



MEMORANDUM CITY STANDARD APPROVAL

TO: Ilyse Triestman, Purchasing Director
FROM: Katerri Johnson, City Clerk
SUBJECT: Municode
DATE: August 17, 2020

Background

The purpose of this memo is to execute an agreement between Municipal Code Corporation and the City of Delray Beach. The services to be provided under this Contract shall commence upon signing and shall continue for a term of three years with three, one-year renewal options.

The description of the service is to create or update code of ordinances, online posting, edit, print, ship supplements, and assure the fastest, most accurate delivery of codification services possible.

Municode stores valuable code history for the City of Delray Beach on the website hosting platform, MunicodeNEXT. The City utilizes the CodeBank feature to store 14 previous code versions online, from Supplement No. 16 of May 22, 2012 through Supplement No. 29 of April 23, 2020. Municode stores 42 individual ordinances ranging from Ordinance No. 32-13 of December 3, 2013 through Ordinance No. 28-20 of July 7, 2020, via the OrdBank service.

Municode currently provides codification services for over 394 municipalities and counties in the State of Florida and hosts over 3,700 online codes for its government clients throughout the nation. This is the largest collection of official online codes in the country. Their website, MunicodeNEXT, was developed by Municode and is the only code platform to offer online features such as CodeBank, CodeBank Compare, eNotify, OrdLink, OrdBank, MuniDocs and MuniPro as a seamless and integrated user experience for local governments and its citizens.

Municode editors utilize a proprietary mark-up language called *Gen-Code* to supplement the City's code material online. This editorial software was developed by their Internet Technology staff in Tallahassee. No other corporation or individual has access or rights to this codification software. All of Municode's data systems are backed up and synchronized between Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. Biometric authentication is required to enter the Atlanta data center facility, Peak 10, which is monitored by surveillance cameras. They utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of its data centers. Signatures are updated every 4 hours and administrators are immediately notified of any potential infections or security threats detected.

Quote or Proposal is attached: Yes No

Comments: _____

Approved. This City Standard approval is valid for 24 months from date of approval. Attach this City Standard Approval to all Acquisition Approval Memos and/or requisitions for this item.

Need Additional Information Not Approved

Comments: _____

Alyse Triestman

8/17/20

Purchasing Director

Date

Den Kim

8/17/2020

Information Technology (IT) Director

Date