

# municode

CONNECTING YOU & YOUR COMMUNITY

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

## Contract Extension to Agreement of November 1, 2010

### Siskiyou County, California

June 1, 2020 through May 31, 2023

March 18, 2020

This extension to the contract of November 1, 2010 will be in effect for a period of three (3) years, from June 1, 2020 through May 31, 2023. The agreement applies to professional codification services provided to the County by Municipal Code Corporation, DBA Municode, including supplementation and website hosting of the County's Code of Ordinances.

The costs and scope of services summarized on the attached Pricing Sheet shall remain valid throughout the initial three (3) year term of this extension. Thereafter, the supplement and online Code hosting services may be renewed in writing upon mutual agreement, with both parties reserving the right to terminate or change this agreement with sixty (60) days written notice.

If the County is in agreement with this Contract Extension, please return a scanned, signed copy of this document to Municode via email. Thank you for your continued confidence in Municode to provide codification services to the County!

#### Accepted by:

#### Municipal Code Corporation (Municode)

Signature: SW

Name: Steffanie W. Rasmussen

Title: Vice President of Client Services

Date: 7/6/2020

#### Siskiyou County, California

Signature: Michael N. Kdsett

Name: Michael N. Kdsett

Title: Chair, Board of Supervisors

Date: 8/4/2020

#### ATTEST:

LAURA BYNUM

County Clerk & Ex-Officio

Clerk of the Board

By: Wendy Weiger  
Deputy

@12932  
E2100257  
1001-20180-723000  
5100.00/57800.00

# PRICING AND SCOPE OF SERVICES

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## **municode**

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

### **SISKIYOU COUNTY, CALIFORNIA Code of Ordinances June 1, 2020 – May 31, 2023**

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

<b>Page Format</b>	<b>Base Page Rate</b>
Double Column	\$23.00 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
- ★ No charge for blank pages
- ★ PDF of each supplement, quarterly each January, April, July and October

#### **Additional services that may apply to supplement service:**

- ★ Freight, pre-billed **Actual freight**
- ★ State sales tax **If applicable**

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

### **Online Services Quotation Sheet**

**MunicodeNEXT (online code), billed annually each December, includes: \$650**

- ★ **Online Hosting and Maintenance (\$500)<sup>2</sup>**
- ★ **CodeBank (\$150)**

#### **Additional Services:**

**Annual Administrative Support Fee, billed annually each June \$450**

*Upon request, additional services may be added at any time at a mutually agreed upon price.*

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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.

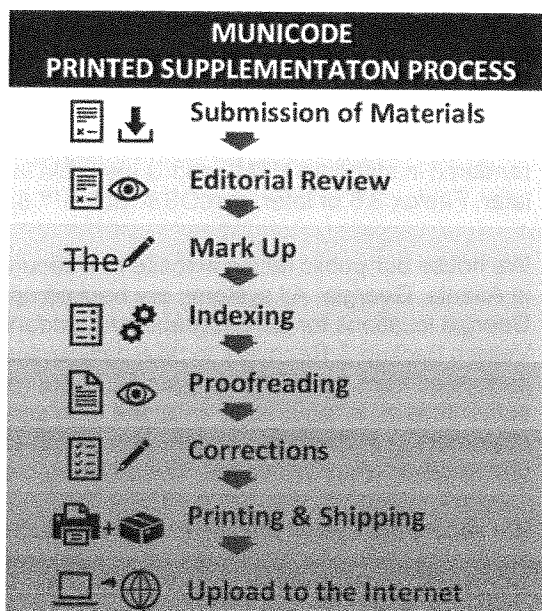
<sup>2</sup> Effective December 1, 2020, Online Hosting and Maintenance will increase from \$500 to \$595 in response to the increased cost of server space and cybersecurity. The current \$500 cost for Online Hosting was originally established in 2010.

# SCOPE OF SERVICES

## Supplement Services

During the supplement process, all legislation received is confirmed immediately. 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 import 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.

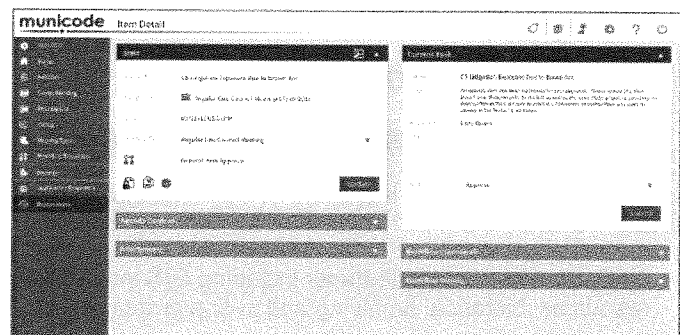


Request MunicodeWEB Demo/Proposal

## 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.

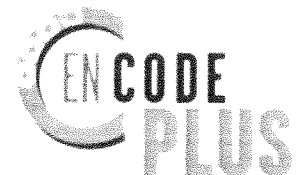


- Request MCCi Demo/Proposal

## enCodePlus - 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

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SISKIYOU

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

See page one  
MICHAEL N. KOBSEFF, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By: See page one  
Deputy

CONTRACTOR: Municipal Code Corporation  
Db a Municode, A Corporation

Date: 7/6/20

Blaine Click  
Blaine Click, Chief Financial Officer

Date: 7/6/2020

SW  
Stephanie Rasmussen, Vice President  
Of Client Services

License No.: N/A  
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. 59-0649026

ACCOUNTING:

Fund	Organization	Account	Activity Code (if applicable)
1001	201080	723000	

Encumbrance number (if applicable):

If not to exceed, include amount not to exceed: See Attached

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

### Accounting by Fiscal Year

FY	10/11	\$2,500.00 NTE
FY	11/12	\$2,500.00 NTE
FY	12/13	\$2,500.00 NTE
FY	13/14	\$5,000.00 NTE
FY	14/15	\$5,000.00 NTE
FY	15/16	\$5,000.00 NTE
FY	16/17	\$5,000.00 NTE
FY	17/18	\$5,000.00 NTE
FY	18/19	\$5,000.00 NTE
FY	19/20	\$5,000.00 NTE
FY	20/21	\$5,100.00 NTE
FY	21/22	\$5,100.00 NTE
<u>FY</u>	<u>22/23</u>	<u>\$5,100.00 NTE</u>
TOTAL		\$57,800.00



# municode

Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com | 800.262.2633  
www.municode.com

## Contract Extension to Agreement of November 1, 2010 Siskiyou County, California June 1, 2017 through May 31, 2020

June 1, 2017

This extension to the contract of November 1, 2010 will be in effect for a period of three (3) years, beginning on June 1, 2017 and ending on May 31, 2020. The agreement applies to professional codification services provided to the County by Municipal Code Corporation, including supplementation and website hosting of the County's Code of Ordinances.

The prices and scope of services outlined on the attached Pricing Sheet shall remain valid throughout the initial three (3) year term of this extension. Thereafter, the supplement services will be automatically renewed from year to year upon mutual agreement, with both parties reserving the right to terminate or change this agreement with sixty (60) days written notice.

If the County is in agreement with this extension, please return a scanned, signed copy of this agreement, which will serve as an original copy for our records.

### Accepted by:

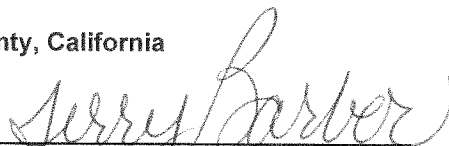
#### Municipal Code Corporation (Municode)

Signature: 

Name & Title: W. Eric Grant, President

Date: 7/25/17

#### Siskiyou County, California

Signature: 

Name & Title: TERRY BARBER, County Administrator

Date: 9/1/17

**PRICING SHEET FOR  
SISKIYOU COUNTY, CALIFORNIA  
Code of Ordinances**

July 20, 2017

Prices are effective through May 31, 2020

Additional services can be added at any time at the agreed upon cost by both parties.

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

Page Format	Base Page Rate
Double	\$23.00 per page
Images, Graphics and Tabular Matter, each	B & W \$10 Color (if printed)

**Base page rate above includes:**

- Acknowledgement of material
- Data conversion, as necessary
- Editorial work
- Proofreading
- Updating the index
- PDF of each supplement, quarterly each January, April, July and October

**Additional services that may apply to supplement service:**

- Freight, pre-billed Actual freight
- State sales tax If applicable

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

**Online Services Quotation Sheet**

**MunicodeNEXT (online code), billed annually each December, includes: \$650**

- Ⓜ Annual online hosting & maintenance (\$500)
- Ⓜ CodeBank (\$150)

**Additional Services:**

**Annual Administrative Support Fee, billed annually each June \$450**

*Municode does not charge a per page rate to update the internet – this is included in the supplement per page rate.*

<sup>1</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

## SCOPE OF SERVICES

### Supplementation Process

During the supplement process, all legislation received is confirmed immediately, organized, reviewed, codified and posted online. Printed copies are provided if and when requested by the County. The 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. The County 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 the County elects to utilize our OrdBank service (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "Adopted Legislation not yet Codified" at this time.
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6. Each supplement is provided in PDF format. Printing and Shipping is also available upon request. If elected, we will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed by the County. You are able to 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; *Checklist:* We will furnish a checklist of up-to-date pages with each supplement.

## SCOPE OF SERVICES

### Website Hosting

When your code is posted on MunicodeNEXT, your staff and citizens need only click the link provided on the County's website to access your full Code of Ordinances. With MunicodeNEXT, your staff and citizens 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 and the ability to be notified every time your code is updated. **To view our complete library of over 3,300 online codes, please click here:**

<https://www.municode.com/library/>.

We will host your code on MunicodeNEXT 24 hours per day, 7 days per week and 365 days per year. Our website is the most reliable code hosting platform available nationwide. We notify our clients at least 7 days in advance of any planned, rare and brief maintenance. While we strive to achieve an annual SLA (Service Level Agreement) uptime percentage of 99.95%, we confidently guarantee an uptime of 99.9%.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia (<http://www.peak10.com/about-peak-10/data-center-locations/atlanta/>). 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 datacenters. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested.

Our powerful search engine allows users quick, narrow, pinpoint and advanced searching options, including Boolean, Narrow and Stem searches, with Global Synonym searches to be added in 2017. 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.

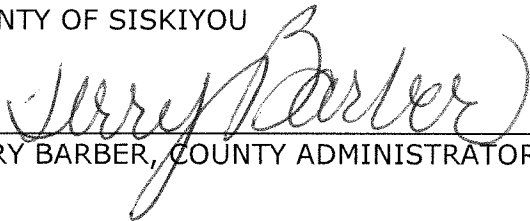
MunicodeNEXT provides a mobile friendly, ADA compliant version of your code and provides alternate viewing options to support slower connections of your code. Our MunicodeNEXT features are all present and appropriately sized on desktop, smartphone, and tablet viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices, the fastest growing segment of internet usage. The advanced user interface uses large buttons and icons, making it extremely touch friendly. Our mobile platform can be accessed by any smart phone or tablet running iOS, Android, Windows Phone 7 or higher, WebOS, or Blackberry OS.

There will be no onsite installation required to host your code online. Our online hosting platform is easy to navigate and includes a direct link to our IT Department should any technical support be required. We offer video tutorials and personalized webinars to assist your staff in becoming familiar with the advanced searching capabilities and powerful tools available therein, and are happy to assist with onsite training, if desired.

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have executed this Contract, for codification, supplementation and website hosting of the County Code \_\_\_\_\_ (services), between \_\_\_\_\_ Municipal Code Corporation (Municode) \_\_\_\_\_ and the County of Siskiyou on the day and year first above written.

COUNTY OF SISKIYOU

  
TERRY BARBER, COUNTY ADMINISTRATOR

APPROVED AS TO FORM:

  
COUNTY COUNSEL


APPROVED AS TO ACCOUNTING FORM:

1001            201080            723000            <sup>DO</sup>  
FUND            ORG            ACCT            ACTV

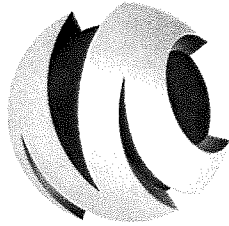
  
JENNIE EBEJER, AUDITOR-CONTROLLER

APPROVED AS TO INSURANCE:

  
ANN MERKLE, PERSONNEL MANAGER

FY 17/18	FY 18/19	FY 19/20
\$5,000	\$5,000	\$5,000
Total Contract NTE = \$15,000		
		
Colleen Setzer, County Clerk		





# municode

Municipal Code Corporation • PO Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

## Addendum to Contract – County Code Supplementation Services E1000370 Siskiyou County, California

January 23, 2014

This addendum is to extend the following compensation changes to the Siskiyou County not to exceed amount for annual supplementation and codification services to the Code of Ordinances. All additional pricing will remain the same as outlined in the original contract.

### Not to Exceed amount for Annual Supplementation Services

New Amount	Existing Amount
\$5,000-	\$2,500

Accepted by:

Siskiyou County, California

By: See next page.

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

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

Municipal Code Corporation

By: Christina

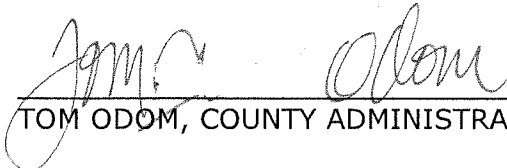
Title: President

Date: 1-23-2014

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have executed this Contract, for  
County Code \_\_\_\_\_ (services), between  
Municipal Code Corporation \_\_\_\_\_ and the County of  
Siskiyou on the day and year first above written.

COUNTY OF SISKIYOU

  
\_\_\_\_\_  
TOM ODOM, COUNTY ADMINISTRATOR

APPROVED AS TO FORM:

  
\_\_\_\_\_  
BRIAN L. MORRIS, COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:

*KH*  
1001          201080          723000  
\_\_\_\_\_  
FUND          ORG          ACCT          ACTV

  
\_\_\_\_\_  
JENNIE EBEJER, AUDITOR-CONTROLLER

APPROVED AS TO INSURANCE:

  
\_\_\_\_\_  
ROSE ANN HERRICK, ASSISTANT COUNTY ADMINISTRATOR



\$4,000

## CONTRACT RENEWAL SISKIYOU COUNTY, CA

The following will constitute an extension to the contract between **MUNICIPAL CODE CORPORATION**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCC, and **SISKIYOU COUNTY, CA** hereinafter referred to as Client, according to the following terms and conditions:

### SCOPE OF WORK

**Material Included.** All legislation of a general and permanent nature, passed in final form by the Client will be included in the Code. MCC prefers the material in an editable electronic form, and will rely upon the electronic media during the supplementation 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.

**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.

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

**Electronic Code.** The Code on the internet will be provided for an annual fee. Additional products are available – prices and information are attached.

**Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, 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.** Electronic Updates are provided on a schedule designed to meet the needs of the Client, currently on a Quarterly schedule (1, 4, 7, 10). The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization.

**New Ordinances on the Web (N.O.W.).** MCC can post your ordinances on the web between supplements so that anyone searching your Code will find the most current legislation. To view this service, click on the following link: <http://library.municode.com/index.aspx?clientId=16281&stateId=5&stateName=California> or go to the online Colton, CA Code of Ordinances – See “New Ordinances” located on the bottom right side of the page. Although your ordinances will be a part of your Code database, MCC will not edit the Code to include the new ordinances – we will simply post the ordinances in their original form. The Code on the Web is maintained through the supplement service. Once ordinances posted through the N.O.W. service are included in a supplement to the Code, they will be removed from the web. NO SET UP FEES

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

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**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.

**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 will 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.

## ADDITIONAL SERVICES

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

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

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

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

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

## SUPPLEMENTATION QUOTATION SHEET FOR THE SISKIYOU COUNTY, CA

**Supplement Service Base Page Rate**

Page Format	Base Page Rate
Double Column	\$23 per page

**Base page rate above includes**

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions<sup>1</sup>, (e.g. CDs and Internet)
- Multiple Code Search
- PDF only of Supplements

**Additional Services** that apply to Supplement Service

- |  |               |
|--|---------------|
| • Black and white graphics, per graphic    | \$10          |
| • Color graphics, per graphic (if printed) | \$25          |
| • Code on the Internet, per year           | \$500         |
| • New Ordinances on the Web, per ordinance | \$25          |
| • OrdLink <sup>2</sup> , per Ordinance     | \$50          |
| • Freight                                  | No Charge     |
| • State Sales Tax                          | If applicable |

**Payment for Supplement and Additional Services**

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

Not to exceed \$2,500.00

<sup>1</sup> We do not charge a per page rate for updating CDs or the Internet – this is included in the supplement per page rate.

<sup>2</sup> If Ordlink is elected, the NOW is not necessary

**Term of Agreement.** This Agreement shall begin upon execution of this contract extension and be in full force for a period of one (1) year from November 1, 2010 through September 30, 2011. 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: Alan Lough |  
Witness: SUN  
Date: 9/30/2010

Accepted by:

**SISKIYOU COUNTY, CA**

By: [Signature]  
Title: CAO  
Witness: \_\_\_\_\_  
Date: 12/30/10


**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have executed this Contract, for  
County Code Supplementation Services (County Code) \_\_\_\_\_ (services), between  
Municipal Code Corporation \_\_\_\_\_ and the County of  
Siskiyou on the day and year first above written.


COUNTY OF SISKIYOU

See previous page  
BRIAN MCDERMOTT, COUNTY ADMINISTRATOR

APPROVED AS TO FORM:

  
THOMAS P. GUARINO, COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:

1001          201080          723000            
FUND          ORG          ACCT          ACTV

  
JENNIE EBEJER, ASSISTANT COUNTY AUDITOR

APPROVED AS TO INSURANCE:

  
ROSEANN HERRICK, ASSISTANT COUNTY ADMINISTRATOR

## 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 supplementation services for **SISKIYOU COUNTY, CALIFORNIA**, hereinafter referred to as Client.

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

**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.

**Material Included.** All legislation of a general and permanent nature, passed in final form by the Client will be included in the Code. MCC prefers the material in an editable electronic form, and will rely upon the electronic media during the supplementation 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.

**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 on acid-free paper. 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.

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

**Electronic Code.** The Client's Code is posted on the internet for an annual fee.

The Code can be furnished in any electronic medium and format (CD-ROM, Word, WordPerfect, Text or RTF, PDF, or integrated with search engine, etc.) selected by the Client. Additional information regarding other electronic media will be furnished on request.

**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, currently on a quarterly schedule (January, April, July, and October). 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.

**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.

**Distribution Services.** With our MCC as Total Code Administrator option (TCA), we provide inventory for sale (Codes and/or reprint pamphlets) and we provide all services for outside subscribers. The TCA service is provided at no cost to you and totally at our expense.

## SUPPLEMENTATION QUOTATION SHEET FOR SISKIYOU COUNTY, CALIFORNIA

### Supplement Service Base Page Rate

Page Format	Base Page Rate
Double Column, 10-point, Times New Roman font	\$23.00 per page

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Updating Electronic versions<sup>1</sup>, (e.g. CDs and Internet)
- Multiple Code Search
- Supplements provided in pdf form only<sup>2</sup>
- Supplementation Contract will not exceed \$3,750 per year

### Additional Services that apply to Supplement Service

- |   |                     |
|---|---------------------|
| • Blank Pages                                     | No Charge           |
| • Black and white graphics, per graphic           | \$15                |
| • Color graphics, per graphic (includes printing) | \$25                |
| • Code on the Internet, per year                  | \$500               |
| • New Ordinances on the Web, per ordinance        | \$25                |
| • Distribution of Codes and Supplements           | No Charge to Client |
| • Freight   | Actual freight      |
| • State Sales Tax                                 | If applicable       |

### Payment for Supplement and Additional Services

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

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and be in full force and effect for a period of one year with three optional extensions.

<sup>1</sup> We do not charge a per page rate for updating CDs or the Internet – this is included in the supplement per page rate.

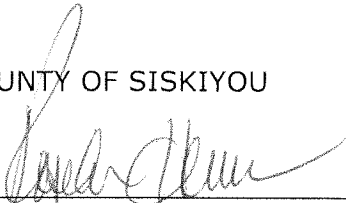
<sup>2</sup> Printed copies, if desired, can be made from the PDF in-house.



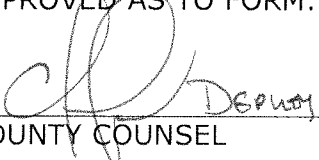
**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties hereto have executed this Contract, for County Code Supplementation Services (County Code) \_\_\_\_\_ (services), between Municipal Code Corporation \_\_\_\_\_ and the County of Siskiyou on the day and year first above written.

COUNTY OF SISKIYOU

  
 \_\_\_\_\_  
 County Administrator

APPROVED AS TO FORM:

  
 \_\_\_\_\_  
 COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:

1001	201080	723000	
Fund	Org	Acct	Actv

USE  
1009086R

  
 \_\_\_\_\_  
 Leanna Dancer, County Auditor

APPROVED AS TO INSURANCE:

  
 \_\_\_\_\_  
 RoseAnn Herrick, Assistant County Administrator

VW 12932-1  
 CT# E1000375 CC LOG# 1009086R  
 ACCT 1001 201080 723000  
 CT AMT 0.01 / 0.01  
 ANNUAL TOTAL

EV  
 DV  
 SV  
 CV