



## Municipal Code Corporation

PO Box 2235 Tallahassee, FL 32316

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

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

May 29, 2007

Ms. Donna Jackson  
City Clerk  
City of Jonesboro  
P. O. Box 1845  
Jonesboro, AR 72403

[Djackson@jonesboro.org](mailto:Djackson@jonesboro.org)

Dear Ms. Jackson:

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

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

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

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

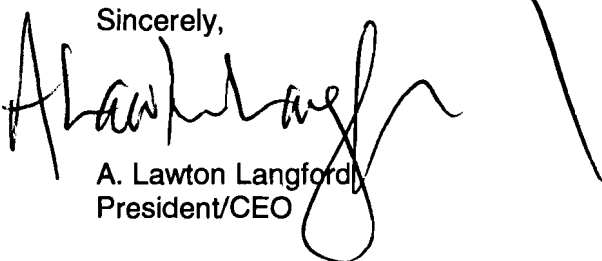
**WHY USE MCC?** MCC is the oldest and largest codifier of local government Codes. However, we are family owned and operated which translates into an extremely high level of professionalism and customer service. Our clients tell us the following distinguishes MCC as the best:

- ❑ **STAFF ATTORNEY** – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you at anytime during the project.
- ❑ **ATTORNEY CONFERENCE** – Our attorney conference is unique to MCC. Our attorney takes the time to listen to your input as well as other interested officials' input; we find the conference is the best tool for assuring the Code accurately reflects the intent of the ordinances enacted by the officials.
- ❑ **LEGAL MANUSCRIPT** – MCC provides the entire Code, including legal recommendations, as one electronic document. This eases your review and facilitates dissemination amongst Departments.

- ❑ EDITORIAL EXPERTISE – MCC's editors and proofreaders are experienced in assuring your code is readable, consistent and concise. They support and implement the attorney's recommendations.
- ❑ SAMPLE LEGISLATION WEBSITE – You can search our website of more than 1,600 Codes for almost any imaginable topic.
- ❑ DISTRIBUTION - MCC can provide free services for the sale of Codes and Supplements to the outside subscribers.
- ❑ SUPPLEMENTATION – We can provide any interval of Supplements in print or electronic form and post your uncodified ordinances to the web in between Supplements. Delivery of the update is normally 2-6 weeks depending on the number of ordinances included.
- ❑ TECHNOLOGY – MCC has a proven track record of investing in technology that benefits our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

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

Sincerely,



A. Lawton Langford  
President/CEO

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

## TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	4
SCOPE OF WORK .....	6
RECODIFICATION QUOTATION SHEET FOR JONESBORO, ARKANSAS.....	9
SUPPLEMENT SERVICE .....	11
ADDITIONAL SERVICES.....	12
SUPPLEMENT SERVICE QUOTATION SHEET FOR JONESBORO, ARKANSAS.....	13

# **PROFESSIONAL SERVICES PROPOSAL FOR RECODIFICATION**

## **EXECUTIVE SUMMARY**

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

### **Customer Service/Sales Approach**

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

### **Legal/Editorial Approach**

MCC's legal and editorial staff is organized in teams. This provides for consistency in editing, understanding and reaching a level of quality. As the attorney communicates with you directly, the project needs are shared with the entire editorial team. We employ 13 full-time staff attorneys, one of whom will research and analyze your legislation. We encourage our legal team to become thoroughly familiar with your Code and your staff. This results in a rapport between you and the team and assures a high degree of consistency, attention and professionalism in codifying and updating your Code. In many states, we provide free, State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments.

### **Software Solutions**

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

## **Employee Focus**

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

## **Subscriber Focus**

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

## **Association Support**

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

## SCOPE OF WORK

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

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

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

**Omitted Material.** The following legislation, which is not of a general and permanent nature, will be omitted from the Code unless otherwise instructed by MCC and the Client: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans and Traffic Schedules.

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

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

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

- *Research and Review.* MCC will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one), as well as inconsistencies and conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.
- *Structure.* MCC will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. MCC will assume the legislative structure is to remain intact unless discussed with our attorney and approved by the Client.
- *Legal Manuscript.* MCC will submit a legal manuscript for the Client's review. This manuscript will reflect the MCC attorney's legal review and will contain the substantive provisions of legislation provided by the Client and with proposed changes. Recommendations by MCC's attorney will be provided and discussed with the Client. The legal manuscript will be provided in electronic form; a printed copy can be provided upon request.

- *Conference.* MCC will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. All persons interested in the project may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal manuscript. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Manuscript.
- *References.* MCC will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate.
- *Editing.* MCC will edit the Code to reflect proper grammar and stylistic consistency. MCC will not reword any provision that affects the substantive intent of the Code, unless the Client approves the revision; however, MCC may make non-substantive revisions to improve readability.
- *Proofreading.* MCC will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and MCC's attorney are correct.
- *Format Options.* MCC will review format options, such as font type (e.g. Arial, New Century School Book, Times New Roman) font size (9, 10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Client. We will help you choose a format that results in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- *Index and Tables.* MCC will create a subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, Ordinance Disposition, etc.) for the Code as necessitated by the materials. Additional tables required by the Client can be created.
- *Graphics.* MCC will add the graphics when provided by the Client in a usable format and insert them into the printed and electronic versions of the Code.
- *Adopting Ordinance.* MCC will provide an Adopting Ordinance upon completion of the project.

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

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

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

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

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

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

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

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

**Schedule.**

- |  |          |
|--|----------|
| • Conference, after receipt of contract and material | 5 months |
| • Proofs, after completion of conference             | 5 months |
| • Delivery of Code after return of Proofs            | 2 months |



# RECODIFICATION QUOTATION SHEET FOR JONESBORO, ARKANSAS

**Legal Review, includes**

\$3,000

- Receipt, review and organization of materials
- Ordinance Research Tool (2 licenses)
- Preparation of Legal Manuscript
- Legal Work
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page Format	Font Size		
	10pt	11pt	12pt
Single Column	400	460	500
Double Column	285	325	355

<i>Please select a Page Format and Font Size</i>	
<b>Page Format</b> <small>(circle one)</small>	Single Column
	Double Column
<b>Font Size</b> <small>(circle one)</small>	10pt
	11pt
	12pt

**Republication, includes**

\$5,500

- Implementation of changes approved by City
- Editing
- Proofreading
- Proofs
- Indexing
- 10 Copies, to include binders and tabs
- Adopting ordinance
- Code on the Internet, first year<sup>1</sup>

**Options that may apply to the above project:**

- Font (Arial, Times New Roman, New Century Schoolbook)
- Please indicate conference choice
  - On-site Conference, each OR \$1,500
  - Teleconference or Web based conference, per 3 hour session \$500
- Additional pages over the base, per page \$22
- Additional material amended or added after conference, per page \$22
- Black and White Graphics, each \$10
- Color Graphics (includes printing), each \$25
- Additional Copies/Binders/Tabs Quotation upon request
- Freight Actual freight
- State Sales Tax If applicable

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

- Reprints of Chapters or Portions of the Code Quotation upon request
- Distribution of Codes and Supplements No Direct Cost to Client
- Electronic Media Options See attached information

<sup>1</sup> Subsequent years \$400 a year.

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**Payments for Recodification Services<sup>2</sup>**

• Execution of Agreement	\$3,000
• Submission of the Legal Manuscript	\$2,500
• Submission of Proofs	\$2,500
• Delivery	Balance

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<sup>2</sup> Payments can be scheduled through two (2) budget years OR we can invoice early to meet the City's fiscal requirements.

## SUPPLEMENT SERVICE

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

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

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

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

**Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, Folio, PDF, etc.) can be provided on their own schedule, or accompany Printed Supplements. Electronic Updates appear in the proper place and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge.

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

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

**New Ordinances on the Web (N.O.W.).** MCC can post the ordinances passed in between Printed Supplements or Electronic Updates on our website. The ordinances are posted as part of the Preliminaries and also show in the electronic Table of Contents. Once the posted ordinances are incorporated into the Code, they are removed from the website. We recommend the Client send in legislation in editable format via email for inclusion in the Code. This allows the legislation to be searchable on the Internet site along with the Code.

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

## ADDITIONAL SERVICES

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

**Future Legal Review.** At any point during the term of this Agreement, or extensions thereof, MCC can provide additional legal review to identify inconsistencies, obsolete provisions or compare the Code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement.

**Multiple Code Search Service.** Initial subscription for this service is provided within this agreement at no charge. You may choose to continue your subscription after the initial year. This service provides a simultaneous access to more 1,600 Codes on our website, searchable by state. Additional single and multiple user options are available.

**Electronic Records Management Software.** MCC offers records management software as an additional service under this agreement; MCCi, a subsidiary of MCC, can provide the Client with electronic records management software, installation and training services. This software will allow for storage, retrieval and imaging of documents. Pricing information for the software and related services can be supplied upon request.

**Document Scanning Services.** MCCi can provide document scanning services as an additional service under this contract. MCCi can scan and/or integrate the Clients documents with Electronic Records Management software. MCCi provides a 99.9% data capture guarantee on all service work. Pricing information for this service can be supplied upon request.

**Paperless Agenda Software.** MCCi can also provide paperless agenda software as an additional service under this contract. This is an agenda management solution designed specifically for local governments and will save time and money by streamlining the process of Agenda item creation, workflow, and Agenda publishing. Pricing information for this paperless agenda software can be supplied upon request.

**MuniBill\$ Services.** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of MCC, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions. Pricing information for these services can be supplied upon request.

# SUPPLEMENT SERVICE QUOTATION SHEET FOR JONESBORO, ARKANSAS

## Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$20 per page
Double Column	\$24 per page

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions, including Internet
- Printing 10 Supplements

### Please Circle Preferred Supplementation Schedule<sup>3</sup> Below:

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

### Additional Services that apply to Supplement Service

- Graphics, per graphic \$10
- Color Graphics (includes printing), each \$25
- Freight Actual freight
- State Sales Tax If applicable
- Electronic delivery handling fee, per product \$75
- Multiple Code Search, after the first year \$200
- New Ordinances on the Web (NOW), no editing, 3-5 day turnaround, per ordinance \$25

### Electronic Records Management Software

Quotation upon request

### Document Scanning Services

Quotation upon request

### Paperless Agenda Software

Quotation upon request

### MuniBill\$ Services

Quotation upon request

### Payment for Supplement and Additional Services

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

<sup>3</sup> Schedule can be changed at any time during the contract. Information on Weekly, Bi-weekly and Monthly Supplement schedules are available upon request.

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

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

Submitted by:

**MUNICIPAL CODE CORPORATION**

MCC President/CEO:

Witness:

Date: May 29, 2007

Accepted by:

**JONESBORO, ARKANSAS**



## Municipal Code Corporation

PO Box 2235 Tallahassee, FL 32316

800-262-2633 • Fax: 850-575-8852 • info@municode.com

Municode.com

### QUALIFICATIONS

For the last 55 years, Municipal Code Corporation has engaged exclusively in editing and publishing Code for municipalities and counties of all sizes throughout the United States. MCC has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available.

<b>Business location:</b>	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
<b>Incorporation Date:</b>	March 1951
<b>Current Code Accounts Serviced:</b>	3,000
<b>Project Contact Persons:</b>	Danielle Galvin, Vice President – Marketing Diane J. Kyrus, Vice President – Codes

### KEY PERSONNEL ASSIGNED TO PROJECT

(1) **Legal:**

**Diane J. Kyrus, Vice President – Codes**

B.A., Old Dominion University; J.D., William and Mary School of Law

Will have overall supervision of the project. Ms. Kyrus will assign the MCC staff attorney, who will perform all legal review, research and recommended language for the new Code. The same attorney will attend the manuscript conference.

(2) **Project Coordinator:**

**Danielle Galvin, Vice President - Marketing**

B.S., Marketing, University of Central Florida; M.B.A., Administration, Northern Illinois University; Tallahassee Community College Extended Studies: HTML, C++, Effective Oral Communications, Managing Technology.

11 years' of Project Management/Customer Service Experience

(3) **Production:**

**John Dombroski, Vice President – Supplements**

B.A., Trinity College; J.D., Cornell Law School; LL.M., George Washington University; Member of Connecticut Bar

Supervisor of electronic teams. MCC has deployed a team concept. This type of organization structure allows for complete communication, reduces the turn-around time for publication, and assures greater accuracy. Since each team is comprised of two editors, two typesetters and two proofreaders, it allows for what we call "bench depth" – there is always a backup person.

Starlett Lovel

32 years' of experience in typesetting, editing and composition of Codes and Supplements.

Norman Williams

33 years of experience in commercial printing and binding.

(4) **Indexing:**

**Dan Pyle, Indexing Supervisor**

A.A., Tallahassee Community College; Member of American Society of Indexers.

24 years' experience in indexing Codes. Will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.

(5) **Information Technology:**

Phillip Claiborne, Chief Information Officer

B.S., Management Information Systems, Florida State University; MBA, University of Florida; A+, Net+, Security+, MCSE

8 years' experience in network administration, 4 years experience in software development and project management.

Christopher J. Poarch, Network Administrator

B.S., Information Studies, Florida State University; MCSE, MCSA, MCP

4 years' experience in network administration.

Matt Farley, Desktop Support Technician

AA, Tallahassee Community College

1 year experience desktop and network technical support.

Elliot Haworth, Web Developer

B.A., Computer Science, Mercer University

4 years' experience desktop application programming and developing web based applications

Raymond Lillibridge, Systems Analyst

Lively Vocations-Technical Center

24 years' experience: System administration, systems analysis, and custom software development using multiple operating systems and programming languages

LaRae Chasteen, Systems Analyst

9 years' experience publishing, 5 years' developing custom Windows based applications



## LAW EDITORIAL STAFF

George R. Langford, LL.B., University of Virginia; 54 years' experience in editing and publishing City and County Codes; Chairman of the Board.

A. Lawton Langford, B.A., Vanderbilt University; M.B.A., J.D., Florida State University; Member of Florida Bar; President/CEO.

Harold E. Grant, B.S., U. S. Naval Academy; J.D., Florida State University; former Judge Advocate General, U.S. Navy; Member of Florida Bar; Executive Vice President and Chief Operating Officer.

John E. Dombroski, B.A., Trinity College; J.D., Cornell Law School; LL.M., George Washington University; former Chief Judge of Navy/Marine Corps Court of Criminal Appeals; Member of Connecticut Bar; Vice President of Supplement Department.

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