

## SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form must be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

*Please ensure to complete this form in its entirety - (\*) must be completed.*

\*Date: 02/02/2021

\*Prepared By: GERALYN F. CARDENAS

\*Title: Assistant City Clerk

\*Vendor Name: Municipal Code Corporation

\*Address: P.O. Box 2235

\*City: Tallahassee

\*State: FL

\*Zip Code: 32316

\*Description of Goods/Service to be procured: Codification of City Ordinances

\*Estimated Cost:

\$80,000.00

Term of Contract:

(One (1) year from award) 09/30/2024

\*Sole Source Request Justification Questions 1-3.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

SEE ATTACHED – SCOPE OF SERVICES

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

X

The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

☐

Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

Pursuant to the adopted Municipal City Charter, specifically chapter 2.06, the governing body shall establish and adopt by ordinance or resolution the policies, goals and objectives outlined in the city General Plan. Such policies, goals and objectives need to have a resource where they can be viewed by city staff and the general public. The City Clerk’s office is charged with providing this service.

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

Municode has been hosting services for the City of Santa Fe since 2016 and is familiar with the structure and style of our code. Other professional service providers will not have the experience this company can provide given their optimal services.

**\*Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.



Fran Dunaway (Sep 7, 2021 10:49 MDT)

Sep 7, 2021

Fran Dunaway, CPO  
Purchasing Officer for the  
City of Santa Fe

Date

**Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.***

Fran Dunaway, CPO  
Purchasing Officer for the  
City of Santa Fe

Date

**\*Required Attachments:**

*\*Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

*\*Quote from sole source Contractor*

*\*Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*

# PRICING AND SCOPE OF SERVICES



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

## City of Santa Fe, New Mexico

### Code of Ordinances

August 1, 2021 - July 31, 2024

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

Page Format	Base Page Rate
Single Column	\$16.00 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
- ★ 12 printed supplement copies, quarterly each February, May, August and November
- ★ Supplement in WORD format
- ★ Supplement in PDF format

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

### Online Code Hosting Services

**MyMunicode Online Code, billed annually each March, includes** **\$1,345**

- ★ Online Hosting and Maintenance
- ★ CodeBank
- ★ CodeBank Compare + eNotify
- ★ OrdBank (for both included and omitted ordinances)
- ★ MuniPRO
- ★ Custom Online Banner

#### Additional Services

- ★ Sales Tax **If applicable**
- ★ Freight **Actual Cost**

#### Optional Services

- ☐ **MuniDocs<sup>2</sup>** annually, upgraded self-loading capabilities **\$350<sup>3</sup>**  
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

Please see pages 5 and 6 to review additional services available. See Attachment A to review all Standard & Premium MunicodeNEXT online features, any of which can be added to your online code upon request.

<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> Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [ords@municode.com](mailto:ords@municode.com).

<sup>3</sup> Includes up to 25GB data storage. Quote for additional document storage is available upon request.

# 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 – Online Code Hosting

Our code hosting platform, MunicodeNEXT (<https://library.municode.com>) was created and is continuously enhanced and improved by our in-house team of Internet Technology professionals. MunicodeNEXT includes Standard and Premium features (see **Attachment A**), all of which are designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code.

MunicodeNEXT is extremely user-friendly and requires no special training or login information. A variety of video tutorials are offered, and we can host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new Code goes "live" online. Our MuniDocs feature enables you to upload related documents online alongside the Code in fully searchable format. Electronic viewing statistics are available upon request on the schedule of your choice. Our MuniPro feature provides the ability to search over 3,700 online Codes in our library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.

Our powerful search engine allows users to 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.

With 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.

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. With delivery also available in Word, PDF and Folio format, the Code can also be viewed and researched offline.

The User Interface and all HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the MunicodeNEXT platform, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our MunicodeNEXT platform, it will remain compliant while stored in our system. For each PDF document that is uploaded to our platform, we OCR scanned PDFs; set document title, primary language, and other PDF metadata fields; and automatically create a base level of tags to be used by screen readers.

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 host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

## MunicodeNEXT Premium Feature Summary (See Attachment A for screenshots and full details)

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the City's logo or website. Our MuniPRO feature allows you to search nearly 4,000 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. Our newest free online feature, *Public Notes*, will enable you to add external links within the contents of your online Code (such as links to Zoning maps, Fee Schedules, Council Meetings, the Clerk's office, etc.) or to post public notes or documents in the online Code to inform your citizens about current issues pertinent to specific sections of your Code. A summary of our Premium features is provided below.

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search nearly 4,000 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

# ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

## Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.

 [Request MunicodeWEB Demo/Proposal](#)



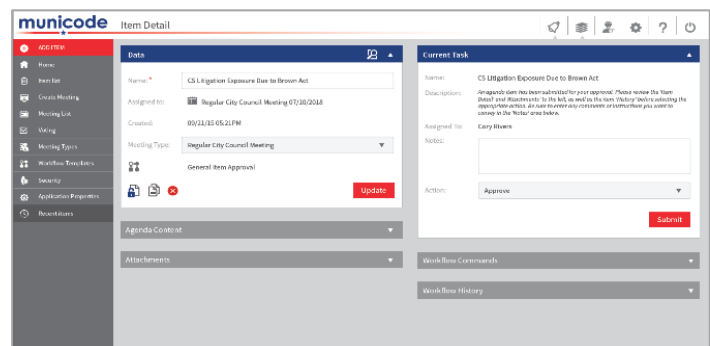
## Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our “single click publishing” will provide you with automatic agenda and packet creations.

 [Request MunicodeMEETINGS Demo/Proposal](#)



## 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**

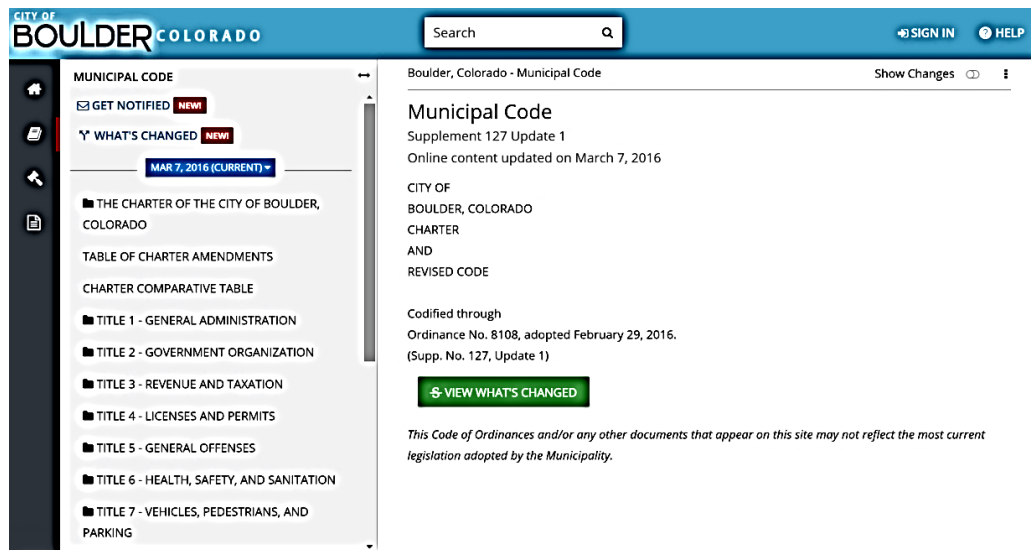


## **ATTACHMENT A**

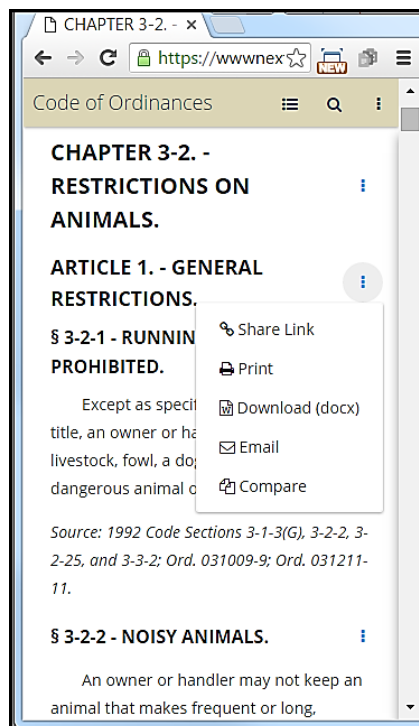
### **MunicodeNEXT Standard & Premium Features**

# 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.

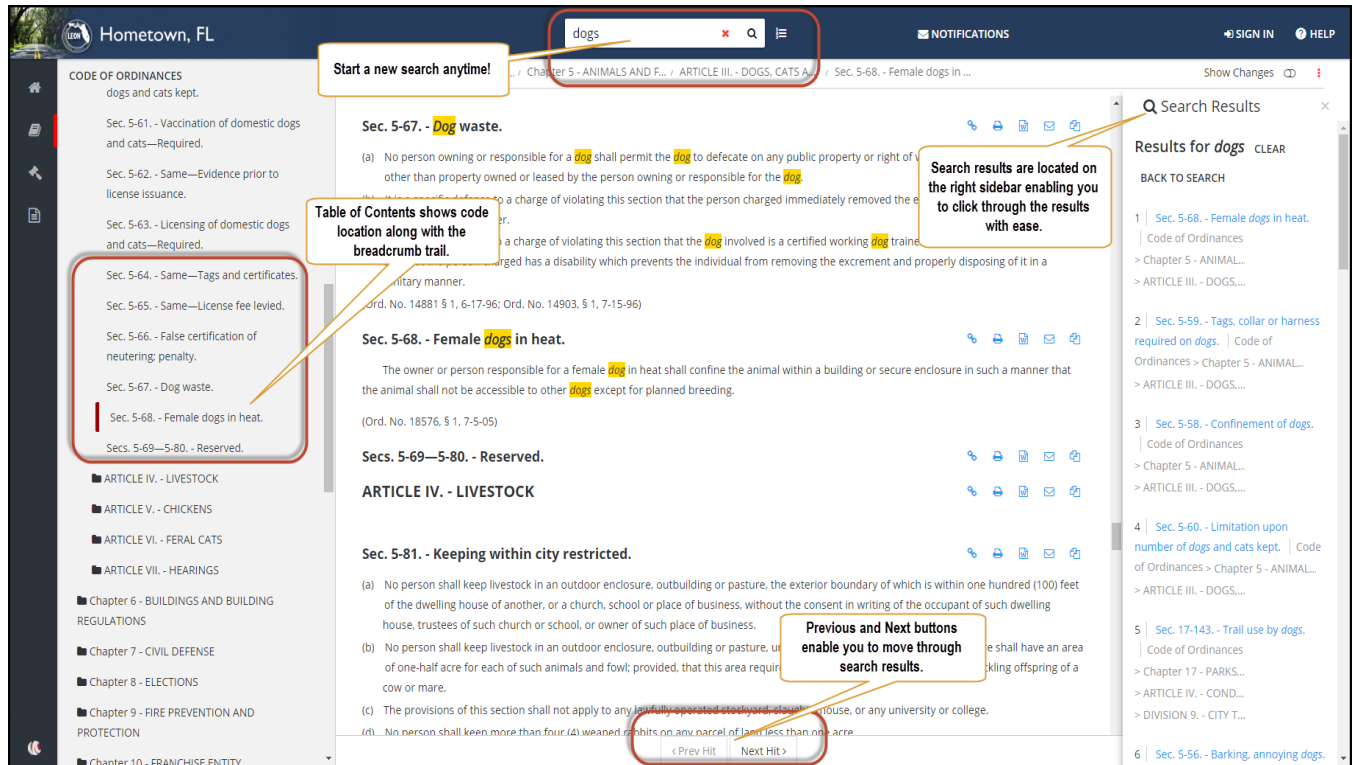


**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



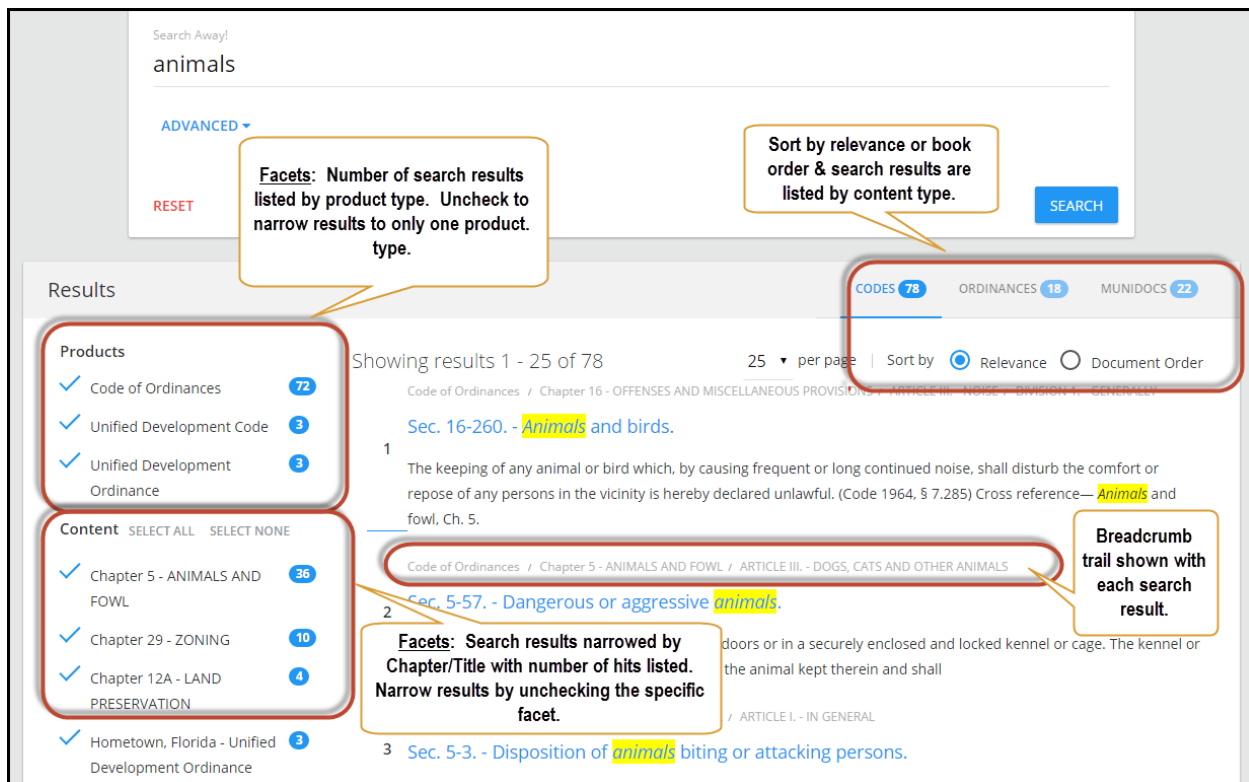
**Print/Save/Email** – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly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



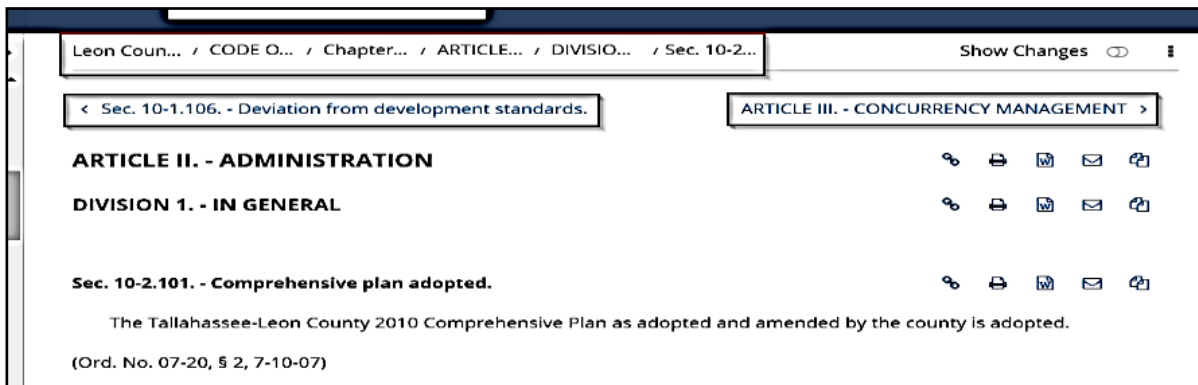
### Municode Search Components:

- ★ **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.



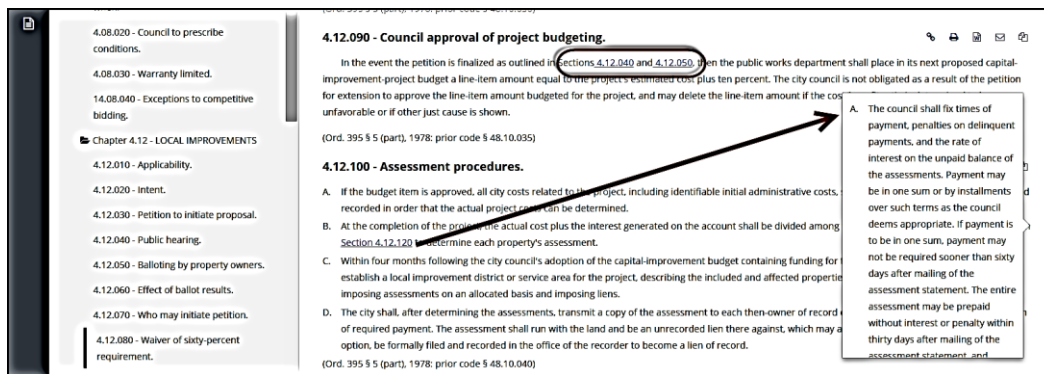
**Search enhancements provided with our latest website upgrade include (see screenshot above):**

**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.

#### Public Notes

One of our newest additions to MunicodeNEXT is the ability to post public notes or documents within the online Code to inform your citizens about current issues pertinent to any specific section of your Code.

**Website Accessibility** – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.1.

**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)*

The screenshot displays the City of Arvada's Code of Ordinances interface. The left sidebar shows a tree view of the Code of Ordinances, with 'DIVISION 6. - WATER FEES AND RATES' selected. The main content area shows the text of Ordinance No. 4099, which is hyperlinked in the text. The ordinance text is as follows:

**Sec. 102-161. - Residential water fees within city.** [modified](#)

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in Candelas Filing 1. [modified](#)

Sec. 102-161.6. - Residential water fees within the Mountain Shadows Subdivision. [modified](#)

Sec. 102-162. - Same—Waiver.

Sec. 102-163. - Residential water fees outside city.

The main content area also includes a list of other ordinances and a detailed description of the ordinance's purpose and scope.

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

The screenshot displays the City of Arvada's Code of Ordinances interface, showing a list of ordinances on the left sidebar. The main content area shows the text of Ordinance No. 4099, which is hyperlinked in the text. The ordinance text is as follows:

**COUNCIL BILL NO. 07-038**  
**ORDINANCE NO. 4099**

AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 102, UTILITIES, OF THE ARVADA CITY CODE PERTAINING TO WATER, WASTEWATER AND STORMWATER TAP FEES AND USERS RATES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO:

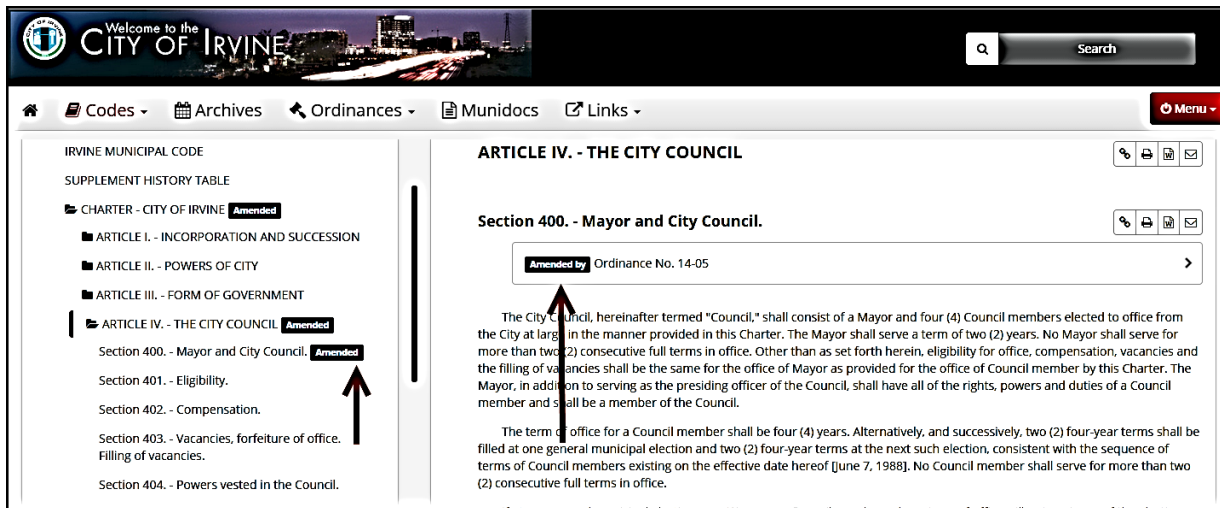
**Section 1.** Section 102-161. Residential water fees within city—Established, of the Arvada City Code is hereby amended and shall read as follows:

Sec. 102-161. Residential water fees within city.

Water fees for serving residential facilities within the corporate limits of the city are as follows:

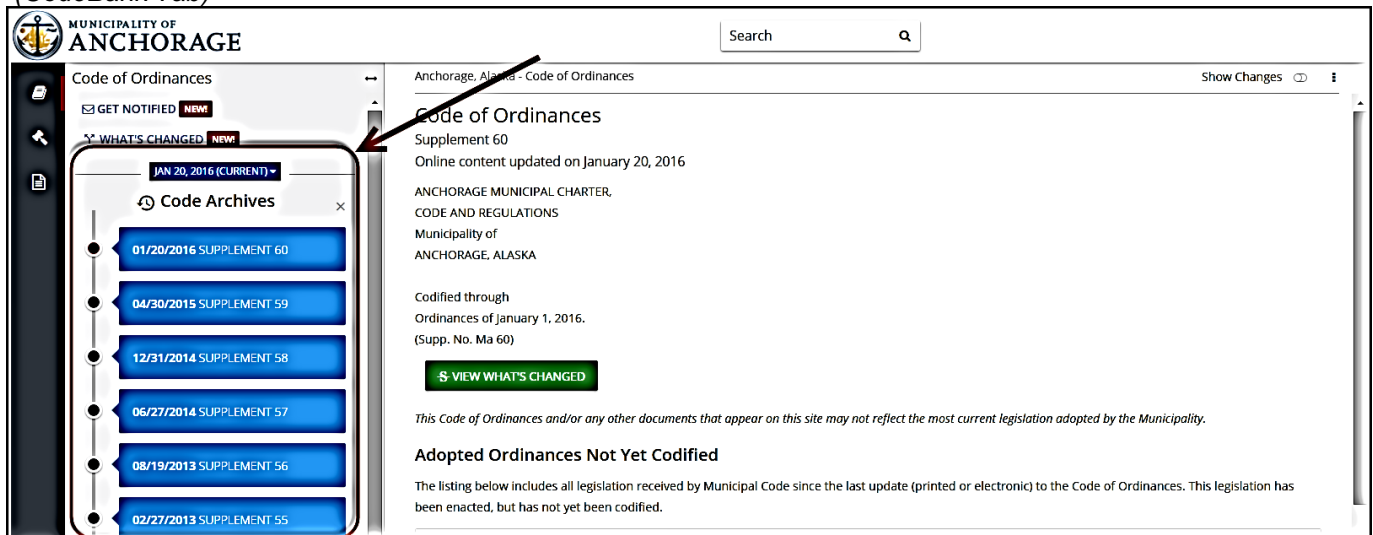
(1)	Tapping fee	\$ 60.00
(2)	Inspection fee:	
a.	5/8", 3/4" and 1" meters	\$45.00
b.	1 1/2" and larger meters	\$80.00
(3)	Tap fee determined from the following schedule:	
	Type of Residence	Amount per Unit
a.	Single-family	\$10,920.00
b.	Duplex	\$8,190.00
c.	Multifamily:	

**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**

Search

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

Show Changes

K. 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 disclosed, of which would clearly affect have adversely an adverse effect upon the finances of the municipality; or
  - Matters subjects which tend to damage or injure prejudice the reputation and character of persons any person, provided the person may request a 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 negotiation. 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 PROCEEDING / 2.30.030 - Meetings.
- TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.50 - INITIATIVES, REFERENDUMS / 2.50.090 - Effect of vote.
- TITLE 3 - ADMINISTRATION / Chapter 3.20 - EXECUTIVE ORGANIZATION / 3.20.010 - Executive and administrative order.

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

**City of Bonita Springs Florida**

Search

**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]

Bonita Springs, Florida - Code of Ordinances

**Code of Ordinances**

Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

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

**VIEW WHAT'S CHANGED**

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

**Show Changes**

**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.

Ahoskie > Minutes

Name	Sort Date
Ord_2018-105 (4)	

UPLOAD FILES

NEW FOLDER

19

20

20

20

Pla

Upload files

Drop file(s) here or click to upload

Supported file types .doc, .docx, .pdf

Max file size 10 MB

Success! All files uploaded.

RESET

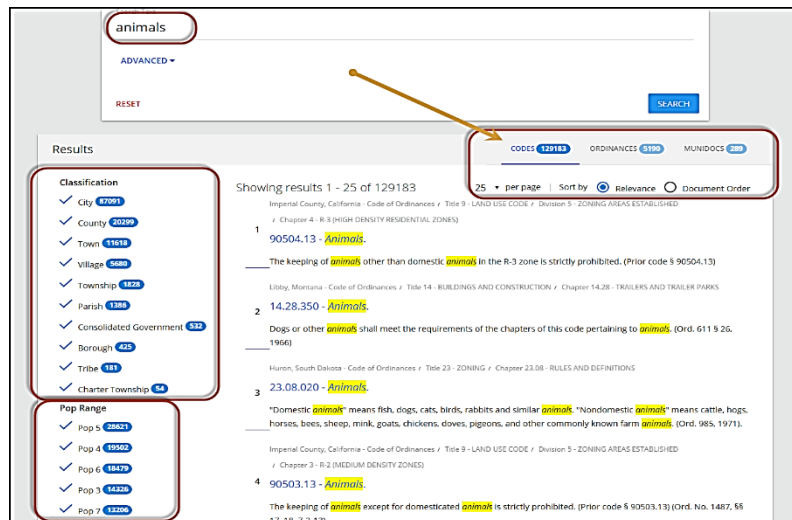
BACK TO DASHBOARD

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Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

**MuniPRO.** MuniPRO Searching allows you to search the over 3,600 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.





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

January 8, 2021

Ms. GERALYN Cardenas  
Assistant City Clerk  
City of Santa Fe  
200 Lincoln Avenue  
Santa Fe, NM 87504

via email: [gfcardenas@santafenm.gov](mailto:gfcardenas@santafenm.gov)

Ms. Cardenas:

Municipal Code Corporation DBA Municode is uniquely positioned to provide superior codification services and online Code hosting services to the City of Santa Fe, New Mexico. We were fortunate to have been awarded the City's Request for Proposals #16/51/P dated June 28, 2016 for the republication of the City's 1987 Code of Ordinances. In publishing and amending the new Code since that time, our legal editorial staff, account manager and internet technology professionals have become intricately familiar with the structure, format, and style of your code, and with your priorities and preferences in ensuring that the code is always accessible online, up-to-date, and easily navigable for both your staff and your citizens.

Our Code hosting platform, MunicodeNEXT, retains valuable code history online, including 12 previous Code versions from the newly republished Code of February 26, 2018 through Supplement No. 12 of November 30, 2020. Via OrdBank, MunicodeNEXT provides instant access to 115 individual ordinances from Ordinance No. 2017-1 of January 11, 2017 through Ordinance No. 2020-28 of October 14, 2020, with each ordinance hyperlinked to the history notes throughout the Code. Unlike other codification companies, Municode has the technology to provide a "circle of governance" that offers website design, meetings management and document archival tools in one seamless experience. Customers who trust Municode with their online codes, meetings software, and municipal website enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes can automatically be uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service. In recognition of our commitment to technology, Gov Tech magazine has designated Municode as one of the nation's top 100 innovators for government services annually since 2016.

We currently provide codification services to over 4,100 clients nationwide and host over 3,700 government codes online. Our hosting platform MunicodeNEXT was developed in-house 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 their citizens. Municode editors utilize a proprietary mark-up language to supplement the online Code. This editorial software was developed by our Internet Technology staff in our Tallahassee headquarters. No other corporation or individual has access or rights to this codification software. We realize that internet stability and security is crucial to our industry. All our data systems are backed up and synchronized between multiple locations for full geographic redundancy.

Codification of ordinances is a professional service that is highly specialized. It combines knowledge of local and state law, editing and indexing skills, publishing expertise and technology unique to our field. We have been providing codification services since 1951 and are the nation's largest and most experienced codifier. We have been recognized as a sole source provider of codification services by municipalities and Counties including **Los Angeles County** and **Oakland, CA; Houston, Austin and El Paso, Texas; and Miami-Dade, Seminole, Orange, and Hillsboro Counties** in Florida, to name several. We appreciate every opportunity to be of service to the City of Santa Fe. If you have any questions or need further information, please let us know.

Sincerely,

W. Eric Grant  
President



GovTech Top 100 Innovators  
Annually since 2016!



Request for Approval of Sole Source Procurement for Codification Services of the General and Permanent Ordinances of the City of Santa Fe for Four Years with Municipal Code Corporation in the Amount of \$80,000. (Kristine Bustos-Mihelcic, City Clerk, [kmmihelcic@santafenm.gov](mailto:kmmihelcic@santafenm.gov) 955-6846)

**Committee Review:**

Finance Committee: TBD

Quality of Life Committee: TBD

Governing Body: TBD