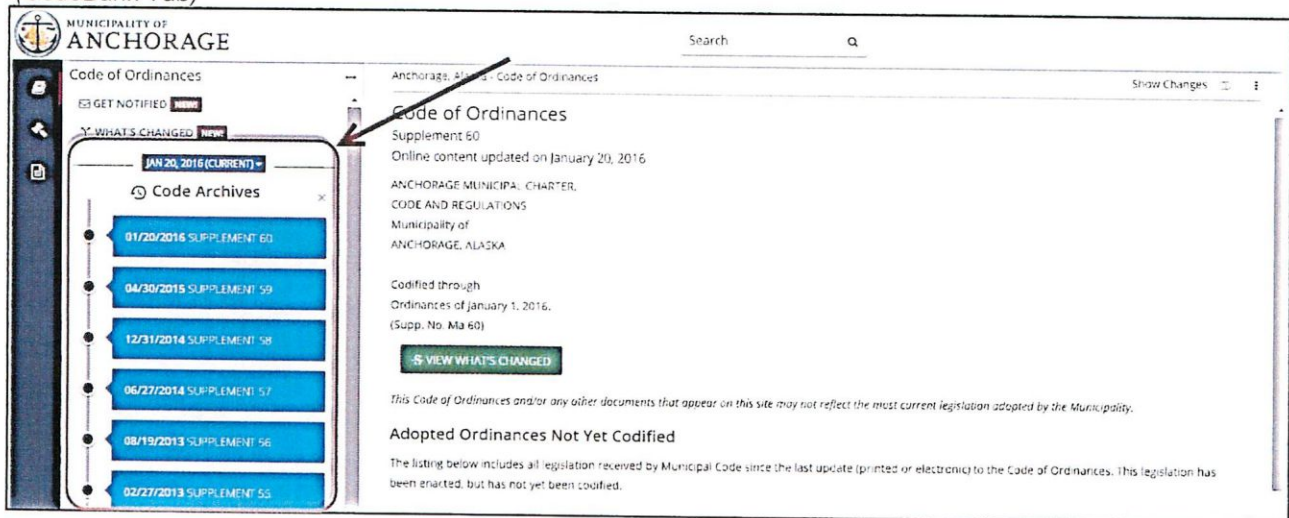


OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Get Notified

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

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

Enter email

Select One

- 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)

MINICIPALITY OF ANCHORAGE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: Member of chair and vice chair

2.30.020 - Meetings: Officers

2.30.030 - Meetings: Officers

2.30.040 - Adoption of resolutions and matters of publication

2.30.050 - Introduction of ordinances: action on resolutions

2.30.060 - Consider of public hearings

2.30.070 - Public hearings and action on proposed resolutions

2.30.080 - Voting

ANCHORAGE, Alaska - Code of Ordinances - TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

1. The assembly may recess or 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. Amending a specific legal matter, including pending litigation;
- b. Labor negotiations with municipal employees;
- c. Matters that are **wholly internal** to the municipal government, **of which** no public officer, **public** assembly or administrative action of the Municipality or
- d. Matters **subject** **whenever** held to determine **emerge** **for** the negotiation **and** **character** of personnel services, provided the process may require **public discussion**;
- e. **Matters which by law, municipal charter, or ordinance are required to be subject to public discussion;**
- f. **Matters involving negotiation of government contracts that are law and are subject to public discussion;**

2. No written action may be taken in executive session except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending litigation.

3. Although the public may be invited, the action shall be exclusively in closed session, subject to the public access provided in the following sections:

- a. If the session is pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further litigation is not anticipated.

CHANGED SECTIONS

- ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS
- LEGISLATIVE BRANCH
- TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY
- TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY - 2.30.030 - Meetings: Officers
- TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY - 2.30.050 - Introduction of ordinances: action on resolutions
- TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY - 2.30.070 - Public hearings and action on proposed resolutions
- TITLE 2 - LEGISLATIVE BRANCH - Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY - 2.30.080 - Voting

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

City of Bonita Springs Florida

Code of Ordinances

GET NOTIFIED

WHAT'S CHANGED

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE

CHARTER

ARTICLE I - [IN GENERAL]

ARTICLE II - [EFFECTIVE DATE]

Bonita Springs, Florida - Code of Ordinances

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)

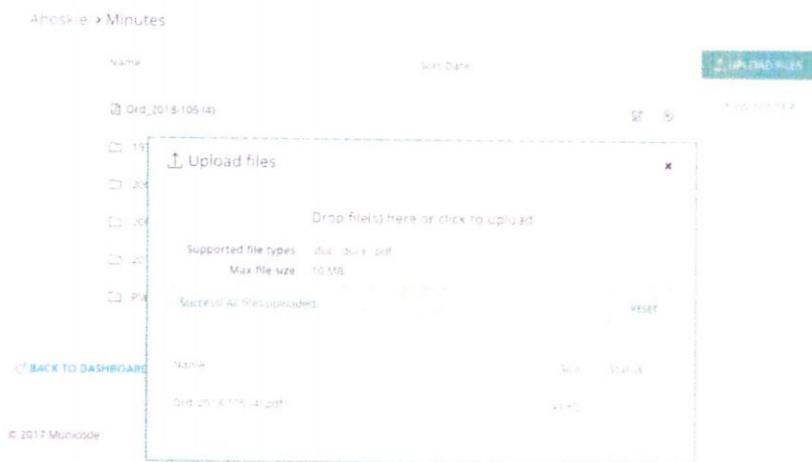
VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

- Name
- Minutes
- Agendas
- Budgets
- Resolutions
- Applications
- Forms
- Policies
- Manuals
- Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.



MuniPRO. MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

