CITY OF COFFEYVILLE **BOARD OF COMMISSIONERS AGENDA ITEM**		
MEETING DATE	July 23, 2013	
RESOLUTION OR ORDINANCE NUMBER	R-13-59	
AGENDA TITLE	A Resolution to execute an agreement with Municipal Code Corporation for codification of the City of Coffeyville general ordinances including supplements and Internet placement.	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Cindy Price	
FISCAL INFORMATION	Cost as recommended:	$10,500 base cost
	Budget Line Item:	010-5-131-478 – 50% 800-5-040-478 – 25% 900-5-046-478 – 12.5% 900-5-047-478 – 12.5%
	Balance Available	
	New Appropriation Required:	[X] Yes [ ] No
PURPOSE	To codify the City of Coffeyville ordinances.	

BACKGROUND	The adoption of ordinances is what the City of Coffeyville uses to establish the law that governs the management of local affairs, the conduct of persons, the use of property and other matters where city government exercises its power. General ordinances remain in effect until repealed by another ordinance. All our ordinances combined are referred to as our code of ordinances. The City's Code of Ordinances was last codified (compile, update to include amendments and include revisions) in 1965 and published in two code books. In the 1970's, supplements were added to the code books to keep them updated. Since that time, the 1965 book was copied onto 8.5" x 11" paper. As new ordinances have been adopted and amendments to existing ordinances made, the paperwork has been inserted into two 3-inch binders. In the 1990's, a couple different attempts were made to codify the ordinances without success. In 2005, the City contracted with the League of Kansas Municipalities to do a complete codification of the ordinances. This has been a very slow process as they did not make it a dedicated project. In June, 2013, requests for proposals for codification were solicited from companies specializing in municipal codification. The proposals requested a base cost for codification, the cost for supplemental service to keep the codes updated and the cost for the codes to be placed on the Internet. Five proposals were received; attached is a comparison sheet.
SPECIAL NOTES	
ANALYSIS	
PUBLIC INFORMATION PROCESS	The request for proposals was sent to five companies specializing in municipal codification as well as posted on the City's website.
BOARD OR COMMISSION RECOMMENDATION	

STAFF RECOMMENDATION	City Attorney Paul Kritz, Finance Director Stephanie Richardson and I reviewed and compared the five proposals and recommend contracting with Municipal Code Corporation, Municode, to provide codification services and online placement of the codes. Municode provides this service for 43 Kansas cities including Chanute, Fort Scott, Independence, McPherson, Pittsburg and Wichita so they are very familiar with Kansas law. Attached are screen shots of Chanute's online codes. The ability to have the City's code available online and easily accessible from coffeyville.com will be very beneficial for staff as well as the general public. The base cost for Municode's codification services is $10,500 plus $16 for each page over 700. The annual fee for online services is $700.
REFERENCE DOCUMENTS ATTACHED	R-13-59 Request for proposal RFP comparison Quotation sheets Screen shots of Municode (Chanute)

RESOLUTION NO. R-13-59

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH MUNICIPAL CODE CORPORATION FOR CODIFICATION OF THE CITY OF COFFEYVILLE GENERAL ORDINANCES.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the City of Coffeyville that the Mayor be and is hereby authorized and directed to execute an agreement with Municipal Code Corporation for the codification of the general ordinances at a base cost of $10,500.

ADOPTED THIS 23rd DAY OF JULY 2013.

_____
David George, Mayor

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

REQUEST FOR PROPOSAL

FOR CODIFICATION

OF THE CITY OF COFFEYVILLE

MUNICIPAL CODE OF ORDINANCES

DEADLINE FOR SUBMISSION: 5 p.m. June 14, 2013

Submit to:

City Clerk
City of Coffeyville
P. O. Box 1629
102 West Seventh Street
Coffeyville, KS 67337

Contact:
Cindy Price, City Clerk
620-252-6108
cprice@coffeyville.com

INITIAL CODIFICATION

SCOPE OF SERVICES

The City of Coffeyville is requesting proposals for re-codification of the City's Code of Ordinances. The Code was last codified in 1965. The 28-chapter Code is contained in two notebooks in 8½ x 11 inch page format.

Three copies of the proposal shall be submitted in a sealed envelope to City Clerk, 102 West Seventh Street, P. O. Box 1629, Coffeyville, KS 67337 by 5:00 p.m. on Friday, June 14, 2013. Fax or email proposals will not be accepted.

QUALIFICATIONS OF CODIFIER

The Codifier shall submit the following:

1. Number of years of experience in the area of municipal codification.
2. Size and experience of firm.
3. Law editorial staff including attorneys' years of experience and educational background.
4. Support staff including editors, indexers, and proofreaders.
5. Project contact person(s).
6. Names and contact information of at least five cities in the State of Kansas where similar projects have been completed.
7. Complete listing of all client municipalities.

METHOD OF AWARD

The award of contract will be made to the firm offering the best combination of experiences, qualifications, price and general project approach.

WAIVER

The City of Coffeyville reserves the right to reject any or all bids received.

RECODIFICATION OF CODE

Ordinances and Materials. At the time the contract is approved, the Codifier will be supplied with a current document which includes all ordinances approved by the City of Coffeyville. The Codifier will, under the supervision of the City Attorney, recodify the existing Code. The City will forward ordinances subsequently passed for inclusion in the new Code until notice is received the legal review has been initiated.

Legal Review. Codifier will assign a lead staff attorney, editor, proofreader and indexer to work with the City Attorney. This legal team is responsible for the following:

- *Research and Review*. Codifier will utilize a staff attorney to research all legislation submitted by the City for compliance with state law. All state law references and new references will be updated as necessary. The Code and subsequent ordinances will be researched to determine if there are inconsistencies or conflicts between existing laws and obsolete provisions.

- *Structure*. Codifier will suggest a structure and organization for the Code and provide a table of contents indicating said structure.

- *Legal Manuscript*. Codifier will submit a legal manuscript for the City's review. This manuscript will contain the Codifier's comments and questions, as well as the substantive provisions of legislation provided by the City with proposed changes. Recommendations by Codifier will be provided and discussed with the City.
- *References*. Codifier will provide state law references within the Code. Additional references, such as editor's notes, reserved sections and referenced materials will be provided as appropriate.

Conference. Codifier will conduct a conference, either in person, via phone or webinar to review the legal manuscript. Issues discovered during the legal review as well as obsolete provisions will be discussed at the conference and recommendations made to resolve the issues. The Codifier will implement all approved revisions and perform rewriting and drafting as required. The City Attorney has ultimate decision making authority for solutions and implementation.

Editorial Work

- *Editing*. Codifier will edit the Code to reflect proper grammar and stylistic consistency. Codifier will not reword any provision that affects the substantive intent of the Code unless the City approves the revision; however, Codifier may make non-substantive revisions to improve readability.
- *Format Options*. Codifier will review format options such as font type, font size, page layout, graphics appearance and placement with the City.
- *Index*. Codifier will create a complete and comprehensive general index to the entire code.

Proofs. After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the City for review. The City may make word changes on the proofs without charge.

Delivery of Code.

- *Printing and Binding*. The number of copies selected by the City will be printed and delivered to the City in D-ring binders. The Codifier will furnish separator tab sheets for each major section of the Code and Index.
- *Electronic Code*. The Codifier is to supply all options available to receive the code in electronic format.

Adopting Ordinance. Codifier will provide an adopting ordinance upon completion of the project.

SUPPLEMENT SERVICE

After publication of the new Code, Codifier will continue to maintain the Code as ordinances are enacted by the governing body.

Material. The City will forward a copy of ordinances to be used in the supplement service. The Code will be updated on a schedule to meet the requirements of the City.

Schedule. Codifier will maintain and update the Code on a schedule to meet the requirements of the City. Codifier will advise of all options and applicable costs.

Editorial Work. The Codifier will review the ordinances to determine proper placement within the Code and adhere to the structure and style contained in the ordinances unless changes are required to ensure consistency in the Code. The table of contents, index and all tables will be updated. Editorial notes will be appended to sections that require additional explanation.

Instruction Sheet. The Codifier will furnish a page of instructions with each supplement for removal of the obsolete pages and insertion of the new pages.

Printed Supplements. Codifier will furnish printed supplement pages as replacement pages. These include updated table of contents, cross reference page, index and text pages.

Checklist. Codifier will furnish a checklist of up-to-date pages with each supplement.

Additional Provisions. Codifier may add additional provisions into the Code through the supplement service such as charter ordinances and zoning regulations. Codifier will advise of all options and applicable costs.

Ordinances on the Internet. The Codifier will provide options and applicable costs for posting ordinances on the Internet.

QUOTATION SHEET
CITY OF COFFEYVILLE
ORDINANCE CODIFICATION

INITIAL CODIFICATION

Base Cost $ _____

- 10 copies
- 10 binders

Additional charges

Per page cost for excess pages $ _____

Additional material amended or added after conference, per page $ _____

Electronic media, per format $ _____

Specify format _____

_____

SUPPLEMENT SERVICE

Internet placement, annual fee $ _____

Describe:

Internet placement, monthly fee $ _____

Firm: _____

Submitted by: _____

Title: _____

Address: _____

_____

Phone: _____

Email: _____

Date: _____

RFP - Codification
Comparison

Criteria	American Legal	City Code	Code Publishing	General Code	Municode
Began business	1979		1990	1962	1951
Number of clients	2,100	24	1,500	2,600	3,500
Number of Kansas clients	0	24	3	1	43
Fee structure					
Base fee	$11,700	$5,750	$11,950	$13,900	$10,500
Each additional page	$18	0	$18	$19	$16
Online initial	$650	n/c	n/c	$995	n/c
Online annual	$250	$1,250	$350	$995	$700

CODIFICATION COST AND SERVICES SUMMARY

American Legal Publishing proposes to recodify the ordinances for Coffeyville, Kansas, at the following price:

I. Base Cost — $11,700.00

**The actual page count may vary from the estimate or you might add new ordinances during the codification process. If the page estimate is high, the cost will be lower than the initial base cost, and vice-versa.*

Includes

a. Number of Copies of Coffeyville's Code (includes binders and divider tabs) — 10

b. Legal Analysis
   i. Research Internal Consistency
   ii. Research State Law Consistency
   iii. Legal and Editorial Research and Report

c. Special Features
   i. Tables of Special Ordinances
   ii. Parallel References
   iii. Comprehensive Index
   iv. Tabular Matter (Tables, Charts, Graphs)
   v. Code on CD-ROM (WordPerfect, MS Word compatible)

d. Estimated Number Of Pages
   8½" x 11" Format
   i. Single column (12 point type) — 650 pages
   ii. Dual column (11 point type) — 600 pages

II. Variable Cost (Should the final code book not reach 650 pages there will be a lowering of the final invoice)

a. Per Page Increase/**Decrease Rate**
   8½" x 11" Format
   i. Single Column — $18.00
   ii. Dual Column — $20.00

b. Shipping & Handling

III. Time to Completion

Number of Months Until Manuscript	3-6 months
Number of Months Until Completed Code (after return of manuscript)	1-3 months
Number of Days for Updated Supplements, including Statutory Updates	45 days or less

IV. Optional Services that may be ordered:

a. Additional Copies of Code
   i. Cost per Extra Code with Binder — $80.00
   ii. Cost per Extra Code without Binder — $60.00

b. Supplement Service (includes paper, Folio disk, and online changes)
   8½" x 11" Format
   i. Single-column — $19.50/per reprinted page
   ii. Dual-column — $22.50/per reprinted page
   iii. Tables, charts, graphs, etc. — $10.00 per page

c. Subscription Service — YES

d. Pamphlets (With cardstock cover)
   Per Impression (Printed Page)
   i. 1-50 copies — 7.5 ¢
   ii. 51-99 copies — 7.0 ¢
   iii. 100 copies or greater — 6.5 ¢
   iv. Pamphlet Binders — $11.50 each

e. Folio VIEWS Search and Retrieval Software

   Documents in Folio:
   i. Code of Ordinances (includes one license, one time fee) — $650.00

   ii. Future Supplements of Folio Code (cost is included in editing charge for printed pages):

   • Annual update
   • Quarterly updates:
   • Six month updates
   • Monthly updates:

   (assumes Folio update is in conjunction with update to printed supplement; special pricing to be provided if Folio is updated more often than the printed book)

   iii. Phone Support — No Extra Charge

   Optional Services:
   i. On-Site Installation & Training (not necessary) — $695.00/day + travel
   ii. Additional read-only licenses (one time fee) — $50 each
   iii. Additional CD's — $60 each

f. Code on the Internet (after conversion into Folio) — $250.00 per year

g. Access and Search other codes on American Legal Publishing's Website — No charge

V. Terms (**can be budgeted over two fiscal years**)

   i. Forty Percent (40%) due upon acceptance of this agreement.
   ii. Forty Percent (40%) within 30 days of receiving the manuscript.
   iii. Balance 30 days after receiving and reviewing legal report and delivery of the completed code.

QUOTATION SHEET

PART ONE – CODIFICATION SERVICE (Printed, Web and Digital)

Base Cost	$ 5,750.00
Total for Codification Services	**$ 5,750.00**

PART TWO – ALWAYS UP-TO-DATE SERVICE (Printed, Web and Digital)

Annual Fee	$ 1,250.00
Total for Always Up-to-Date Service	**$ 1,250.00**

Terms of Payment for Codification Service: Due upon signing.

Terms of Payment for Always Up-to-Date Service: 1st annual fee due at adoption and delivery of Code (pro-rated if in the middle of the year); subsequent annual fees will be billed at year end.

Kansas Municipal Bonds | Codes | News
www.citycode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below.

Submitted by:

CITYCODE FINANCIAL, LLC

By Larry Kleeman
Larry Kleeman, President

May 29, 2013

Accepted by:

CITY OF COFFEYVILLE, KANSAS

By:_____

Title:_____

Attest:

By:_____
City Clerk

Date:_____

code publishing.inc

City of Coffeyville, Kansas
Cost Quotation Sheet – Recodification

June 2013

Recodification of the City Code:	
Editorial (est. 500 pages, 2-column)	11,950.00
Per-page rate (above/below estimate)	18.00 per page
Legal review	Included
Supplements during recodification	10.00 per page
Graphics, maps, tables, diagrams	Included
Online Code:	
Creation of HTML files	Included
Annual Internet hosting fee	350.00 per year
Printing, Binding and Shipping:	
Copies of the code (est. 500 pages)	50.00 each
Binders: D-ring plastic, buckram; expandable post (min. 12)	15.00, 60.00; 100.00 ea.
Tab dividers: generic; custom (min. order 25)	10.00; 15.00 per set
PDF file for in-house printing/archival	Included
For Example	
10 copies, D-ring binders, tab dividers	750.00
Supplement Service:	
Editorial (includes online updates)	22.95 per page
Graphics, maps, tables, diagrams	15.00 per page
Printing and shipping	0.10 per impression
PDF file for in-house printing/archival	Included
Optional:	
Telephone support	No charge
Subscription service	No charge
Sample ordinance service	No charge

See attached Online Options sheet

No startup costs. No "per supplement" charges. No extra charges or higher page rates if printed or electronic supplements are requested more often. All prices are estimates; final invoice is based on actual number of pages. Payments for recodified codes may be stretched over two budget cycles. Please call if any of our services can be modified to better suit the needs of your municipality.

Code Publishing Company
9410 Roosevelt Way NE
Seattle, WA 98115-2844

206.527.6831/800.551.2633
www.codepublishing.com
cpc@codepublishing.com

QUOTATION SHEET
CITY OF COFFEYVILLE
ORDINANCE CODIFICATION

INITIAL CODIFICATION

Base Cost $ 13,900

- 10 copies
- 10 binders

Additional charges

Per page cost for excess pages $ 18

Additional material amended or added after conference, per page $ 18

Electronic media, per format $ 150

Specify format _____

_____

SUPPLEMENT SERVICE

Internet placement, annual fee $ 995

Describe:

Internet placement, monthly fee $ N.A.

Firm: General Code, LLC

Submitted by: Suzanne Owens

Title: Codification Account Manager

Address: 781 Elmgrove Road

Rochester, NY 14624

Phone: (800) 436-2633

Email: Mail@generalcode.com

Date: June 14, 2013

COMPLETED QUOTATION SHEET – ADDITIONAL QUOTATION SHEET WITH DETAIL ON PAGES 30- 32

City of Coffeyville
Codification RFP

May, 2013

QUOTATION SHEET
CITY OF COFFEYVILLE
ORDINANCE CODIFICATION

INITIAL CODIFICATION

Base Cost — $10,500; 700 SC pages, 500 DC pages
- 10 copies
- 10 binders

Additional charges

Per page cost for excess pages	$16 SC or $20 DC
Rebate page for pages under the base	$13 SC or $17 DC
Additional material amended or added after conference, per page	$16 SC or $20 DC

Electronic media, per format — $ 75 each
Specify format Folio, PDF or RTF(Word)

SUPPLEMENT SERVICE

Internet placement, annual fee — $ 550 or $700
Describe: The first year of the online Code is No Charge; then the City has the option to include CodeBank for $700 or without CodeBank for only $550 per year

Internet placement, monthly fee — $ No Charge

Firm: Municipal Code Corporation (Municode)

Submitted by: A. Lawton Langford

Title: Chairman/CEO

Address: PO Box 2235
Tallahassee, FL 32316

Phone: (800)262-2633

Email: info@municode.com

Date: 6/12/2013

5

Chanute, Kansas - Code of Ordinances
- CHANUTE, KANSAS - MUNICIPAL CODE
- SUPPLEMENT HISTORY TABLE
- Title 1 - GENERAL PROVISIONS
- Title 2 - ADMINISTRATION AND PERSONNEL
- Title 3 - REVENUE AND FINANCE
- Title 5 - BUSINESS TAXES, LICENSES AND REGULATIONS*
- Title 6 - ANIMALS
- Title 8 - HEALTH AND SAFETY
- Title 9 - PUBLIC PEACE, MORALS AND WELFARE
- Title 10 - VEHICLES AND TRAFFIC
- Title 12 - STREETS, SIDEWALKS AND OTHER PUBLIC PROPER
- Title 13 - AIRPORT
- Title 14 - UTILITIES
- Title 16 - BUILDINGS AND CONSTRUCTION
- Title 19 - ZONING
- DISPOSITION OF ORDINANCES TABLE
- CROSS-REFERENCE TABLE
- CODE COMPARATIVE TABLE AND DISPOSITION LIST

TITLE 5 - BUSINESS TAXES, LICENSES AND REGULATIONS*

Chapters:

* For provisions relating to the licensing and regulation of commercial collectors of garbage, see Chapter 8.08 of this code.

Chapter 5.04 - LICENSE REGULATIONS
Chapter 5.08 - LICENSE FEES
Chapter 5.12 - ALCOHOLIC LIQUOR
Chapter 5.16 - CEREAL MALT BEVERAGES
Chapter 5.17 - NUDITY PROHIBITED IN LICENSED PREMISES
Chapter 5.20 - BILLIARD PARLORS AND POOL HALLS
Chapter 5.24 - FOR-HIRE PASSENGER VEHICLES
Chapter 5.28 - PRIVATE CLUBS
Chapter 5.32 COMPLIANCE WITH CABLE TELEVISION RATE REGULATION
Chapter 5.36 - TRANSIENT VENDOR

Chanute, Kansas - Code of Ordinances
CHANUTE, KANSAS - MUNICIPAL CODE
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Title 19 - ZONING
DISPOSITION OF ORDINANCES TABLE
CROSS-REFERENCE TABLE
CODE COMPARATIVE TABLE AND DISPOSITION LIST

Chapter 5.04 - LICENSE REGULATIONS

Sections:

5.04.010 - License—Required when.
5.04.020 - Multiple licenses.
5.04.030 - License—Fee prerequisite—Exception.
5.04.040 - License—Term.
5.04.050 - Licenses—Expiration date.
5.04.060 - License—Montransferability.
5.04.070 - License—Display required.
5.04.080 - Street stands—Approval required.
5.04.090 - Pawnshop, secondhand store—Records required.
5.04.100 - Interstate commerce—Interpretation of chapter— Exemptions.
5.04.110 - Violation—Penalty.

5.04.010 - License—Required when.

It is unlawful for any person, firm or corporation, either as principal or agent, to pursue, conduct, carry on, or operate within the city any trade, business, profession or occupation named in this chapter, without paying a license fee or without having procured from the city clerk a license therefor.

(Prior code §12-101).

5.04.020 - Multiple licenses.

Every person, firm or corporation who shall pursue, conduct, carry on, or operate more than 1 kind of business named in this chapter at the same location, or at different places within the city, shall pay a license fee for each kind of business named in which he engages, and at each place in the city where he engages in such business, unless otherwise provided in this chapter.

(Prior code §12-102).

Chanute, Kansas - Code of Ordinances
CHANUTE, KANSAS - MUNICIPAL CODE
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5.04.070 - License—Display required.

Every license issued for a place of business shall be kept in a conspicuous place at the location for which it was issued during the time that it is in force. Licenses issued to itinerants, peddlers, and others who have no fixed place of business shall be carried by the licensee, and shall be exhibited upon the request of any police officer or resident of the city.

(Prior code §12-107).

5.04.080 - Street stands—Approval required.

It is unlawful for any person to operate a stand or other type of establishment for demonstration or vending of wares or merchandise upon any street, sidewalk or alley, unless authorized to do so by resolution of the governing body.

(Prior code §12-108).

5.04.090 - Pawnshop, secondhand store—Records required.

It is the duty of any person owning or operating a junk, salvage, or secondhand store or business, or pawnshop, to keep a register in which, at the time of purchasing or receiving any article or thing whatsoever, shall be entered the name and address of the person or persons from whom such article or thing was purchased or received, the date of such transaction, and the description of the article so received or purchased. Such register shall be subject to inspection whenever requested by any police officer of the city, and all articles kept or stored in such place of business shall be subject to examination and inspection upon demand of any police officer of the city.

(Prior code §12-110).

5.04.100 - Interstate commerce—Interpretation of chapter— Exemptions.

No provisions of this chapter shall be construed to relate to or interfere with interstate commerce. Any person claiming to be engaged in interstate commerce, and who would otherwise be liable for payment of the license fee hereunder, shall, before engaging in such business in this city, produce satisfactory evidence to the city clerk that such business actually is interstate commerce.

(Prior code §12-111).