CITY OF CRETE, NEBRASKA

CITY COUNCIL REGULAR MEETING

July 7, 2020

Notice of the meeting was given by posting and publishing in The Crete News, the appointed method for giving notice as shown by the Proof of Publication attached to the minutes. Advance notice of the meeting was also given to the Mayor and City Council. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open Meetings Act, Laws of the State of Nebraska in the back of the Council Chambers. Additional copies are available to read. The City may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Those in attendance pledged allegiance to the flag.

1. Open Meeting

   Committee Chair Ryan Hinz called the meeting to order at 5:11pm.

2. Roll Call
   Kyle Frans: Present
   Ryan Hinz: Present
   Jack
   Oelschlager: Present

   Present: 3.

3. Items of Business

A. Discuss and provide a recommendation to the City Council on adopting an updated Patron Code of Conduct policy for the Crete Public Library.

   Recommend City Council adopt updated Patron Code of Conduct policy for the Crete Public Library.
   Carried with a motion by Jack Oelschlager and a second by Kyle Frans.
   Kyle Frans: Aye, Ryan Hinz: Aye, Jack Oelschlager: Aye
   Aye: 3, No: 0

B. Discuss and provide a recommendation to the City Council on renewing membership with SENDD for $4,500 and on paying additional optional dues of $2,091 for housing assistance.

Recommend City Council approve renewal of SENDD annual membership and optional housing dues. Carried with a motion by Jack Oelschlager and a second by Kyle Frans.
Kyle Frans: Aye, Ryan Hinz: Aye, Jack Oelschlager: Aye
Aye: 3, No: 0

C. Discuss and provide a recommendation to the City Council on authorizing the Mayor to enter into contracts with Municode for agenda management software and online code hosting services in an amount not to exceed $10,000.

Recommend City Council authorize Mayor to enter into contracts with Municode not to exceed $10,000. Carried with a motion by Jack Oelschlager and a second by Kyle Frans.
Kyle Frans: Aye, Ryan Hinz: Aye, Jack Oelschlager: Aye
Aye: 3, No: 0

D. Discuss and provide a recommendation to the City Council on enacting Ordinance 2106: An ordinance relating to pools and spas.

Recommend City Council enact Ordinance 2106 relating to pools and spas. Carried with a motion by Jack Oelschlager and a second by Kyle Frans.
Kyle Frans: Aye, Ryan Hinz: Aye, Jack Oelschlager: Aye
Aye: 3, No: 0

E. Discuss and provide a recommendation to the City Council on enacting Ordinance 2107: An ordinance relating to building and zoning code enforcement.

Recommend City Council enact Ordinance 2107 related to building and zoning code enforcement. Carried with a motion by Jack Oelschlager and a second by Kyle Frans.
Kyle Frans: Aye, Ryan Hinz: Aye, Jack Oelschlager: Aye
Aye: 3, No: 0

4. Officers' Reports

5. Adjournment

   The meeting was adjourned at 5:30pm.

Mayor

(SEAL)

City Clerk

   I, Judi Meyer, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

_____

City Clerk   (S   E   A   L)

Patron Code of Conduct Policies

The Crete Public Library Board of ~~Trustees~~ Advisors established these rules to outline appropriate library patron behavior. The Crete Public Library provides a wide range of services for a variety of community members. Inappropriate patron behavior interferes with patron use and enjoyment of the library and library staff effectiveness.

Library patrons shall be respectful of each other and library staff. Patrons shall not engage in behavior that interferes with other patrons' use of the Library, nor shall patron behavior interfere with library staffs' job responsibilities.

Examples of prohibited patron behavior include but are not limited to:

- Destroying property.
- Using any communication devices in a manner that disturbs other patrons. (In particular, extended talking on cell phones is not allowed.)
- Engaging in noisy and boisterous activity, including running, shoving, pushing or fighting.
- Engaging in loud conversation above normal conversational levels.
- Gambling, soliciting or panhandling on Library property.
- Sleeping in the Library.
- Consumption of food or beverages~~, with the exception of approved meeting room use and the Library's water fountain.~~ shall be limited to covered beverages and snacks in approved areas only. No food or beverages may be consumed while using a patron computer.
- Use or possession of alcohol or illegal drugs.
- Use of tobacco or vaping.
- Accompaniment by any animal other than a service animal, as defined by federal law.
- Using roller skates, skateboards, scooters, or other such devices on Library property.
- Non-compliance with the Library's Internet Policy.
- Leaving children of any age who require supervision at the Library without an appropriate care provider.
- Attending the library with children of any age without providing supervision.
- Use of obscene or abusive language.
- Use or possession of any type of weapons.
- Staring, following, or indecently exposing oneself to another person.
- The absence of appropriate attire, including shirts and shoes.
- Personal hygiene that poses a health risk or provides an offensive odor that interferes with the Library environment and patron or staff Library use.
- Using restrooms for bathing or washing clothes.

Any person who does not comply with these rules will be asked to leave the Library premises. Such persons may be banned from the Library, temporarily or permanently, by the Library Director. Any person wishing to appeal such action must notify the Library Director within five business days of the adverse action. ~~prior to the upcoming Library Board meeting for inclusion on the meeting agenda. The person filing the appeal must attend the Board meeting when the appeal is listed on the agenda.~~ The

Library Director will then forward the appeal to the City Administrator for review. The City Administrator may affirm or reverse the Library Director's decision in whole or in part.

Appeals of the City Administrator's decision will be placed on the agenda for the next regularly scheduled City Council meeting for adjudication. The person filing the appeal must attend the City Council meeting in order for the appeal to be heard. The City Council will review all of the facts and circumstances surrounding the action, may hear testimony from any involved party or witnesses, and may make a decision independent of the decisions made by the Library Director or City Administrator.

Approved by the Crete City Council, 1 August 2017

Southeast Nebraska Development District
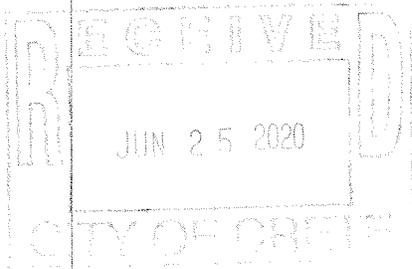
Lincoln, NE 68521

Invoice

Date	Invoice #
7/1/2020	Dues

Bill To

City of Crete
PO Box 86
Crete, NE 68333-0086

Terms	Due Date
Net 60	8/30/2020

Item	Description	Project	Qty	Rate	Amount
Membership	07/01/2020-06/30/2021	70-01 Mem...		4,500.00	4,500.00

** Please include Project Number (example 60-07) on check **

Hourly rate established by SENDD Board of Directors.

Total	$4,500.00
Payments/Credits	$0.00
Balance Due	$4,500.00

Phone #	E-mail	Web Site
402-475-2560	kpham@sendd.org	www.sendd.org

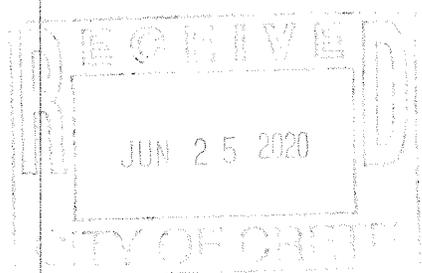Southeast Nebraska Development District

Lincoln, NE 68521

Invoice

Date	Invoice #
7/1/2020	Dues

Bill To

City of Crete
PO Box 86
Crete, NE 68333-0086

Terms	Due Date
Net 60	8/30/2020

Item	Description	Project	Qty	Rate	Amount
Housing	07/01/2020-06/30/2021	70-02 Housi...		2,091.00	2,091.00

** Please include Project Number (example 60-07) on check **

Hourly rate established by SENDD Board of Directors.

Total	$2,091.00
Payments/Credits	$0.00
Balance Due	$2,091.00

Phone #	E-mail	Web Site
402-475-2560	kpham@sendd.org	www.sendd.org

The Southeast Nebraska Development District (SENDD) board and staff would like to thank you for your continued support. SENDD is your regional community and economic development organization. The last two years have been difficult for Nebraska and our region. With 2019 floods and the 2020 pandemic, many communities are truly struggling. SENDD staff is listening to your needs and working diligently to find resources to help.

SENDD staff completed a variety of community and regional projects in the past year, as well as launching critical new initiatives to improve the economic vitality and quality of life for residents of southeast Nebraska. This upcoming year we are making a renewed commitment to support the region. Anticipated 2021 projects include transportation improvements, rural housing, public safety, disaster response, small business financing, and incorporating technology into our services.

Last year, SENDD staff spent more time on the ground in the region, listening to community leaders and learning how we can better serve you. We attended city council, village board, public, and county meetings across southeast Nebraska. As a result, the agency successfully captured **$9.8 million in state and federal funds** that resulted in over $16.4 million invested in local projects. These dollars **improved 140 homes, provided nuisance abatement for five communities, offered low-interest financing for five workforce housing units, assisted 19 businesses and created/retained 26 jobs**.

The only way these activities can continue is through your membership, which has remained steady for the **last 14 years**. Membership dollars provide match for federal and state funded agency services, resulting in a 48:1 dollar return on investment. In 2019-2020, your assessment dollars helped return nearly **$10 million of your** federal tax dollars back into the region.

Not only our region, but the entire state of Nebraska faces daunting challenges in the upcoming year. SENDD will be there to help. We pledge to be by your side in these difficult times, and we look forward to making an impact across the region by growing our regional economy, identifying new opportunities, and building local wealth. Above all, we will continue to listen. For up-to-date information on grant programs, community and legislative updates, and news alerts, please go to our new website at www.sendd.org, sign up for our e-newsletter, or "Like" our Facebook page.

Once again, thank you for your support, and know that SENDD is here to help. As always, I want to extend an open invitation to all members: please, visit the SENDD offices when you are in Humboldt or Lincoln, or call and schedule a time for us to attend your city council or county supervisor meeting. So we can better serve you now and in the future, I encourage you to call our staff with your ideas, suggestions, and thoughts.

We are here to serve you and look forward to your next visit.

Sincerely,

Tom Bliss
Executive Director

Lincoln Office
2100 Fletcher Ave, Ste 100
Lincoln, NE 68521-5862
(402) 475-2560

Humboldt Office
PO Box 308
Humboldt, NE 68376
(402) 862-2201

www.sendd.org

Membership Dues Programs

FULL MEMBERSHIP DUES PROGRAM

Full Municipal Membership includes any municipality paying the membership dues assessment established by the SENDD Board of Directors and located within a dues paying county.

Services available to a Full Member include, but are not necessarily limited to, the following:
- Monthly newsletter
- Special notices regarding programs of interest
- Unlimited visits to discuss requirements of specific programs
- Assistance with grant and loan applications, generally at no cost
- Special studies associated with grant and loan applications
- Census data and special reports maintained by SENDD
- Labor/Workforce data maintained by SENDD
- Staff consultation on specific employment generating projects

GENERAL MEMBERSHIP DUES PROGRAM

General Municipal Membership includes any municipality which is not a dues paying member itself but is located within a county that is paying membership dues.

Services available to a General Member include, but are not necessarily limited to, the following:
- Monthly newsletter
- Special notices regarding programs of interest
- Limited visits to discuss requirements of specific programs

SENDD MEMBERSHIP SURCHARGES

To be entitled to Full Membership services, dues need to be paid by October 31 of each Fiscal Year or be assessed a surcharge for services requested of, and provided by, SENDD.

To be entitled to Full Membership services with no surcharge, a municipality needs to have been a dues paying member for three years prior to the year in which services are requested and must have paid the current year's dues prior to October 31 in the year services were requested.

If there has been an interruption in Full Membership status, the following special assessment schedule will apply:

1. If membership dues were not paid during any of the prior three years, services would be provided only if the requesting municipality agrees to pay the current year's membership dues plus a surcharge equaling 75% of ACTUAL costs incurred in the provision of the requested service(s).
2. If membership dues were paid in one of the prior three years, services will be provided only if the requesting municipality agrees to pay the current year's membership dues plus a surcharge equaling 50% of ACTUAL costs incurred in the provision of the requested service(s).
3. If membership dues were paid two of the prior three years, services will be provided only if the requesting municipality agrees to pay the current year's membership dues plus a surcharge equaling 25% of ACTUAL costs incurred in the provision of the requested service(s).

SENDD Services & Programs

SENDD staff have varied professional backgrounds, experience, and education. We're capable of providing assistance in a wide range of areas customized to your community's needs.

Grant/Loan Application Development & Administration

<u>USDA & Rural Development</u>
Community facilities grants/loans, industrial development, business loans, multi-family housing, singly family housing loans

<u>Nebraska Department of Economic Development</u>
Owner Occupied Rehabilitation, Public Works, Planning, Tourism Development, Purchase Rehab Resale Program, Youth Job Training, Emergent Threat, Water/Wastewater, CDAA Tax Credit Program, Civic and Community Center Financing Fund, Downtown Revitalization, Economic Development

<u>Nebraska Department of Environmental Quality</u>
Recycling/waste disposal grant programs, deconstruction grant program

<u>Nebraska Department of Transportation</u>
Economic Opportunity Program

<u>Economic Development Administration</u>
Special planning and public works grants associated with job generation

<u>Nebraska Game and Parks Commission</u>
Parks and recreation grants

<u>Environmental Protection Agency</u>
Special planning grants for sustainable growth

<u>Foundation Proposals</u>
SENDD maintains information on foundations with funding opportunities that may be of interest to member communities.

> In the last year, SENDD has successfully assisted 71 projects through grant or loan applications representing over $16,000,000 invested in our communities.

Return on Investment

Over the last 5 years, SENDD has generated a return on investment of ~$48 for every $1 in membership dues

In the past decade, SENDD has assisted members to leverage more than $226,361,000 in private investment for economic development initiatives that support job creation and retention efforts.

In the past decade, SENDD has been involved in local projects that have retained over 670 jobs and created over 1,031 new jobs

Lincoln Office
2100 Fletcher Ave, Ste 100
Lincoln, NE 68521-5862
(402) 475-2560

www.sendd.org

Humboldt Office
PO Box 308
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(402) 862-2201

Expansion of Employment Opportunities

Examples of some of the sources of employment enhancing programs utilized including, but not limited to:

CDBG-ED & TD

SENDD has assisted with over 70 different successful applications for projects under the Community Development Block Grant Economic Development and Tourism Development categories. The Economic Development category provides loans to businesses or can be used for infrastructure construction projects directly related to economic development. Tourism Development assists historical assets and sites with restorations, ADA accessibility, and a variety of other needs for sites averaging at least 2500 visitors annually.

Local Revolving Loan Funds (RLFs)

In many instances where grant awards have been received from the CDBG Economic Development category for small business projects, grantee political subdivisions are allowed to recapture all, or a portion of, principal and interest payments made by the small businesses who are the ultimate loan recipients. The principal and interest payments are then used by the grantee to establish Revolving Loan Funds to finance future business development efforts. Nine political subdivisions have established individual or multi-political subdivision RLFs and have entered into special services contracts with SENDD to administer their RLFs.

Direct Lending Programs

SENDD operates two direct lending programs from revolving loan funds which have been capitalized with program income and grants and loans from the USDA Rural Business Enterprise Grant Program and USDA Intermediary Relending Program. Loans totaled over $2.2 million and leveraged over $3.4 million from other sources. Lending activities have retained or created nearly 100 jobs.

EDA Financing Programs

SENDD has successfully accessed project funding to support its economic development efforts from the US Department of Commerce, Economic Development Administration. Recently, SENDD secured EDA funds for a $3,000,000 project in Jefferson County.

> "The Seward County Chamber & Development Partnership has appreciated the opportunity to partner with SENDD for multiple development projects across Seward County. We've been impressed with their hands-on approach...We're grateful for their hard work and look forward to future projects together." -Jonathan Jank

Special Studies and Plans

SENDD has experience in additional areas, including:

➢ Housing Needs Plans
➢ Housing Conditions Studies
➢ Household Income Studies
➢ Community Needs Assessment Surveys
➢ Workforce Availability Studies
➢ Project Specific Environmental Reviews

Member Services

SENDD seeks to grow the region's economy. By participating in regional efforts, widening our network, broadening our services, and exploring innovative ideas we immerse ourselves in southeast Nebraska.

Housing

Owner Occupied Rehabilitation (OOR)
- Stabilizes existing housing stock

Purchase Rehab Resale (PRR)

Nuisance Abatement Program
- Civil/educational code enforcement

Down Payment Assistance Loans

General Contracting Services

Housing Needs Plans

Housing Conditions Studies

Lead-based Paint Inspections
- Clearance activities required by HUD

Community Development

Community Development Block Grant
- Application, planning, administration
- Downtown Revitalization, Economic Development, Planning, Public Works, Water/Wastewater, Tourism, Emergent Threat, Youth Job Training

Community & Civic Center Financing

Economic Development & Leadership Certified Community

Household Income Studies

Community Needs Assessment

Workforce Availability Studies

Project Specific Environmental Review

Strategic Planning

Emergency/Disaster Relief

Business Resiliency Workshops
- Knowledge and skills to mitigate and protect businesses from disasters

Flood and Floodplain Management
- Assist communities to meet National Flood Insurance Program (NFIP) guidelines
- Potential insurance premium discount for Community Rating System communities

Funding
- Nebraska Emergency Management Agency (NEMA)
- United States Department of Agriculture (USDA)
- Federal Emergency Management Agency (FEMA)

Economic Development

Revolving Loan Fund
- Financial tool designed to increase economic activity, community development, and create job opportunities in rural communities.
- Fixed interest rate between 4-6%

GIS Mapping/Location Intelligence
- Support businesses and communities with analytical decision making
- Custom asset/infrastructure mapping
- Business competition mapping and analysis
- Market reports/analysis

Housing Services

Voluntary Housing Dues

The Housing Dues assessment was established by SENDD in 2003 and payment of the assessment is voluntary. The voluntary assessment was established in lieu of increasing General Membership dues.

Dues are used to cover costs specifically associated with housing. These include:

- Training for staff members in housing grant application development
- Training on changing regulations related to Federal/State funding for housing programs
- State certifications involving lead-based paint and clearance testing
- Assistance to member communities with applications to partially underwrite the cost of housing needs studies; assistance to communities and private developers with packaging grant and loan applications
- Ongoing expenses related to housing projects after the project is closed and grant funds are depleted

Types of Housing Programs

- Rehabilitation programs for income-qualified owner-occupied residential units
- Down-payment assistance programs to aide income-qualified homebuyers with acquisition
- Purchase/Rehab/Resale programs which may be coupled with down-payment assistance
- Construction of rent-to-own, single-family residential units
- Financial packaging assistance to developers of single and multi-family residential units for income-qualified occupants

In the past year, the SENDD Housing team has worked on:

- ➢ 75 **Owner-Occupied Rehab Projects**
- ➢ 7 **Purchase/Rehab/Resale Projects**
- ➢ 5 **Rural Workforce Housing Projects**
- ➢ 13 **Home Projects through SENDD Contracting**

Contact SENDD Housing in the Lincoln Office for more information on both housing programs and SENDD Contracting services

Lincoln Office
2100 Fletcher Ave, Ste 100
Lincoln, NE 68521-5862
(402) 475-2560

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(402) 862-2201

SENDD CONTRACTING

The Team

Jim Warrelmann, Division Manager
Jake Valentine, Project Manager
Jarett Maxson, Project Manager
Ashley Larsen, Project Manager

Each team member is:

- Certified Lead Inspectors/Risk Assessors by the State of Nebraska
- Certified HQS Inspectors through Nan McKay & Associates
- Certified Residential Roof Inspectors through HAAG Engineering

Contact us today for a FREE estimate

—

(402) 475-2560 (phone)

—

(402) 475-2794 (fax)

—

senddcontracting@sendd.org

—

Sendd.org

SENDD CONTRACTING

"If you get the chance to work with SENDD Contracting, take it. People pass my house and it looks like a new house. I am so proud of my house and the way it looks after the improvement made by SENDD Contracting, it adds value and curb appeal to the neighborhood." –Delila Snodgrass, Fairmont

SENDD Contracting

Based out of Lincoln, Nebraska, SENDD Contracting is an insured, licensed, and State-registered contractor with a 25-year history in general contracting, project management, and exterior improvement. To date, we have successfully managed over 1,200 residential and commercial construction projects. Our primary specialties are in roofing, gutter, windows, and siding installation.

Outside of general contracting services, our team is certified to provide lead inspections and risk assessments, Housing Quality Standards (HQS) inspections, and residential roof inspections.

We are proud to offer our services to the entire southeastern Nebraska region, including the Omaha metro area. Our team is responsive, reliable, and ready to help bring your projects to life!

Our Services

Gutters

Damaged gutters can cause significant flooding and water damage to your home. We provide gutter inspection and replacement to protect you from costly repairs due to faulty gutters. Our team will work closely with you to ensure you understand the entire process. We use only the best materials from top manufacturers to ensure your satisfaction.

Roofing

Our installers and inspectors stay up-to-date on the latest roofing techniques and training. Age and damage are the two leading causes of needing a new roof. If you notice missing, curled, or weathered shingles, leaks, or excessive granular loss, you may need a new roof. We pride ourselves on prompt and efficient repairs and installations.

Siding

Add curb appeal while increasing property value with new siding services by SENDD Contracting. We offer a low-maintenance siding solution that increases energy efficiency and reduces ongoing expensive maintenance costs. We specialize in both vinyl and wood siding installation and repair. Our experienced installers will provide prompt, courteous, and efficient installation to provide a lifetime of protection against extreme weather conditions.

Windows

If your windows are more than 15 years old, it is time to consider replacing them. With more energy efficient windows, you can see substantial savings on your energy bills while maintaining a comfortable interior temperature during extreme weather. SENDD Contracting installs and replaces broken or old windows with limited interruptions to your busy schedule. We only install top products from high-profile manufacturers to ensure your new windows are affordable, energy-efficient, beautiful, and practical.

Soffit & Fascia

Whether it is a new construction or you are looking to upgrade or repair your existing home exterior, we have several soffit and fascia options and colors to meet your needs.

Exceeding customers' construction needs through exceptional workmanship, while building and maintaining valued, meaningful, and successful relationships.

municode

CONNECTING YOU & YOUR COMMUNITY

REPUBLICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Crete, Nebraska

March 26, 2020 - Valid for 90 days

James Bonneville
Legal Sales Director
Office: 800-262-2633 ext. 7009
Direct: 651-262-6262
Email JBonneville@municode.com
PO Box 2235 Tallahassee, FL 32316

municode

CONNECTING YOU & YOUR COMMUNITY

LETTER OF INTEREST

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

March 26, 2020

Ms. Judi Meyer
City Clerk
City of Crete
243 East 13th Street
Crete, Nebraska 68333-0086   via email: judi.meyer@crete.ne.gov

Ms. Meyer:

Thank you for speaking with Legal Sales Director James Bonneville regarding publication and updating options for your Code of Ordinances. This proposal will provide you with the scope of services and costs for converting your Code to Municode's database for republication in print and online (via MunicodeNEXT), followed by ongoing supplementation and online Code hosting services.

With over 69 years of experience, Municode is the oldest and most trusted codifier in the nation. We serve over 4,000 municipalities nationwide and host over 3,700 Codes online. Whether it is through the legal codification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software, or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at https://www.municode.com/ to explore our full suite of government services.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and efficient supplement process possible for the ongoing maintenance of your new code. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and 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 a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Customers who trust Municode with both their online codes and their municipal website enjoy the added benefit of a unified search engine. With a simple button click, you can easily filter your website search results to pull up all matches within your online Code of Ordinances.

Transitioning your Code to Municode is a simple and affordable process! Municode will convert the current WORD/Folio version of your Code to our database for publication and will include printed copies of the Code according to your specifications. We can also deliver the Code and future supplements via electronic download in WORD, PDF and/or FOLIO format as shown on the Price Quotation Sheet.

To start the republication process, simply make your selections on pages 2-4 of this in and sign the signature page on page 12. If you have any questions, please let us know. In addition to email James can be reached at 651-262-6262. Thank you for the opportunity to submit this proposal.

Sincerely,

Bob Geiger
Vice President of Sales
Phone: 850-692-7132
bgeiger@municode.com

REPUBLICATION QUOTATION SHEET

Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Transition your Code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.

Conversion and Republication   **$1,000**[1]
  ★ Conversion of Code to Municode database
  ★ Removal of supplement numbers
  ★ Updating of preliminary pages (title page, officials' page, and preface)
  ★ New page numbers
  ★ Creation of a consistent style
  ★ Incorporation of Graphics[2] & tabular[3] matter
  ★ 3 printed copies of the new Code with divider tabs
  ★ Inclusion of adopted legislation, per page added or amended   **$19**[4]
  ★ Current Code can be posted online as a PDF during conversion & republication project

Binder Options:

  ❑ 3-post expandable binder, $70[5] each, with stamping   qty_____ $_____

  ❑ 3-ring vinyl binders, $20 each, stamping not available   qty_____ $_____

  ❑ Additional Tabs, $35 per set   qty_____ $_____

  Binder Color: ❑ Semi-Bright Black   ❑ Dark Blue   ❑ Hunter Green   ❑ Burgundy
  Binder Stamping Color: ❑ Gold   ❑ Silver

**We will provide you with a Style Checklist and work with you to determine
the desired font and format of the republished Code**

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[1] Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion will take approximately 12 to 16 weeks upon receipt of all required materials.

[2] Includes printing all copies. Additional fees may apply if graphics are printed color.

[3] Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

[4] Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

[5] Price does not include shipping costs.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate[6]

Page Format	Base Page Rate
Single Column	$19 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you[7]
- ★ Updating electronic versions[8] and online code
- ★ Printing 3 copies

Base page rate above excludes:

- ★ Freight   **Actual**
- ★ State sales tax   **If applicable**
- ★ Images, Graphics[9] & tabular[10] matter, each   **$10**
- ★ MyMunicode or online code   **Selections on page 4**

Electronic media options for Code of Ordinances (sent via download) [11]

- ☐ Folio Bound Views   **$295 initially then $100 per update**
- ☐ WORD (DOCX)   **$150 initially then $75 per update**
- ☐ Adobe PDF of the code   **$150 initially then $75 per update**
- ☐ Adobe PDF of each supplement   **$150 initially then $75 per update**

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

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[6] All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for all Urban Consumers.

[7] Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

[8] We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

[9] Includes printing of all copies.

[10] Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

[11] "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,700 codes on MunicodeNEXT here. **Please check the appropriate box (es) to indicate your selection:**

STANDARD ONLINE CODE HOSTING

☐ **Online Code =** *MunicodeNEXT,* annually   *Fee waived for first 6 months of online service!* **$450**

Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

☐ **CodeBank** annually   **$150**

Permanent online collection of previous versions of the code.

☐ **OrdBank** annually (or per ordinance)   **$340**

Permanent online collection of ordinances with hyperlinks from history notes, supplement history table,   **($35)** and code comparative table to ordinances. Applies to amendatory (included) ordinances only.

☐ **OrdBank + OrdLink** annually (or per ordinance)   **$440**

Provides hyperlinks from newly adopted amendatory legislation to sections of the code that will be amended. **($60)**

☐ **CodeBank Compare + eNotify**[12] annually   **$250**

Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.

☐ **MuniPRO** Service annually   **$295**

Search over 3,700 online codes/ordinances. Attach notes to codes and drafts of new legislation.

☐ **Custom Banner** one-time fee   **$250**

Customize MunicodeNEXT to match the look of your website.

☐ **MuniDocs**[13] annually, upgraded self-loading capabilities – first 3 months of service no charge! **$350**[14]

Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

☐ **MyMunicode** annually   *Fee waived for the first 6 months of online service*! **$1,195**[15]

Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner

RECOMMENDED ADDITIONAL SERVICE (See pages 10 & 11 to review all additional services available)

☐ **MunicodeMEETINGS** Agenda Management Software, annually   **$4,000**

Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

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[12] Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

[13] 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.

[14] Includes up to 25 GB storage. Quotation for additional storage is available upon request.

[15] Total value if each item were to be purchased a la carte would be approximately $1,485 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 69 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees. Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Rancho Mirage, California; Loveland, Colorado; Sarasota, Florida; Boise and Rexburg, Idaho; Carmel and Kewanna, Indiana; Stillwater, Minnesota; Charlottesville, Virginia; Hudson, New Hampshire; Asheville and Raleigh, North Carolina; Kaysville and Providence, Utah; Lake Oswego, Oregon; Fort Worth, Dallas and Edinburg, Texas.

Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio

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SCOPE OF SERVICES

Conversion and Republication

We will work with you to confirm the desired formatting and style of the Code. We will update the preliminary pages, create an Index (if elected) and Table of Contents; add any uncodified newly adopted legislation at the per page supplement rate quoted; update history notes; provide a comparative table of ordinances and integrate all applicable photographs, maps, diagrams, charts and tables into the Code. Proofs will then be provided for your review. Following the approval of the proofs, the Code will be shipped and posted online in fully robust HTML format.

We will handle 100% of the publishing of your Code. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your Code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the Code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is **3 to 4 months**, excepting any delays in our receipt of materials or your return of proofs. Within 2 weeks of shipping the new Code, it will be published online in fully robust HTML format via MunicodeNEXT. The current Code can be posted online in PDF format during the conversion and republication phase, if desired.

The process includes:

- ★ Conversion to our codification database;
- ★ Inclusion of adopted legislation can be added at the per page supplement rate quoted;
- ★ Removal and replacement of supplement numbers;
- ★ Updating of preliminary pages (title page, officials' page, and preface);
- ★ New page numbers;
- ★ Editing & proofreading;
- ★ 10-point Times New Roman font, single column format, unless otherwise instructed;
- ★ Incorporation of maps, diagrams, charts and tables;
- ★ Preparation of Table of Contents and updating or creation of an Index (if elected);
- ★ Proofs provided for your review;
- ★ Posting your newly republished Code on MunicodeNEXT;
- ★ Providing printed copies and any electronic versions specified in the format of your choice (WORD, PDF, FOLIO), as elected on the quotation sheet.

The process does not include:

- ★ Renumbering and/or reorganizing the structure of your Code;
- ★ Legal Review by an attorney;
- ★ Substantive editing or changes to the text.

Supplementation Services

Municode's supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice, as there is no additional cost for more (or less) frequent supplementation. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online Code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service. A recent analysis of our printed supplement services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the Code will be corrected at no cost. The printed supplement process is outlined as follows:

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Supplementation Process:

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 then be immediately forwarded to our Supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 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/Title level should be amended. 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 to ensure that the ordinances are correct and consistent with the existing Code.

MUNICODE
PRINTED SUPPLEMENTATON PROCESS

Submission of Materials

Editorial Review

Mark Up

Indexing

Proofreading

Corrections

Printing & Shipping

Upload to the Internet

3. Indexing – If an Index is elected, your supplement will now 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 examined again 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 to 2 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If CodeBank Compare + eNotify service is elected, citizens will be notified each time the online Code is updated. When your Code is updated on MunicodeNEXT, 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 – We will print, cut, 3 hole-punch, insert divider tabs (if elected) and ship your supplement to you quarterly unless otherwise instructed. You can 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; as well as a *Checklist* of up-to-date pages with each supplement.

Online Code Hosting Services (MunicodeNEXT)

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. We encourage you to visit our online library of over 3,700 Codes hosted on MunicodeNEXT: https://library.municode.com/.

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 evolve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users 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.

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.

MunicodeNEXT Premium Feature Summary

★ **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.

★ **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.

★ **OrdLink** will create highlights within your online Code to help users identify what ordinances have been recently adopted and what Code sections have been amended.

★ **MuniDoc**s will enable you to self-upload your Minutes, Agendas, Policies, Procedures, etc. alongside your Code for quick and easy access.

★ **MuniPRO** allows you to search over 3,700 Codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinance

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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 (*see pricing page 4*)**

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Payment Solutions - Point and Pay

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

❑ **Request Point and Pay Demo/Proposal**

MCCi Services:

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

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

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

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

❑ **Request MCCi Demo/Proposal**

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **encode**Plus 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, **enCode**Plus 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 **enCode**Plus 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^{TM} Demo/Proposal**

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SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the City of Crete, Nebraska.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and continue for a period of three years. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

Title: Steffanie W. Rasmussen, Vice President of Client Services

Date: March 26, 2020 _____

Accepted by:

CITY OF CRETE, NEBRASKA

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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.
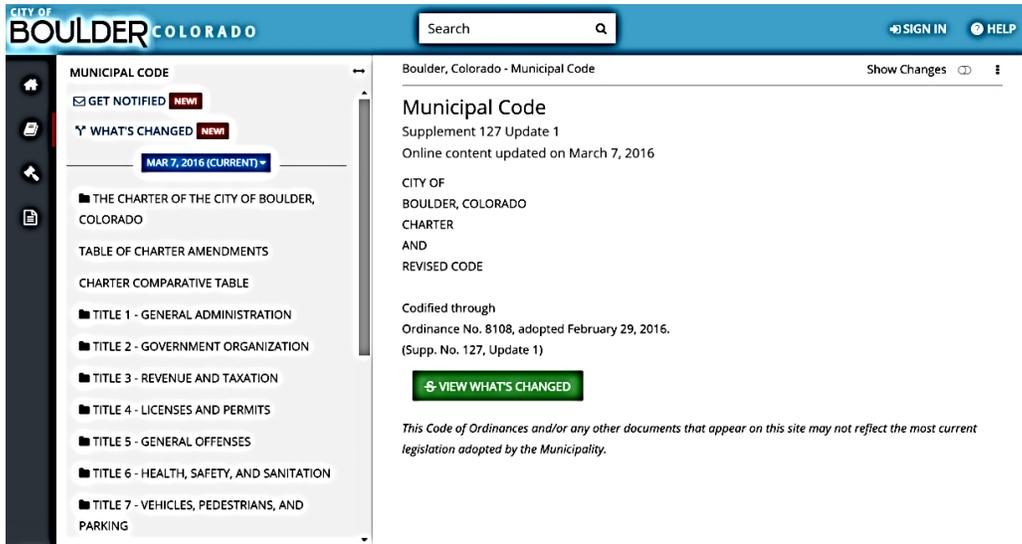
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.
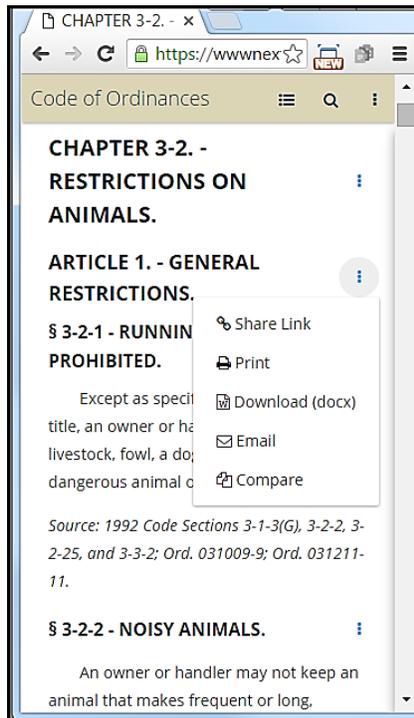
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly 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 power sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking "back" to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.
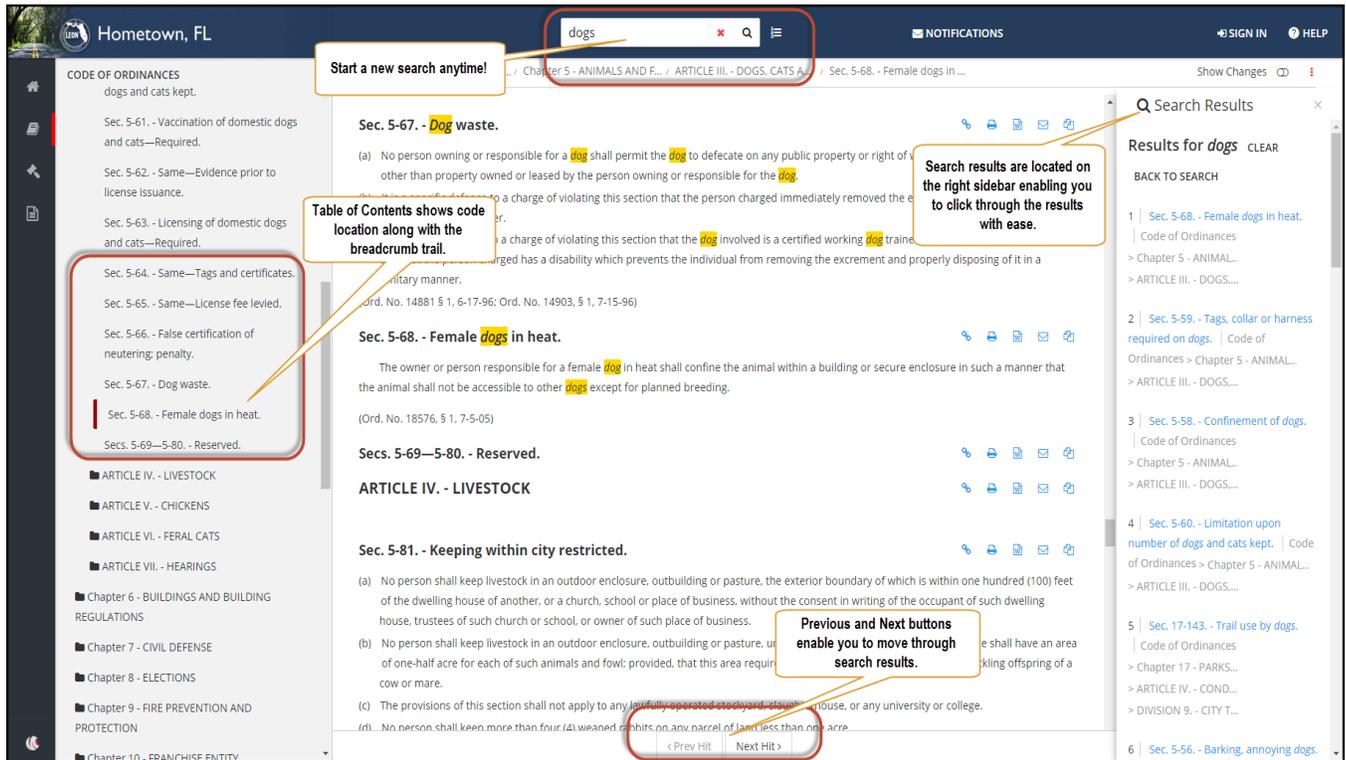
Municode Search Components:

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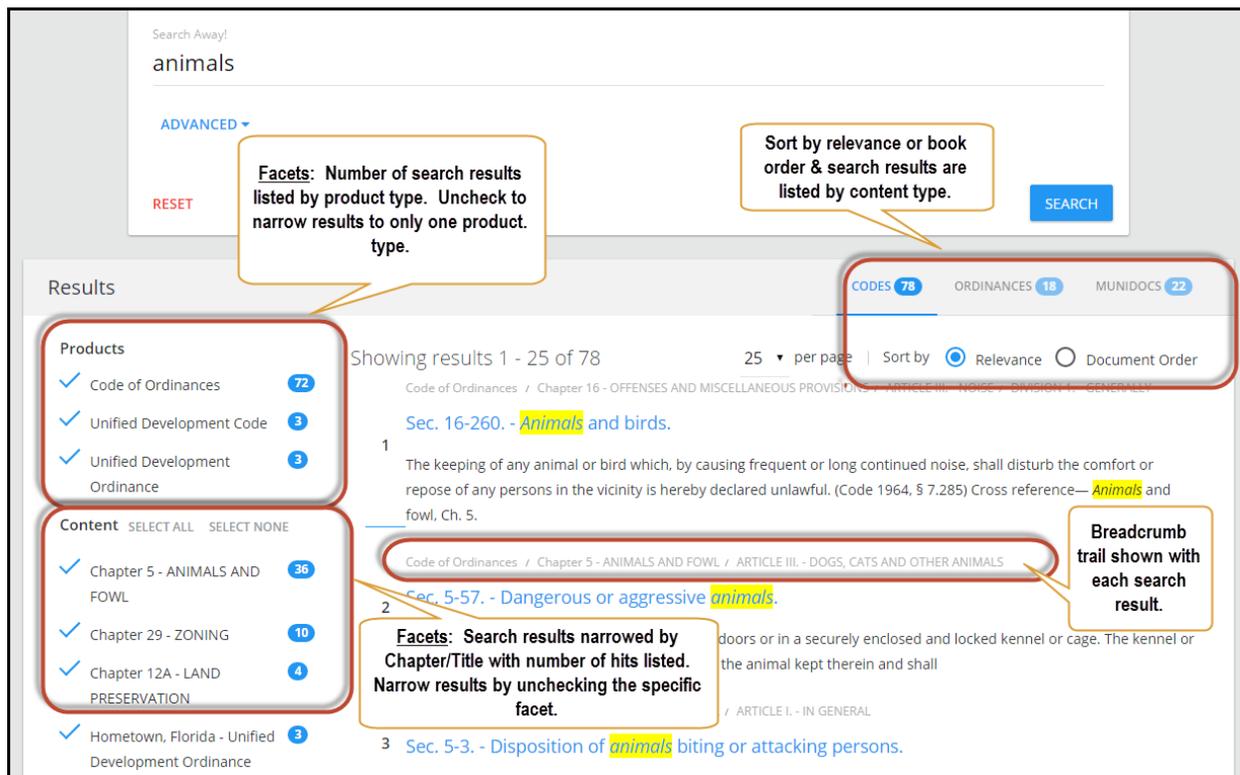
Search enhancements provided with our latest website upgrade include (see screenshot above):

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

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

(Cross-reference linking and mouseover shown below)
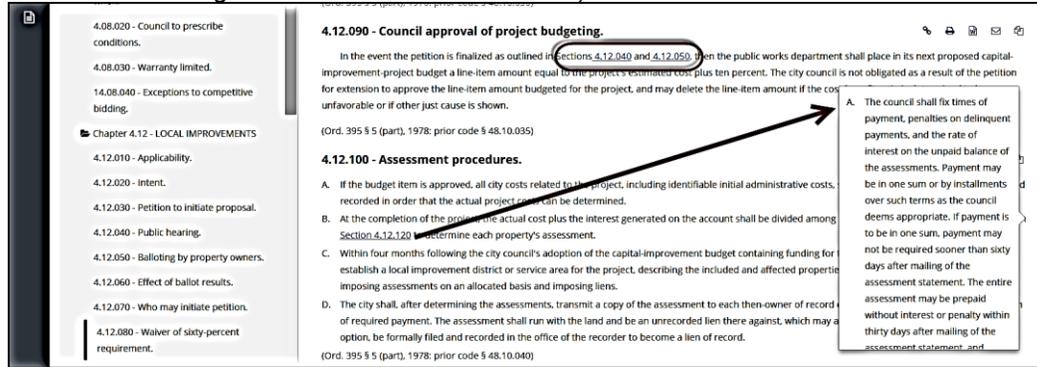
Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

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

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

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

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

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

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

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)
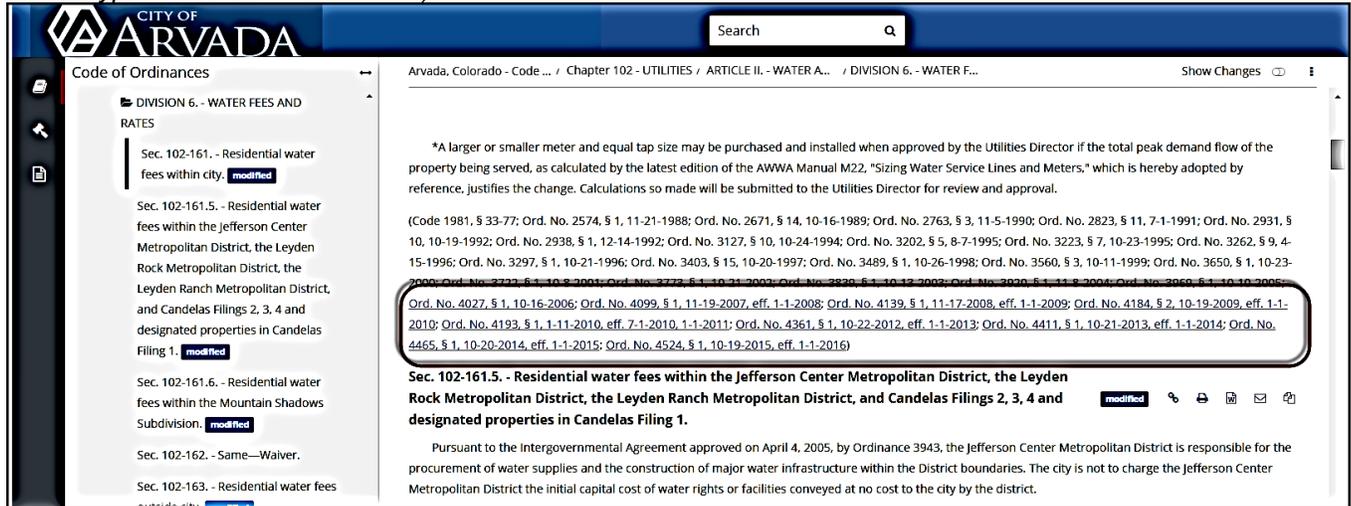
(One-Click access to the original ordinance in the OrdBank Repository)
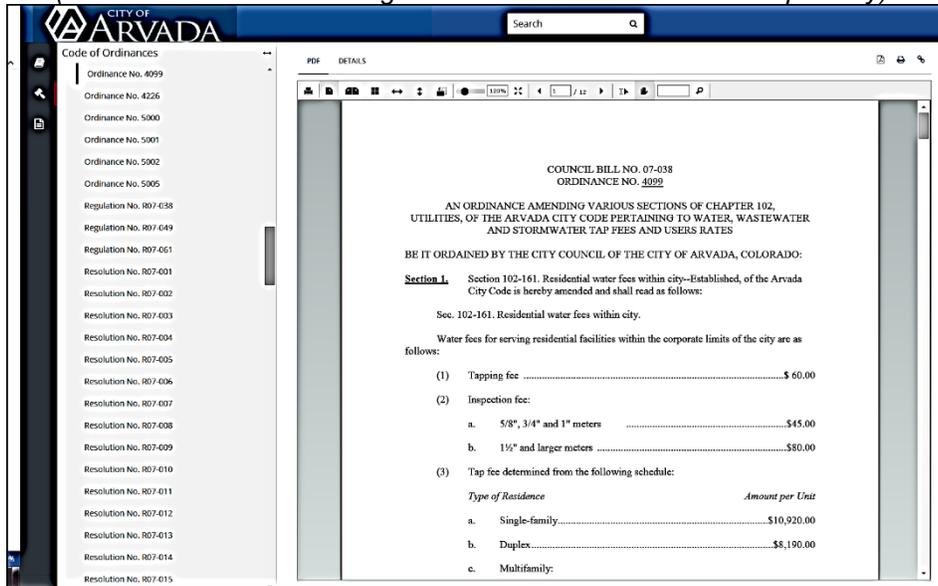
OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.
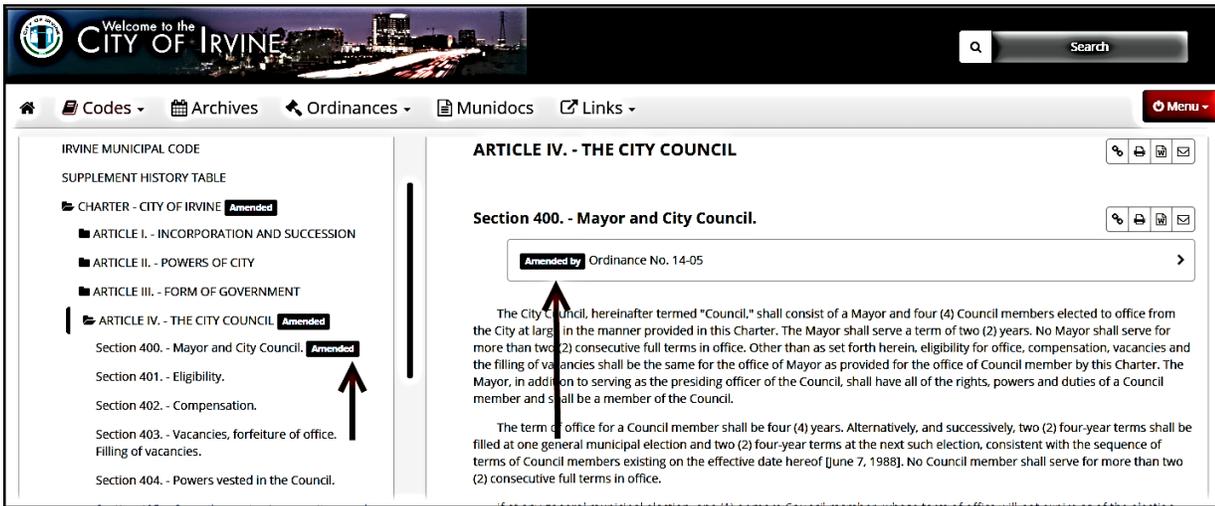
CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

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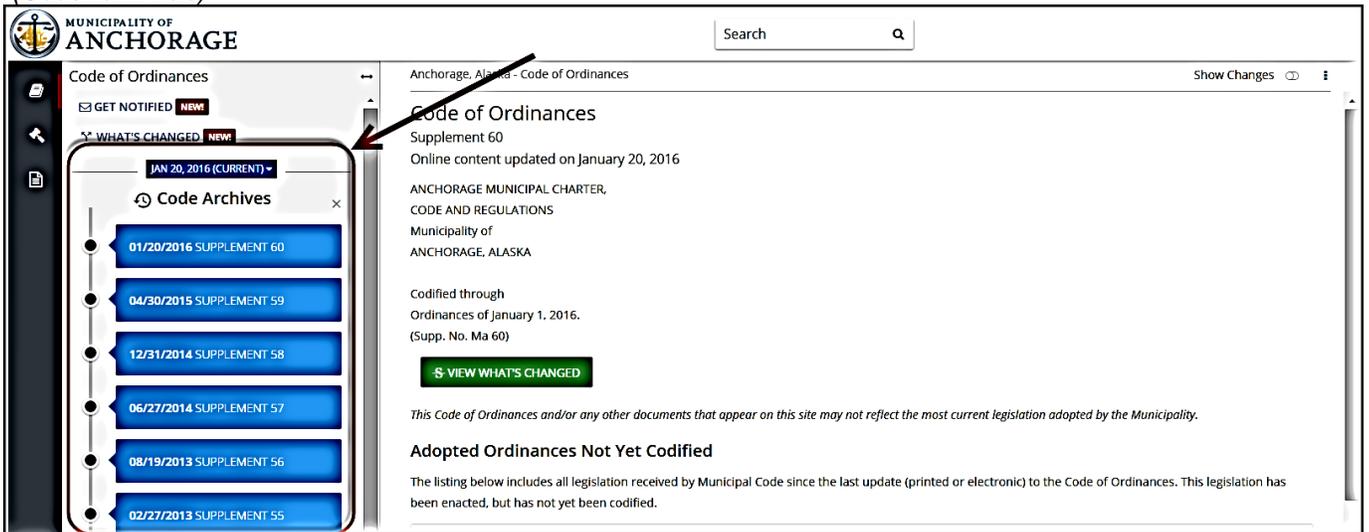
CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material).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

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

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)

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

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 user's 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	⬆ UPLOAD FILES
📄 Ord_2018-105 (4)		📁 NEW FOLDER

⬆ 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

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

⬀ BACK TO DASHBOARD

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MuniPRO. MuniPRO Searching allows you to search the over 3,700 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.
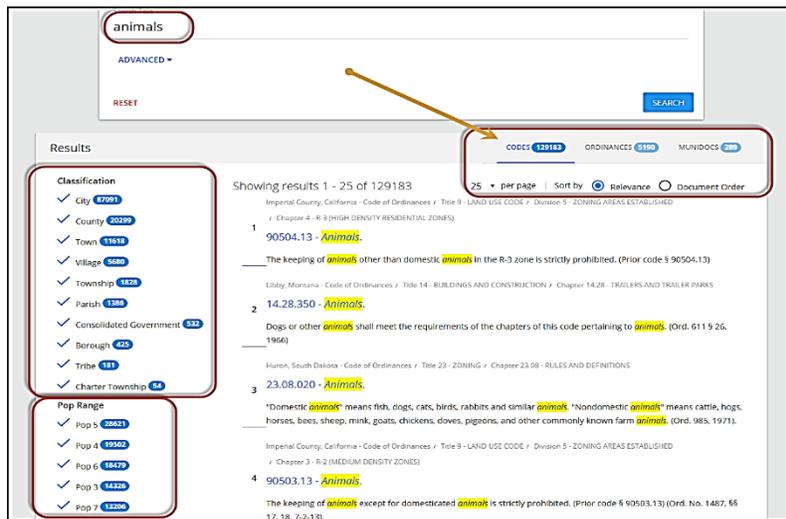
SELF-PUBLISHING SOFTWARE
City of Crete, Nebraska
March 26, 2020
(Quote Valid for 180 Days)
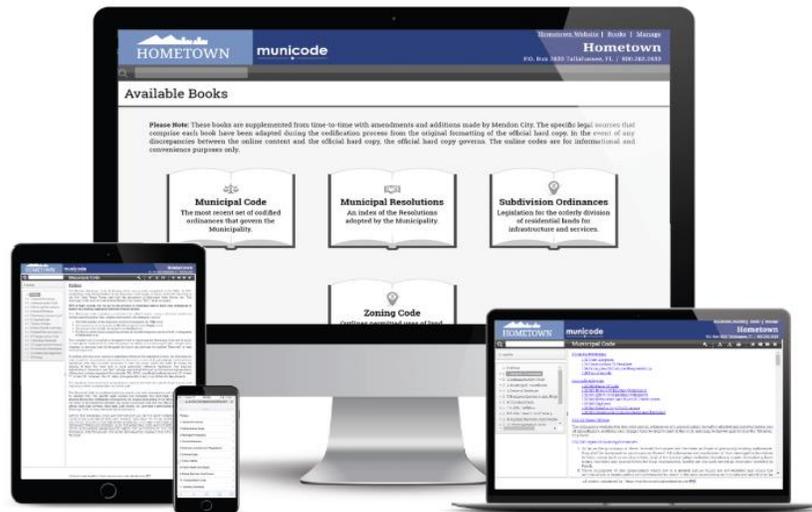
James Bonneville
Legal Sales Director
Phone 651-262-6262
Email JBonneville@municode.com
PO Box 2235 Tallahassee, FL 32316

*This proposal will serve as **Exhibit A** to the attached Self-Publishing Software Agreement*

LETTER OF INTEREST

March 26, 2020

Ms. Judi Meyer
City Clerk
City of Crete
243 East 13th Street
Crete, Nebraska 68333-0086   via email: judi.meyer@crete.ne.gov

Ms. Meyer:

Thank you for speaking with Legal Sales Director James Bonneville regarding our Self-Publishing Software service. This service is an ideal solution for clients who prefer to maintain control of the updating of their Code of Ordinances (and additional publications) independently and in-house for a fixed annual cost.

Municode has been connecting our local government clients with their citizens since 1951! Whether it is through the legal codification process, our full-service or self-service code updating options, our robust suite of online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our clients with innovative products, superior technology and excellent customer service. We encourage you to visit our corporate website to explore our full suite of local government services: https://www.municode.com/

After the material is converted to Municode's database, authorized users can log in to the online code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. To view an online Code that is maintained and published by Municode via our Self-Publishing Software option, please visit the Alpine City, Utah Code:
https://alpine.municipalcodeonline.com/

The following pages describe this software in more detail. You can also visit our website to request a demo, watch an informative Self-Publishing Software video and review the online Codes of many of our satisfied Self-Publishing Software clients.

To purchase this software, please indicate any additional services you are interested in on pages 2, 8 and 9 and return the attached signed Agreement to us for processing. If you have any questions, please let us know. In addition to email, James can be reached at 651-262-6262. Thank you for the opportunity to submit this proposal!

Sincerely,

Bob Geiger
Vice President of Sales
Phone: 850-692-7132
bgeiger@municode.com

PRICE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances, annually $2,200[1]

The creation of the custom service/instance online enables users access to:

* ★ Automatic Ordinance/Resolution Drafting Tool
* ★ Automatic Code Updates
* ★ Legislative History Tool
* ★ PDF Ordinance/Resolution Storage[2]
* ★ Automatic PDF Generation for backup/printing
* ★ Online Training and Customer Service
* ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP (Includes 3 hours training) $1,000[3]

Conversion to Self-Publishing Software empowers you to have a current Code and focus on present/future changes. Includes up to 1,500 pages of Code material, additional pages will be converted at 50¢ per page. If Code material is less than 1,500 pages, the remaining page count balance may be applied toward the conversion of any *additional publication *during the first 3 months of the Agreement term*. All converted material will be posted online within 4 to 6 weeks of our receipt of the material in an editable electronic format.

CODE UPDATE SERVICES, per ordinance/resolution page $18

During the initial Code conversion, additional material such as ordinances, resolutions, or policies can be added into any *coded* publication upon request.

ADDITIONAL PUBLICATIONS, each, annually (Optional) $295[4]

Can include Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans and more!

ADDITIONAL SERVICES AVAILABLE

* ★ Conversion, per additional publication (if added after the first 3 months) **$1,000**
* ★ Code Update Services, *after* initial Code conversion, per hour **$150[5]**
* ★ Consultation Services, per hour **$100[6]**
* ★ Additional Training, per hour **$150**
* ★ Onsite Training **Quote available upon request**
* ★ State Law Review, Legal Review, Recodification **Quote available upon request**
* ★ Renumbering of Code, quote based on Code material **Quote available upon request**

RECOMMENDED ADDITIONAL SERVICE

(The perfect companion to our Self-Publishing Software service! Please see page 8 for details)

* ❑ **MunicodeMEETINGS** Agenda Management Software, annually **$4,000**
  Cloud-based agenda meeting management system. Streamlines and automates agenda process.
  Increases agenda process visibility, easy agenda updates, approval workflow, live council voting &
  roll call, email notifications, a unified document search and automated approval routing.

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[1] Includes 5 user licenses. Quotes for additional user licenses available upon request. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

[2] Data limitations may apply.

[3] Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion fee, annual licensing fee and any additional applicable fees are payable upon completion of data conversion to Municode's database. All material for conversion to Municode's database must be received within 30 days of receipt of signed Agreement. Complex or form-based graphics may be subject to an additional fee. We will contact you should this occur.

[4] Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

[5] Excludes legal services, Should legal services be desired, please contact us for a price quote.

[6] Excludes legal services. Can include amendments to signature setup, graphic design/digital imaging services, meeting attendance or special projects. Should legal services be desired, please contact us for a price quote.

COMPANY PROFILE

History, Mission, and Team

With over 69 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. We have regional offices located in Rancho Mirage, California; Loveland, Colorado; Sarasota, Florida; Boise and Rexburg, Idaho; Carmel and Kewanna, Indiana; Stillwater, Minnesota; Charlottesville, Virginia; Hudson, New Hampshire; Asheville and Raleigh, North Carolina; Kaysville and Providence, Utah; Lake Oswego, Oregon; Fort Worth, Dallas and Edinburg, Texas.

Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio

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OUR TEAM

Eric Grant, President

Eric Grant is President of Municipal Code Corporation (Municode). Eric joined the Municode team in 2007 after receiving his Juris Doctorate from the University of Virginia School of Law, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. As President of Municode, Eric has helped the company achieve increased levels of growth and has guided the team in several acquisitions both in Municode's traditional line of business and into new verticals.

Phillip Claiborne, Chief Information Officer/Chief Operating Officer

Our IT team is led by our Chief Information Officer/Chief Operating Officer, Phillip Claiborne, whose staff of 17 web application developers and system administrators is dedicated to remaining the industry's leader for technological advances in our field. They maintain and routinely enhance our website, MunicodeNEXT to create new ways to make your Code as transparent and informative as possible.

Julie Lovelace, Vice President of Code Department

Our Code Department is led by Julie Lovelace, Vice President of Codes. Julie has over 27 years of experience in local government law and ensures that our final legal products meet Municode's demanding standards. With the combined expertise of Julie and her team of seasoned codification attorneys, our Code Department has successfully completed well over 4,300 intricate codification, recodification and Legal Review projects.

Tassy Spinks, Vice President of Supplement Department

Our full-service Supplement team is led by Vice President of Supplements, Tassy Spinks, whose 14 professional legal editorial teams work diligently to ensure that our clients receive the timeliest and most accurate supplements possible, with the highest quality of printed publications originating directly from the printing facility located in our Tallahassee headquarters.

Dale Barstow, Executive Vice President

Dale Barstow is the Executive Vice President of Municode. Dale started working at Municode in 1971 and has extensive experience working with Municipal and County Government. He is a graduate of Embry-Riddle Aeronautical University. He serves as past President of the Municipal Clerks Education Foundation of the International Institute of Municipal Clerks. Mr. Barstow is an Honorary Municipal Clerk in the States of Florida, Texas, North Carolina, and Missouri.

Steffanie Rasmussen, Vice President of Client Services

Steffanie Rasmussen, Municode's Vice President of Client Services, directly oversees our customer service staff. Steffanie earned her M.S. in Industrial & Organizational Psychology from Kansas State University and a B.S.in Business Psychology and a certificate in Performance Management from Florida State University. Steffanie joined the Municode team in 2010 and she specializes in nurturing new contracts to fruition, from pre-contract negotiations to web publication and ongoing supplementation customer service support.

Kimball Clark, Regional Sales Executive

A graduate of Weber State University, Kimball has over 20 years of experience in graphic design and has played a major role in the creation of SaaS (Software as a Service) cloud-based management tools for various industries. During the last 5 years, Kimball has focused his technical skills primarily on self-publishing services for local government clients, with an emphasis on the publication and in-house maintenance of Codes of Ordinances.

SCOPE OF SERVICES

Our Self-Publishing Software was created specifically for municipalities who prefer to publish and maintain their Code (and other selected publications) online and "in-house", using your staff in lieu of Municode's team of Legal Editors and Legal Proofreaders to edit and update the Code.

Self-Publishing Software puts the maintenance of the Code directly into our client's hands and is equipped with all of the tools and technology needed to ensure the successful self-maintenance of your Code and other publications.

We Convert Your Code, You Publish

The self-publishing process begins with converting your recently updated and <u>current</u> Code of Ordinances into Municode's Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance to bring the Code current for online publication, or to assist in updating the online Code at any future point in time, as indicated on the **Price Quotation Sheet**. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request. What if you don't have an official Code, but still wish to utilize this service to record and update your legislation?

During the Code conversion process, you can elect to keep your current Code numbering system or consult with Municode staff to create a logical and inclusive code numbering system that will allow for the continued growth and expansion of the Code. After your material is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the Code are automatically numbered and redlined, enabling your Council to clearly see what material has changed, and how those changes will impact your code. Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current.

Sign, Seal & Update by Email Approval

After the automatically-generated document is passed by your Council, an email is generated to request the approval and authorization of your presiding Officer(s) and Attester(s). Upon their authorization, your online code can be instantly updated, and the documents may also be digitally signed and sealed.

In addition to self-publishing your Code of Ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as Minutes, Policies & Procedures, Fee Schedules and more.

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SELF-PUBLISHING SOFTWARE FEATURES

Complete Edit, Legislative History

Transparency is your and our primary objective. All changes made to your code within the system are fully and automatically documented and recoverable. The Self-Publishing Software service automatically records your legislative history for your citizens to see the evolution of your code supported by the actual ordinances which adopted, amended, or repealed your section of the code.

Ordinance Design & Review

While some cities and towns may prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include ordinance review, design, and support. Whether you need assistance using the software tools, or in reviewing or designing ordinances, we have a dedicated staff available to help with all your codification needs.

Email Notification of Updates

How often do staff or citizens ask you the last time the code was updated? Give everyone the ability to sign up for email notifications! Users will receive an email containing a link which directs them to what has changed.

Ordinance/Resolution Drafting Tool

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators.

Ordinance / Resolution Creator with Digital Signature & Seal

Upon passage, staff digitally applies roll call votes. Signatures and seals are applied via email approval. Once the attester approves, your code is current + updated!

Search & Browse Features

★ Cross-reference linking
★ Citations in context of legislation
★ Shareable link to any title, chapter, article, division, or section
★ Search by keyword, and within specific areas of the code

PDF Ordinance/Resolution Storage

Tired of searching for original ordinances? Our Self-Publishing Software allows you to store, search. Data limitations may apply.

Desktop, Mobile Friendly

All of our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.

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Branding, Theming

Each client can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all that other codifiers force you into. We will also support your custom domain for the location of your publication. We also include an array of analytics that will show you how your citizens use your publications, including commonly accessed resources.

Host Additional Searchable Publications

Some clients use our Self-Publishing Software to provide additional resources to the public. The software platform is designed to publish online any regulation or policy that your community implements. Whether it's your municipal code, personnel policies and procedures, public work standards and technical specification, compilation of resolutions or executive orders, minutes, or other regulations; each of these books can be published through our online framework.

Online Training and Customer Service

Municode provides support and training to clients to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish their own material develop themselves professionally and learn new skills.

Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no limitations or additional expenses. Most municipalities can save up to 70% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.

Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! Customers can easily upload all supporting documentation and images such the original legislation, ordinances, zoning maps, documents, etc.

Print-friendly

Download online code as a PDF File, enabling print or backup

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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.
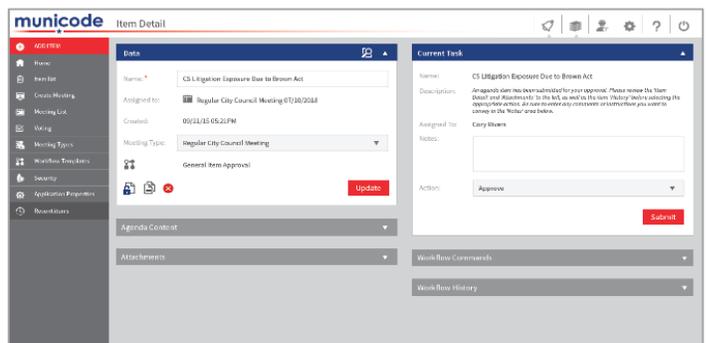
❑ **Request MunicodeWEB Demo/Proposal**

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 (*see pricing page 2*)**

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Payment Solutions - Point and Pay

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

❑ **Request Point and Pay Demo/Proposal**

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

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

Digital Imaging Services

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

Open Records Request Software

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

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

❑ **Request MCCi Demo/Proposal**

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **encode**Plus 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, **enCode**Plus 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 **enCode**Plus 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**

Municode Self-Publishing Software Agreement

City of Crete, Nebraska

THIS LETTER OF ENGAGEMENT ("Agreement") is entered between the City of Crete, Nebraska ("CLIENT") and Municipal Code Corporation, DBA "Municode" ("CONSULTANT"). For the purpose of this Agreement, "USER" is defined as an employee, consultant, third-party contractor or agent to whom "CLIENT" has granted access to use the services provided under this Agreement. Municode's proposal of March 26, 2020 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

Term. This Agreement commences on the date it is executed and shall continue until full performance by both parties, or until earlier terminated by one party under the terms of this Agreement. The initial term of this Agreement is for a period of (3) three years. This Agreement shall automatically renew on an annual basis, unless either party gives the other notice of non-renewal within thirty (30) days of the scheduled renewal period.

Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in **Exhibit A**. Payment will be made to CONSULTANT within thirty (30) days of the receipt of the invoice for services rendered, unless otherwise indicated in **Exhibit A**, with the one-time database conversion fee (if applicable), the first recurring annual Software License fee, and any other applicable fees set forth in Exhibit A due within thirty (30) days of completion of data conversion to Municode's database. Thereafter CONSULTANT shall invoice the CLIENT annually for the Software License Fee based upon the anniversary date of the initial online publication, and the anniversary date(s) of any additional publications added during the existing Agreement term.

1. **Consumer Price Index.** Following the initial Agreement term, CONSULTANT may increase fees by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

2. **Scope of Services.** CONSULTANT's services under this Agreement shall consist of services as detailed in **Exhibit A.** The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.

3. **Use of Services.**

   a. CONSULTANT Responsibilities. CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT'S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT'S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.

   b. CLIENT Responsibilities. CLIENT shall (i) be responsible for USER'S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized

access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or use, and (iv) use the services only in accordance with all applicable laws and government regulations. CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.

c. Usage Limitations. Services may be subject to other limitations, such as, for example, limits on disk storage space, on the number of calls CLIENT is permitted to make against CONSULTANT application programming interface, and, for services that enable CLIENT to provide public websites, on the number of page views by visitors to those websites.

4. **Integration**. This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.

5. **Warranty**. CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).

6. **Liability**. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legality of any material initially or subsequently published.

7. **Termination**. This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days' advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).

8. **Independent Contractor**. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. **Ownership of Product**.

a. Reservation of Rights. Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.

b. Ownership of CLIENT Data. As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and to all of the CLIENT Data.

c. Suggestions. We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.

10. **Cooperative Purchasing**. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

11. **Right to Purchase**. This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.

12. **Assignment**. Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.

13. **Governing Law**. This Agreement shall be governed and construed in accordance with the laws of the State of Nebraska without resort to any jurisdiction's conflicts of law, rules or doctrines.

14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:
City of Crete, Nebraska
ATTN: Judi Meyer, City Clerk
243 East 13th Street
Crete, Nebraska 68333-0086
Judi.meyer@crete.ne.gov

To CONSULTANT:
Municipal Code Corporation
ATTN: Steffanie Rasmussen, Vice President of Client Services
PO Box 2235
Tallahassee, FL 32316
info@municode.com

Either party may change the addresses set forth above for purposes of notices under this Agreement by providing notice to the other party in the manner set forth above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers on this _____ day of _____, 2020.

CONSULTANT Signature: _____
Name and Title: W. Eric Grant, President

DATED: _____

CLIENT Signature: _____

Name and Title: _____ (please print)

DATED: _____

ORDINANCE NO. 2106

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO POOLS AND SPAS; TO FORMALLY ADOPT THE 2018 INTERNATIONAL SWIMMING POOL AND SPA CODE; TO CREATE A NEW ARTICLE 12 TO CHAPTER 9 OF THE CRETE CITY CODE; TO CODIFY THE 2018 INTERNATIONAL SWIMMING POOL AND SPA CODE AS PART OF THE NEW CHAPTER 9, ARTICLE 12; AND TO AMEND CHAPTER 11, ARTICLE 5, SECTION 11-502.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section l.   That a new Article 12 entitled "Supplementary Building Codes" shall be created within Chapter 9 of the Crete City Code.

Section 2.   That Chapter 9, Article 12 of the Crete City Code shall be amended by adding a new section 9-1201 to read as follows:

9-1201 International Swimming Pool and Spa Code; adoption and incorporation by reference; jurisdiction; amendments and conflicting provisions.

(1) The 2018 edition of the International Swimming Pool and Spa Code, including any appendices or attachments thereto, as published by the International Code Council, Inc. is hereby adopted as the Swimming Pool and Spa Code of the City of Crete, Nebraska. Each and all of the regulations, provisions, penalties, conditions, and terms found therein are hereby incorporated by reference and made a part of the Crete City Code as though printed in full therein and insofar as such regulations, provisions, penalties, conditions, and terms do not conflict with any laws of the State of Nebraska or the City of Crete.

(2) The provisions of the Swimming Pool and Spa Code shall be controlling throughout the City and its extraterritorial zoning jurisdiction, and at least one physical copy of the Swimming Pool and Spa Code shall be on file in City Hall and available for public inspection at any reasonable time.

(3) The City Council may amend, modify, supplement, or delete any portion of the International Swimming Pool and Spa Code or impose additional restrictions not contained therein in order to increase building safety, durability, or efficiency, establish best building or construction practices, or address special local conditions or concerns. In the event of a direct conflict between any provision of the International Swimming Pool and Spa Code, as incorporated by reference, and any other provision of the Crete City Code, the Crete City Code shall overrule and supersede the International Swimming Pool and Spa Code.

(4) Any other code or standard listed in the International Swimming Pool and Spa Code and adopted by reference therein shall be considered part of the requirements of the Swimming Pool and Spa Code unless the City has specifically adopted a different uniform or standard code that substantially encompasses the same subject or subjects.

Section 3.   That Chapter 9, Article 12 of the Crete City Code shall be amended by adding a new section 9-1202 to read as follows:

9-1202 Swimming Pool and Spa Code; definitions.

For purposes of the Swimming Pool and Spa Code, unless the context otherwise requires, the definitions found in the incorporated International Swimming Pool and Spa Code shall apply.

Section 4.   That Chapter 9, Article 12 of the Crete City Code shall be amended by adding a new section 9-1203 to read as follows:

9-1203 Swimming Pool and Spa Code; amendments.

(1)   Section 101.1 shall be amended to read as follows: These regulations shall be known as the Swimming Pool and Spa Code of the City of Crete, hereinafter referred to as "this code".

(2)   Section 103 shall be deleted in full.

(3)   Section 104.1 shall be amended to read as follows: The code official is hereby authorized and directed to enforce the provisions of this code.

(4)   Section 104.8 shall be deleted in full.

(5)   Section 105.6.2 shall be amended to read as follows: The fees for work shall be as determined by the City Council.

(6)   Section 105.6.3 shall be amended to read as follows: The code official shall authorize the refunding of fees on a sliding scale based on the amount of City review that has been provided. The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

(7)   Section 107.4 shall be amended to read as follows: Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, or repair a pool or spa in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of an infraction punishable by a fine of not more than five hundred dollars. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

(8)   Section 107.5 shall be amended to read as follows: Upon notice from the code official, work on any system that is being performed contrary to the provisions of this code or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's authorized agent, or to the person performing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of an infraction punishable by a fine of not more than five hundred dollars. Each day that a violation continues shall be deemed a separate offense.

(9)   Section 108 shall be deleted in full.

(10)   Section 305.1 shall be amended to read as follows: The provisions of this section shall apply to the design of barriers for restricting entry into areas having pools and spas. Where spas or hot tubs are equipped with a lockable safety cover complying with ASTM F1346, the areas where those spas or hot tubs are located shall not be required to comply with Sections 305.2 through 305.7.

(11) Section 305.6 shall be amended to read as follows: In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge to a water depth of not less than 6 inches, a barrier is not required between the natural body of water shoreline and the pool or spa area.

Section 5. That Chapter 11, Article 5, Section 11-502 of the Crete City Code shall be amended as follows:

§11-502 FENCES, WALLS, AND HEDGES.

(1) Notwithstanding other sections or provisions of the City Code ~~this ordinance~~, fences, walls, and hedges are ~~may be~~ permitted in any required yard, provided that no fence, wall, or hedge along the sides or front edge of any front yard shall ~~not~~ be erected over four (4) feet (1.21 meters) in height and all fences in the front yard must be of an open weave or see-through design. Hedges and walls ~~in the front yard~~ up to four (4) feet (1.21 meters) in height will be allowed in the front yard only upon ~~as special exception use,~~ application for a special permit ~~is made as allowed by ordinance,~~ and approval ~~approved~~ by the City ~~Council~~.

(2) The following regulations shall apply to the construction of all fences:~~.~~

    (a) ~~I.~~ All fences constructed in the City of Crete shall comply with ~~the provision of~~ this section and ~~obtain~~ a building permit must be obtained.

    (b) ~~G.~~ All fences shall conform to the construction standards of the Bbuilding Ceode and all other applicable ordinances and resolutions.

    (c) ~~A.~~ No ~~solid~~ fence shall be constructed closer to the street than the property line~~,~~.~~ and~~ nNo fence shall be closer than eighteen (18) inches to the sidewalk. The good side of the fence shall face the outside of the property.

    (d) ~~B.~~ No fence erected in a required front yard shall materially obstruct public view. Permitted types of fences for use in front yards shall include split rail, chain link, or other similar open-spaced or see-through material. No component of a front yard fence shall exceed four (4) feet in height, nor shall any structural member exceed three feet ~~thirty-six (36) inches~~ in cross-sectional area.

    (e) ~~C.~~ No fence shall be constructed which will constitute a traffic hazard as identified in the site triangle of a corner lot ~~(see above, Section 11-501)~~.

    (f) ~~D.~~ No fence shall be constructed in such a manner or be of such design as to be hazardous or dangerous to persons or animals by intent of its construction or by inadequate maintenance.

    (g) ~~F.~~ No fence shall be constructed within a designated floodway.

    (h) ~~E.~~ No component of a fence within Residential Districts, except fences erected upon public or parochial school grounds or in public parks and ~~in public~~ playgrounds, shall be constructed of a height greater than six (6) feet~~, except for the provisions of item "K", below~~.

    (i) ~~H.~~ In Ceommercial and Iindustrial Ddistricts, the maximum height of fences shall be eight (8) feet~~;~~. however, wWhen industry standards for certain types of businesses recommend ~~require~~ fences of greater heights, the City ~~zoning administrator at his direction,~~ may allow greater heights upon application for and approval of a special permit.

    ~~J. The good side of fence shall face to the outside of the property.~~

    ~~K. All outdoor swimming pools shall be enclosed by a fence or wall at least six (6) feet, but not more than eight (8) feet in height with a gate or gates which can be securely locked.~~

Section 6. That the above sections shall be codified as part of the Crete City Code as stated herein.

Section 7.   That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8.   That this ordinance shall be published in pamphlet or book form and shall take effect and be in full force and effect from and after its passage, approval, and publication, as provided by law.

PASSED AND ENACTED this 7th day of July 2020.

_____
Mayor

ATTEST:

_____
City Clerk

ORDINANCE NO. 2107

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO BUILDING AND ZONING CODE ENFORCEMENT; TO AMEND CHAPTER 9, ARTICLE 1 BY ADDING A NEW SECTION 9-104 THAT PROVIDES FOR INVESTIGATIONS OF VIOLATIONS; AND TO ESTABLISH A PROCESS FOR ENFORCEMENT.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That Chapter 9, Article 1 of the Crete City Code shall be amended by adding a new section 9-104 to read as follows:

9-104   Building inspector; investigations; order to correct.

(1) The Building Inspector shall investigate all reports of violations or potential violations of the building regulations found in Chapter 9 and the zoning regulations found in Chapter 11 and shall create and maintain records and reports on each investigation.

(2) The Building Inspector shall issue and serve a written order to correct the violations on the property owner or the person responsible for the construction, alteration, repair, or other work to the property on which the violations exist. Such order shall fully describe the violations, provide information on the proper way to correct each violation, and direct the discontinuance and correction of said violations within thirty (30) days.

(3) Any order issued pursuant to this section shall be deemed properly served if a copy thereof is delivered personally, sent by certified or registered mail addressed to the recipient's last known address with return receipt requested, or delivered in any other manner as prescribed by law for service of process.

(4) If the person who received the order fails to correct the violations as ordered, the Building Inspector shall issue a citation or forward the records and reports on the investigation to the City Attorney for further action. The City Attorney may institute any appropriate proceeding at law or in equity to prosecute the violations; to restrain, correct, or abate such violations; or to require the removal or termination of the unlawful occupancy of the building or structure that contains the violations.

(5) It shall be unlawful for any person to refuse to comply with a lawful order issued pursuant to this section. Any person convicted of refusing to comply shall be guilty of a Class III misdemeanor.

Section 2. That the above sections shall be codified as part of the Crete City Code as stated herein.

Section 3. That all ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. That this ordinance shall be published in pamphlet or book form and shall take effect and be in full force and effect from and after its passage, approval, and publication, as provided by law.

PASSED AND ENACTED this 7th day of July 2020.

_____
Mayor

ATTEST:

_____
City Clerk