

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT, is between the **CITY OF DELRAY BEACH, FLORIDA**, a municipal corporation (Client), and **MUNICIPAL CODE CORPORATION** (Contractor), a Florida corporation, whose address is P.O. Box 2235, Tallahassee, FL 32316.

1. **RECITALS:** The Contractor has agreed to provide the services outlined in **Exhibit A, Scope of Services & Pricing**, upon the terms and conditions set forth in this Contract. Contractor will perform no service under this Contract until direction from an authorized official is issued and received by Contractor.
2. **TIME OF COMMENCEMENT AND SUBSTANTIVE COMPLETION:** The services to be provided under this Contract shall commence upon signing and shall continue for a period of three (3) years with three (3) options to renew for one-year renewal periods.
3. **PRICE:** The Client will pay the Contractor for the performance of this Contract at the prices specified in **Exhibit A, Scope of Services & Pricing**. Pricing shall be valid throughout the term of the contract.
4. **FINANCIAL OBLIGATIONS OF THE CITY OF DELRAY BEACH, FLORIDA:** This Contract does not create a multiple fiscal year direct or indirect debt or other financial obligation. Each request for service shall incur a concurrent debt for that request only. All financial obligations of the Client under this Contract are contingent upon appropriation, budgeting, and availability of specific funds to discharge such obligations.
5. **CONTRACT DEFINED:** This Contract incorporates, herein by reference, the terms and conditions of the following documents. If there is a conflict among the documents, their terms and conditions shall prevail in the following order:
  - 5.1 Exhibit A (Scope of Services & Pricing)
  - 5.2 Certificate of Insurance & Workers' Compensation (to be furnished following contract execution)
6. **SERVICE OF NOTICES:** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the Client at the following addresses:

Ms. Katerri Johnson  
City Clerk  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
[johnsonk@mydelraybeach.com](mailto:johnsonk@mydelraybeach.com)
7. **COMPLIANCE WITH THE LAW:** This Contract shall be governed and construed in accordance with the laws of the State of Florida. The Contractor will perform all obligations under this Contract in strict compliance with all federal, state, and municipal laws, rules, statutes, charter provisions, ordinances, and regulations, especially sections of the Occupational Safety and Health Administration (OSHA) regulations, latest revised addition, which provide for job safety and health protection for workers, applicable to the performance of the Contractor under this Contract. The Client assumes no duty to ensure that the Contractor follows the safety regulations issued by OSHA.
8. **VENUE:** Any dispute relating to this Agreement shall only be filed in a court of competent jurisdiction in Palm Beach County, Florida, and each of the parties to this Agreement submits itself to the jurisdiction of such court.
9. **INSPECTOR GENERAL:** Contractor is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract and may demand and obtain records and testimony from Contractor and its subcontractors and lower tier subcontractors. Contractor understands and agrees that in addition to all other remedies and consequences provided by law, the failure of Contractor or its subcontractors and lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the City to be a material breach of this Agreement justifying its termination.

10. **FISCAL FUNDING:** The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.
11. **INSURANCE:** The Contractor shall not begin any work until the Contractor proves to the Client's Purchasing and Contracts Division that it has obtained, at Contractor's own expense, all required insurance as specified below. Liability insurance must be of the occurrence form. Deviations from the requirements listed below must be submitted to and approved by the City of Delray Beach.
- 11.1 **COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY** insurance must cover bodily injury, property damage and personal injury with limits of no less than \$1,000,000 per occurrence.
- 11.2 **WORKERS' COMPENSATION** coverage must be provided, as statutorily required for persons performing work under this Contract. Contractor must provide the Client with proof of Employer's Liability coverage with limits of at least \$500,000. Contractor shall require any subcontractor hired by the Contractor to carry Workers' Compensation and Employer's Liability coverage.
- 11.3 **CERTIFICATE OF INSURANCE:** As evidence of the insurance coverages required by this Contract, the Contractor and their subcontractors, shall furnish a certificate of insurance to:
- Ms. Katerri Johnson City Clerk  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
[johnsonk@mydelraybeach.com](mailto:johnsonk@mydelraybeach.com)
- 11.4 **CONTINUATION OF COVERAGE:** The Contractor shall not cancel, materially change or fail to renew insurance coverages. The Contractor shall notify the Purchasing and Contracts Division of any material reduction or exhaustion of aggregate limits. Any insurance bearing on adequacy of performance (warranty or guarantee) shall continue after completion of the contract for the full guaranteed period. If any policy lapses or is canceled before final payment by the Client to the Contractor and if the Contractor fails immediately to procure other insurance as specified, the Client may deem such failure to be a breach of this Contract.
- 11.5 **RESPONSIBILITY FOR PAYMENT OF DAMAGES:** Nothing contained in these insurance requirements shall limit the Contractor's responsibility for damages resulting from Contractor's operations under this contract.
12. **INDEMNITY:** The Contractor shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the Contractor or its employees, agents, servants, partners, principals, or subcontractors. The Contractor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City or its officers, employees, agents, and instrumentalities as herein provided the obligations of this section shall survive the term of this Agreement. Exempted from this provision are claims arising from interpretation of language or images contained in the Code, as published in print or electronically, incurred by and on behalf of any person or corporation whatsoever, predicated upon injury to or death of any person or loss of or damage to property of whatever ownership, including the parties to this Contract and their employees,



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and arising out of or connected with, in any manner, directly or indirectly, the Contractor's operations. Contractor shall not be responsible for the legality of any material initially or subsequently published.

13. **STATUS OF CONTRACTOR:** The Contractor shall perform all work under this Contract as an independent contractor and not as an agent or employee of the Client. The Contractor will not be supervised by any employee or official of the Client nor will the Contractor exercise supervision over any employee or official of the Client. The Contractor shall not represent that Contractor is an employee or agent of the Client in any capacity. The Contractor shall supply all personnel, buildings, equipment and materials at Contractor's sole expense. **The Contractor is not entitled to the Client's Workers' Compensation benefits and is obligated to pay federal and state income tax on money earned pursuant to this Contract.** This Contract is not exclusive; the Contractor may contract with other parties.
14. **TERMINATION:** The City, at its sole discretion, reserves the right to terminate this Agreement with or without cause immediately upon providing written notice to Contractor. Upon receipt of such notice, the Contractor shall not incur any additional costs under the Agreement. The City shall be liable only for reasonable costs incurred by Contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."
15. **TRANSFERENCE AND AMENDMENTS:** The Contractor may not transfer this Contract to a third party nor in any way amend this Contract without prior written consent of the Client.
16. **VERIFICATION REGARDING ILLEGAL ALIENS:** Contractor has confirmed the employment eligibility of all employees newly hired for employment to perform work under this Contract through participation in the E-verify program administered jointly by the United States Department of Homeland Security and the Social Security Administration.
17. **DAMAGES FOR BREACH OF CONTRACT:** In addition to any other legal or equitable remedy the Client may be entitled to for a breach of this Contract, if the Client terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the Client.
18. **PUBLIC RECORDS:** As required by Section 119.0701, Florida Statutes, Contractor hereby specifically covenants to comply with the public records laws of the State of Florida. CONTRACTOR specifically covenants to:

Upon request from custodian of public records, provide Client with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT; CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

KATERRI JOHNSON, CITY CLERK  
[JOHNSONK@MYDELRAYBEACH.COM](mailto:JOHNSONK@MYDELRAYBEACH.COM)  
(561) 243-7051  
100 N.W. 1<sup>ST</sup> AVENUE  
DELRAY BEACH, FLORIDA 33444

Contractor acknowledges that, pursuant to Section 119.0701(3)(b), Florida Statutes, if Contractor does not comply with Client's request for public records, Client shall enforce the contract provisions in accordance with the contract.





## EXHIBIT A

# Scope of Services and Pricing



# PRICING AND SCOPE OF SERVICES

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## Delray Beach, Florida Code of Ordinances

December 1, 2020 – November 30, 2023

### Supplement Service<sup>1</sup> Base Page Rate

Page Format	Base Page Rate
Double Column	\$22.68 per page
Images, Graphics and Tabular Matter, each	\$10

### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ 5 printed supplement copies, no special schedule, upon request

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

### Online Services Quotation Sheet

**MunicodeNEXT Online Code, billed annually each July, includes** **\$950**

- ★ Online Hosting and Maintenance (\$550<sup>2</sup>)
- ★ CodeBank (\$150)
- ★ CodeBank Compare (\$250)

### Additional Services

- ★ Annual Administrative Support Fee, invoiced annually each November **\$475**
- ★ OrdBank, per ordinance<sup>3</sup> **\$35**
- ★ Downloads in Folio Format, per update **\$75**

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<sup>1</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

<sup>2</sup> In response to the increasing costs of data storage, cyber security and technological enhancements to MunicodeNEXT, Municode will be announcing an annual increase of \$95 in the cost of online services effective in 2021 or 2022. Upon formal announcement, this will increase the annual cost of online services from \$550 to \$645. The current cost of \$550 was last established in 2011.

<sup>3</sup> Applies to amendatory (included) ordinances only

# PRICING AND SCOPE OF SERVICES

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## Delray Beach, Florida Land Development Regulations December 1, 2020 – November 30, 2023

### Supplement Service<sup>4</sup> Base Page Rate

Page Format	Base Page Rate
Single Column	\$19.00 per page
Images, Graphics and Tabular Matter, each	\$10

### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ 10 printed supplement copies, no special schedule, upon request

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

### Online Services Quotation Sheet

**MunicodeNEXT Online Code, billed annually each September, includes** **\$550<sup>5</sup>**

- ★ Online Hosting and Maintenance (\$550)

### Additional Services

- ★ NOW Service, (New Ordinances on the Web), per ordinance<sup>6</sup> **No Charge**
- ★ Color Printing, per page **\$5**

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<sup>4</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

<sup>5</sup> In response to the increasing costs of data storage, cyber security and technological enhancements to MunicodeNEXT, Municode will be announcing an annual increase of \$95 in the cost of online services effective in 2021 or 2022. Upon formal announcement, this will increase the annual cost of online services from \$550 to \$645. The current cost of \$550 was last established in 2016.

<sup>6</sup> Applies to amendatory (included) ordinances only

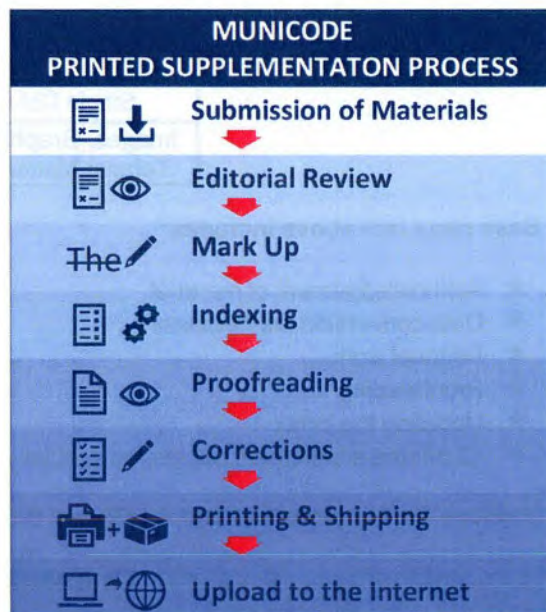


# SCOPE OF SERVICES

## Supplement Services

During the supplement process, all legislation received is confirmed immediately, organized, reviewed, codified and posted online. The supplementation 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 be sent for a cost estimate and upon your authorization to proceed, it is then forwarded to our Supplement Department for codification. Your municipality will be assigned a permanent editorial team that will quickly become familiar with the unique laws of your municipality. With the OrdBank Service active on the account, the legislation will be posted online with 24 hours as a PDF under "Adopted Legislation not yet Codified" at this time.
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 level should be amended. Your editorial team includes an experienced codification attorney that is available to answer any questions the legal editor may have to ensure that the new legislation conforms to the existing provisions of your code. 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 in order to ensure that the ordinances are correct and consistent with the existing code.
3. Indexing – When the editorial process has been completed, your supplement will 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 then re-examined 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 1 day and any electronic products requested, to include WORD-DOCX, PDF and Folio downloads, will be provided. You will receive notification that the website has been updated via email notification. If our eNotify service is selected, citizens can also sign up to be notified each time the online code is updated. When your code is updated on MunicodeNEXT, the mobile sites are updated simultaneously and 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 - Our print team will print, cut, 3 hole-punch, and ship your supplement to you and to your subscribers quarterly unless otherwise instructed. *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; *Checklist:* We will furnish a checklist of up-to-date pages with each supplement.

## Scope of Services - Website Hosting

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.

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 2.1.



# 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](#)



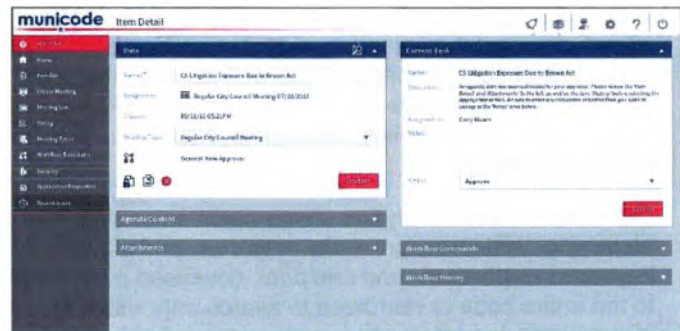
## Meeting and Agenda Management

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](#)





## Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

[Request Point and Pay Demo/Proposal](#)

## MCCi Services:

### Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

### Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



### Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.

JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.



[Request MCCi Demo/Proposal](#)

## Internet-based Document Editing and Presentation System

**enCodePlus** is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



[Request enCodePlus™ Demo/Proposal](#)



## **ATTACHMENT A**

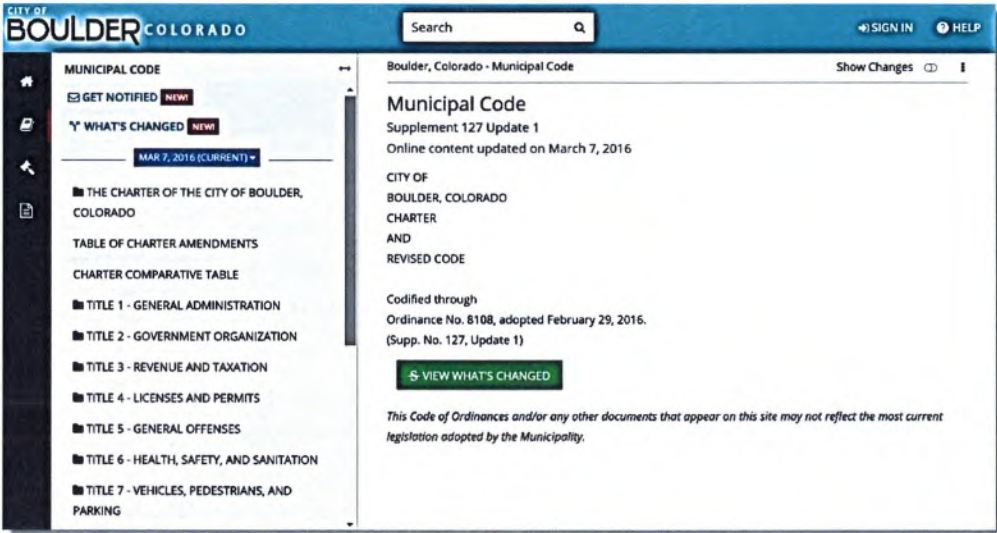
### **MunicodeNEXT Standard & Premium Features**



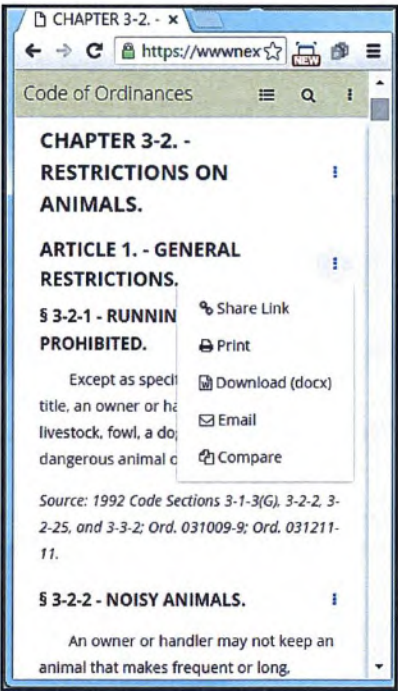


# STANDARD FEATURES OF MunicodeNEXT

**Responsive Design** – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

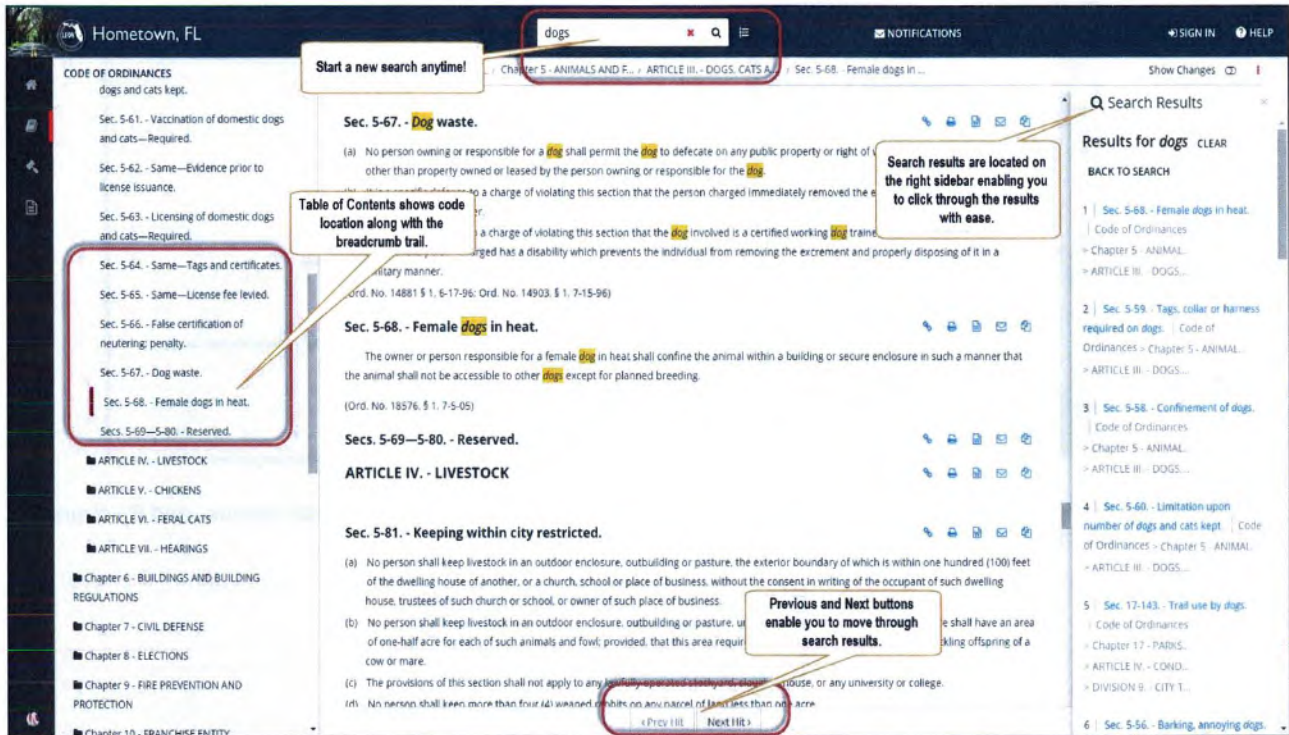


**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



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

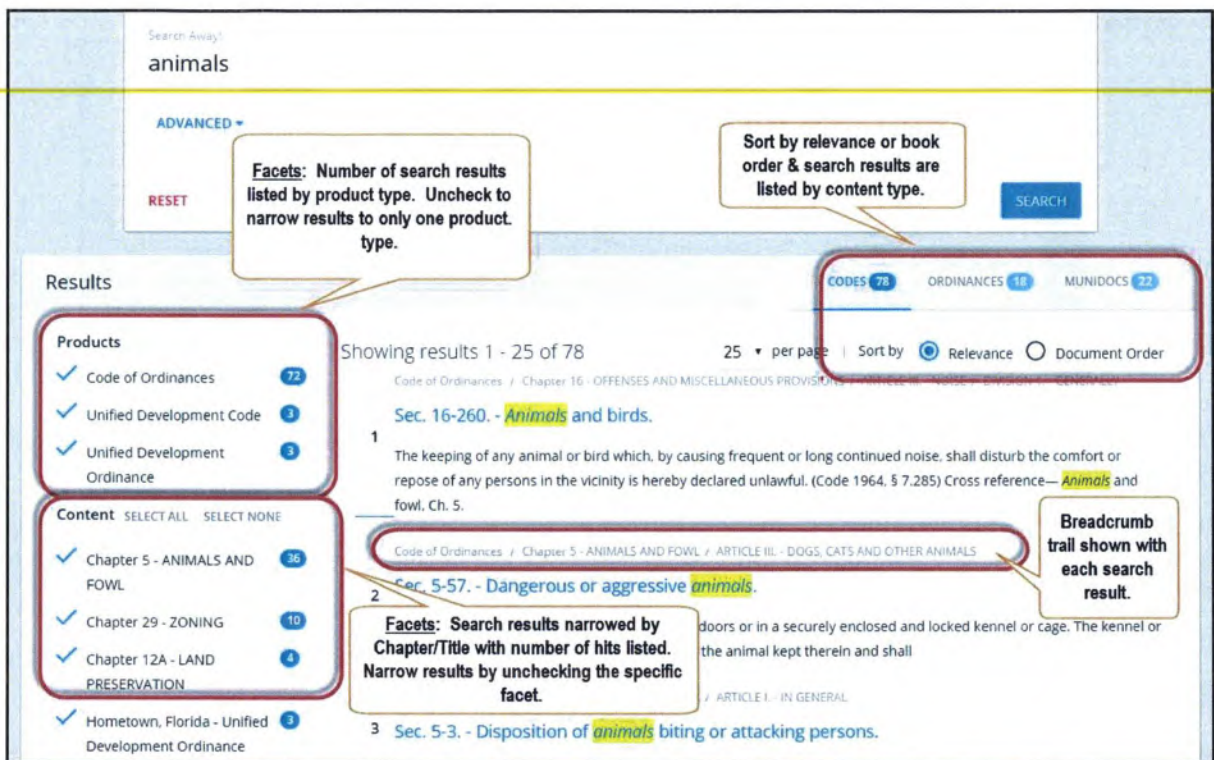
**Searching** – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search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



### Municode Search Components:

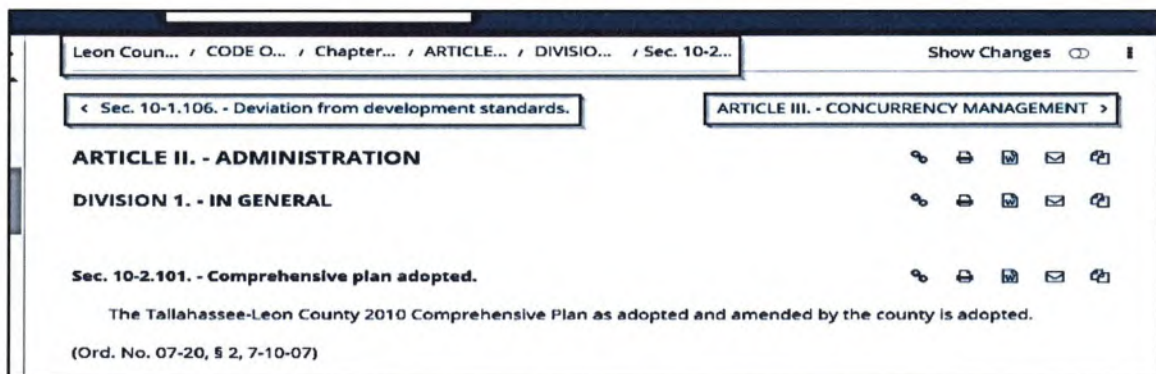
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With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





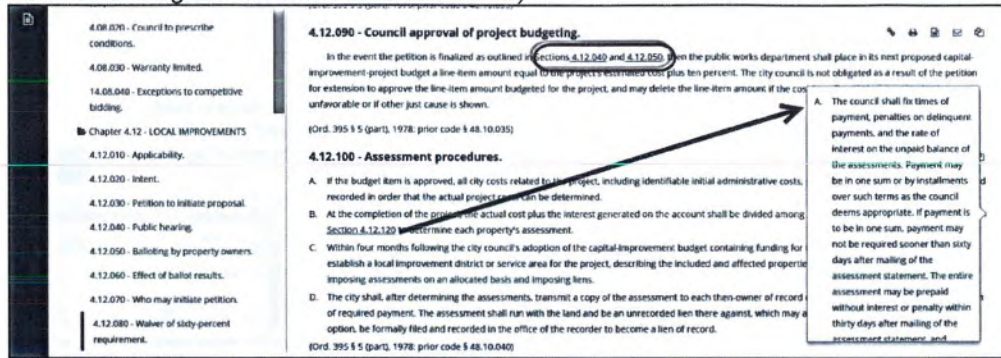
**Search enhancements provided with our latest website upgrade include (see screenshot above):**

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



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

(Cross-reference linking and mouseover shown below)



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

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

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

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

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

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

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

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

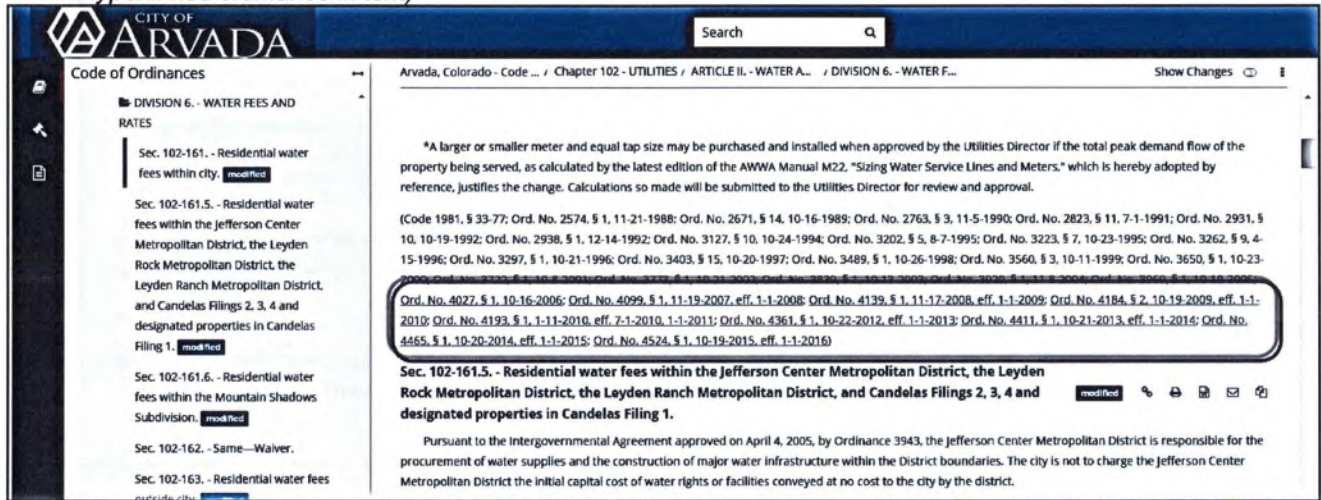


# PREMIUM FEATURES OF MunicodeNEXT

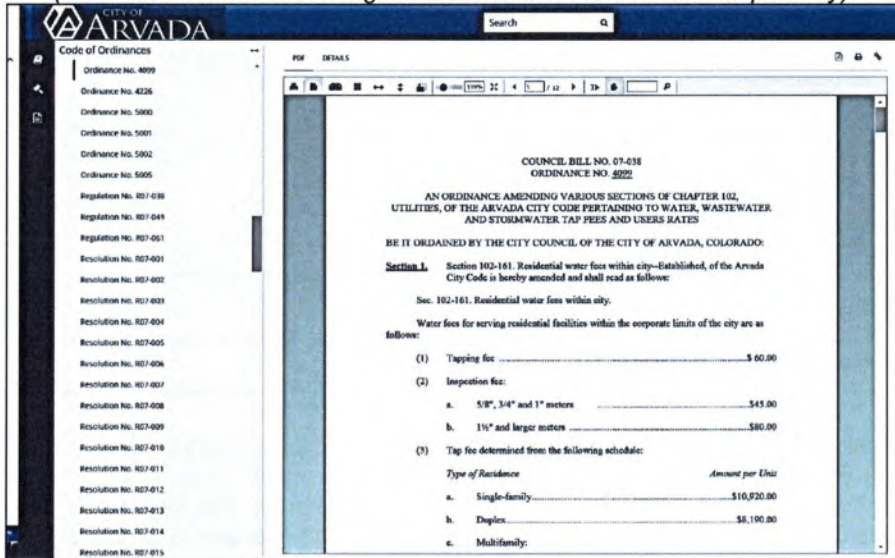
**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

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

*Hyperlinked ordinance in text)*

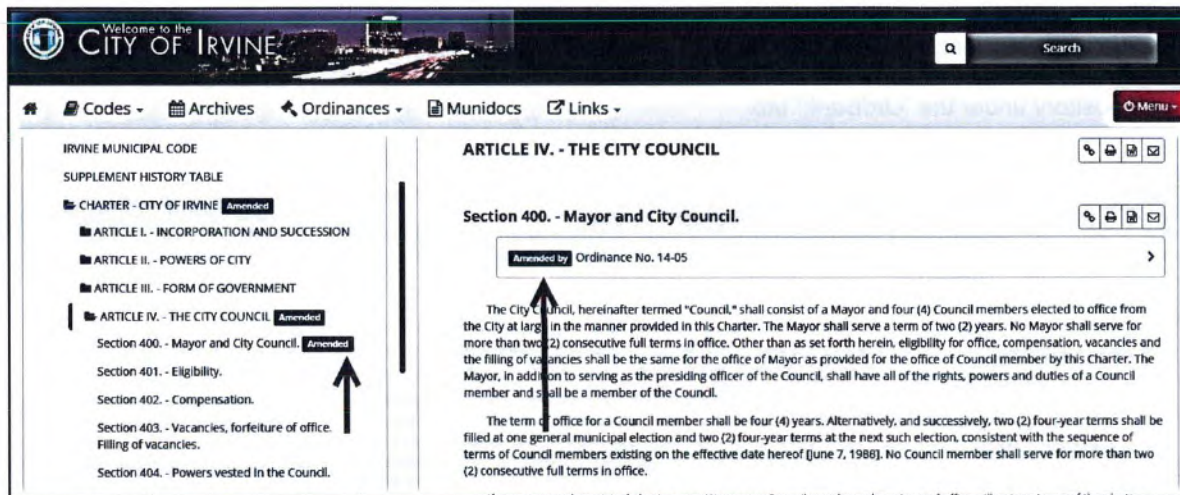


*(One-Click access to the original ordinance in the OrdBank Repository)*



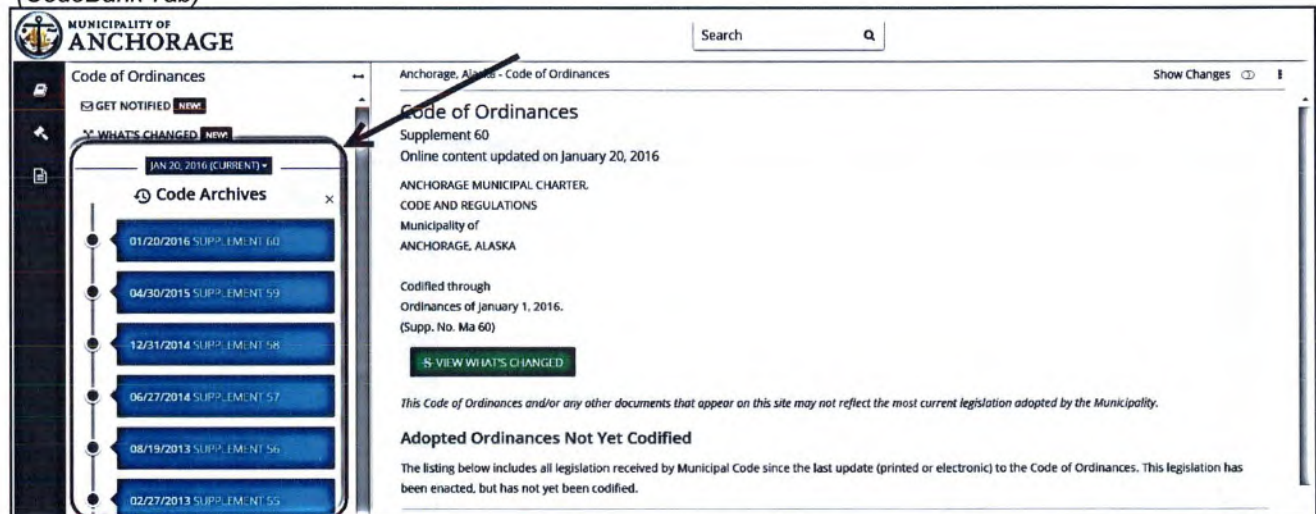


**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new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



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

(CodeBank Tab)



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

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



**Get Notified**

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

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

Email  
Enter email

Profession  
Select One

Codes

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

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

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

*(Changes are shown in your Text Changes Tab and in your Table of Contents)*

MUNICIPALITY OF ANCHORAGE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organizations election of chair and vice chair.

2.30.020 - Position officer

2.30.030 - Meetings

2.30.040 - Appearance requests and audience participation.

2.30.050 - Introduction of ordinances: action on ordinances.

2.30.055 - Conduct of public hearing.

2.30.060 - Public hearings and action on proposed resolutions.

2.30.070 - Voting.

Search

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

Show Changes

Executive sessions.

- The assembly may recess to meet in executive session to discuss the following subjects if the express nature of the subject is stated in the motion calling for the session:
  - Pending a specific legal matter, including pending litigation;
  - Labor negotiations with municipal employees;
  - Matters that the immediate knowledge or disclosure of which would clearly affect (have an adverse effect upon) the finances of the municipality; or
  - Matters which tend to defame or injure or reduce the reputation and character of permanent persons, provided the persons may request public discussion.

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

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

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

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

CHANGED SECTIONS

ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS

SUPPLEMENT HISTORY TABLE

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

TITLE 2 - LEGISLATIVE BRANCH  
Chapter 2.50 - INITIATIVES, REFERENDUMS  
2.50.090 - Effect of vote.

TITLE 3 - ADMINISTRATION  
Chapter 3.30 - EXECUTIVE ORGANIZATION  
3.30.010 - Executive and administrative order.

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

Bonita Springs, Florida

Code of Ordinances

GET NOTIFIED NEW

WHAT'S CHANGED NEW

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE modified

CHARTER

ARTICLE I. - [IN GENERAL]

ARTICLE II. - [EFFECTIVE DATE]

Search

Bonita Springs, Florida - Code of Ordinances

Show Changes

Code of Ordinances  
Supplement 2  
Online content updated on January 29, 2016  
BONITA SPRINGS CITY CODE

Codified through  
Ordinance No. 15-27, enacted December 2, 2015.  
(Supp. New)

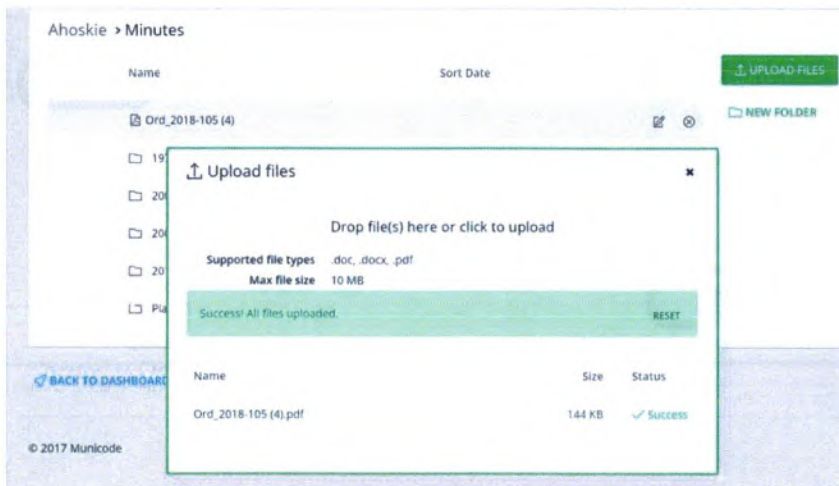
VIEW WHAT'S CHANGED

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.

