



## Town of Burlington

### ORDINANCE COMMITTEE SPECIAL MEETING THURSDAY, NOVEMBER 19, 2015

The meeting convened at 7:00 PM, Thursday, November 19, 2015. Present were: Ed Jurkiewicz, president, Mike Vollono, vice president, David Goshdigian, secretary, Pat Miller, Dick Alden, John Derewonko, and David Wagner, members, Ginger Doherty, alternate, Mary-Jane Ugalde, Town Clerk, and Eleanor Parente, Finance Director.

#### **Citizen Comment:**

Barbara Dahle spoke in opposition to the creation of an agricultural/conservation commission and the adoption of a proposed right to farm ordinance. She expressed concern that the proposed ordinance did not reference state statute or the state's authority to regulate farming. Furthermore, she was concerned with the fact that any enforcement of the proposed ordinance by the conservation/agricultural commission might conflict with the operation of the Planning and Zoning Commission. Later in the meeting, Ms. Dahle distributed packets of information to the committee members.

There was no other citizen comment.

#### **Acceptance of October 22, 2015 Meeting Minutes:**

Pat Miller moved to accept the October 22, 2015 minutes; Mike Vollono seconded the motion. The minutes were accepted unanimously.

#### **Presentation from Consultants:**

Consultants from vendors who organize and maintain town ordinances online were invited to come to the meeting, but none were available to attend. In their absence, Mary-Jane Ugalde reported as to how other towns have interacted with two specific vendors, General Code and Municode. She reported on the initial and monthly fees that these consultants charge to organize, post, and maintain the municipal codes for the towns of Canton and Farmington. She reported that Canton and Farmington have been using these companies for approximately five and ten years, respectively, without any significant complaints.

John Derewonko reported that he contacted both General Code and Municode and received proposals with quotes from each company regarding the work required to organize, post, and maintain the Burlington ordinances (proposal from Municode attached). The proposals were distributed to the committee members. John was in favor of using one of these companies to organize and post the ordinances. In his opinion, using these companies would be an efficient way to organize the existing ordinances and could save on legal costs.



## Town of Burlington

Eleanor Parente advised that engaging the services of one of these companies would require submitting a request for proposal to the board of finance in order to obtain funding, and the earliest this could occur would be in January.

The members had additional questions and issues that they would like addressed by consultants from the potential vendors. Dick Alden moved to invite the consultants to the December meeting, and Mike Vollono seconded the motion. The measure unanimously passed to invite via conference call Steffanie Rasmussen, assistant vice president of sales, Municode, at 1-800-262-2633, extension 1148, and Suzanne Owens, account manager, General Code, at (585) 402-8667.

### **Presentation from Conservation Commission**

Jonathan Schwartz, a member of the Conservation Commission, presented a proposed right to farm ordinance (attached). He reported that the First Selectman asked if the Conservation Commission could assume the responsibilities of an agricultural commission; the Commission believed that they could. The enabling ordinance for the Conservation Commission would have to be amended accordingly to change the name of the Commission and expand its authority to include that of an agricultural commission.

Mr. Schwartz described three reasons to enact a right to farm ordinance: to affirm the town's interest in agriculture, to make it more likely that farmers in town will receive grants from the state, and to help farmers avoid potential nuisance lawsuits. He stated that the proposed ordinance, which was distributed to members of the committee, is based on ordinances enacted in other towns drafted in light of a model ordinance from the American Farmland Trust and the Connecticut Farm Bureau Association. Mr. Schwartz summarized the substance of the proposed ordinance as recognizing that the mere act of farming, as officially certified pursuant to the proposed new authority of the agricultural/conservation commission, is not considered a nuisance so long as the farmer in question is in compliance with all other relevant regulations. He stated that the ultimate purpose is to help farmers avoid nuisance lawsuits, which could potentially bankrupt a small farm. Mr. Schwartz noted that, although the ordinance would state that the mere act of farming is not a nuisance, the ordinance would not prevent someone from filing a nuisance lawsuit.

In response to concerns from committee members, Mr. Schwartz stated that the Conservation Commission preferred that the town amend to the Commission's enabling ordinance, granting them new powers required to effectuate the proposed right to farm ordinance, instead of creating a new independent agriculture commission. He reasoned that the Conservation Commission is already familiar with the town's open space, and he expressed doubt as to the feasibility of staffing an independent commission. Mr. Schwartz also stated that the Conservation Commission would be able to assume any other responsibilities associated with an agricultural commission, in addition to handling complaints related to the proposed right to farm ordinance.

Pat Miller expressed an interest in inviting Joan Nichols from the Connecticut Farm Bureau Association to speak before the committee regarding the proposed right to farm ordinance.



## **Town of Burlington**

### **Report from Members Regarding Proposed Organization of Ordinances**

Pat Miller reported that she likes the historical nature of the ordinances as currently organized, being that one can see how the ordinances have evolved, but recognizes that this type of organization is not practicable. Pat circulated a proposed organization of the existing ordinances (attached). Several members recognized that if the Committee does engage the services of outside vendors, it would be beneficial to pare down the ordinances beforehand.

### **Report from Members Regarding Proposed Ordinances for Repeal**

David Goshdigian distributed a list of ordinances to the committee that he believed could potentially be repealed (attached). Ed Jurkiewicz reported that his list included many of the same ordinances.

### **New Business/Items for December 17, 2015 Meeting**

The following were proposed as new business and items for the next meeting: conference calls from consultants, invitation for Joan Nichols of the Connecticut Farm Bureau Association to discuss the proposed right to farm ordinance, and additional ordinances for repeal, if time permits.

There being no further business, the meeting was adjourned at 9:27 PM.

Respectfully Submitted,

David Goshdigian  
Secretary, Ordinance Committee



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32315  
info@municode.com • 800.262.2633  
fax 850.564.7492 • www.municode.com

October 28, 2015

Mr. John Derewonko  
Council Member  
Town of Burlington  
75 George Washington Turnpike  
Burlington, CT 06013

Sent via email: [jd1ct@yahoo.com](mailto:jd1ct@yahoo.com)

Mr. Derewonko:

Thank you for recently speaking with our Sales Representative, Patrick Holiday, and expressing interest in utilizing Municode for codification and supplementation services. We have reviewed the Town's code and are pleased to submit the following information to the Town of Burlington.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

### Why Municode?

**Integrity.** *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

**Attorneys.** We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

**Experience.** With over 3,755 customers in all 50 states, we are the most trusted and experienced codifier of local government codes in the nation. Our team of attorneys has an average of over 20 years of codification experience. With over 190 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

**Relationships.** For over 64 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

**Quality.** We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

**Technological Leadership.** MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, 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. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

**Commitment to Connecticut:** We are proud to serve 40 municipalities in the state of Connecticut. We regularly attend, support and sponsor the Connecticut Town Clerks Association's Spring and Fall conferences.

## Why Our Clients Love Us

**Applying our Legal Experience.** We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 64 years and have worked for decades serving the biggest and most advanced municipalities in the nation, including 40 clients located in Connecticut. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

**Team Approach.** We have 14 legal editorial teams, over 35 legal editors and over 20 legal proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

**Customer Service.** Our goal is to fully understand your unique needs. Your Municode Representative, Dale Barstow, is able to meet with you in person anytime. Dale can also provide onsite training or host webinars throughout the term of the contract.

*Your Representative.* Municode's Vice President of Sales, Dale Barstow, is located in Tallahassee, FL. He is available to answer questions and meet with you, as needed. Dale has worked with municipal clients for over 40 years and is an honorary Town Clerk in 5 states. He frequents the Burlington area often and attends the Connecticut Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.


*Real People.* If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

*Personal Touch.* We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

**Responsible Citizen.** We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with our Vice President of Sales, Dale Barstow or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant  
President

WEG/djp

Enc.

cc: Steffanie Rasmussen, Assistant Vice President of Sales  
[steff@municode.com](mailto:steff@municode.com) / 800-262-2633 ext. 1148

## Executive Summary

We would like to propose the following option for your consideration. For further details on the project, please see page 8.

### Codification, Supplementation and MunicodeNEXT:

*Logic: Organize your legislation into a logical Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

☞ Codification.....	7,250 <sup>1</sup>
☞ Supplementation.....	\$18 per page
☞ Online hosting and support.....	1 <sup>st</sup> year fee waived, then \$395 <sup>2</sup>
☞ Timeline .....	8-12 months

### Pricing = Apples to Apples:

We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

- ☞ A full-time, Municode attorney will legally review the code, not just a code editor;
- ☞ The codification base cost of **\$7,250** is based on a **300 page, single column 10 point code**;
- ☞ Supplement charges - **single column per page rate of \$18**;
- ☞ The **online code is free for the first year** and then **only \$395** for our basic service.
- ☞ If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for **only \$1,195!**
- ☞ Municode **does not** charge an extra fee for posting supplements online.
- ☞ Municode **does not** charge an extra fee for printing your supplement pages.
- ☞ Municode **does not** charge a supplement handling fee.

The supplement page rate is \$18 for single column (including printing and posting each supplement on line). Some companies might have quoted you a double column price or **no supplement rate at all**. Please double check this when comparing responses.

Please consider the fact that some codifiers charge an additional page rate to post your code online. Our basic code on the internet fee of \$395 covers this cost.

<sup>1</sup> Please see page 4 for additional pricing details.

<sup>2</sup> Please see page 6 for additional features and pricing available on our MunicodeNEXT platform.

## Codification Quotation Sheet

### Codification base cost, includes

**\$7,250**

- ☐ 300 single column pages
- ☐ The current code can be posted as a PDF during the codification project
- ☐ Receipt, review and organization of materials
- ☐ Legal analysis & research by a full-time, Municode attorney
  - ☐ Preparation of legal memorandum by a Municode attorney
- ☐ Conference with attorney (make selections below)
- ☐ Implementation of approved legal findings
  - ☐ Updating state law references
  - ☐ Editorial preparation and proofreading
  - ☐ Page formatting (make selections below)
  - ☐ Indexing
  - ☐ Creation of tables<sup>3</sup>
  - ☐ Graphics<sup>4</sup> & tabular<sup>5</sup> matter
- ☐ Final proofreading and corrections
- ☐ Quality control review and printing
  - ☐ 5 copies, to include 3-post stamped binders and tabs
- ☐ Adopting ordinance prepared by a Municode attorney

### Conference Selection:

- ☐ On-site conference, each **Attorney time, travel, lodging and per diem**
- ☐ Teleconference or web-based conference, 3 hour session **No charge<sup>6</sup>**

### Format Elections (*Please check or circle desired elections below*)

**Font:** Times New Roman - Will be used as the font unless otherwise indicated.

Other choices include: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

- |                               |  |                                    |   |
|-------------------------------|--|------------------------------------|---|
| <b>Font Size:</b>             | <input type="checkbox"/> 10 point              | <input type="checkbox"/> 11 point  | <input type="checkbox"/> 12 Point                                       |
| <b>Page Format</b>            | <input checked="" type="radio"/> Single Column |                                    |   |
| <b>Binder Color:</b>          | <input type="checkbox"/> Semi-Bright Black     | <input type="checkbox"/> Dark Blue | <input type="checkbox"/> Hunter Green <input type="checkbox"/> Burgundy |
| <b>Binder Stamping Color:</b> | <input type="checkbox"/> Gold                  | <input type="checkbox"/> Silver    | <input type="checkbox"/> White  |

### Items not included in base cost

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Pages <u>over</u> 300, 10 point single column pages per page | <b>\$18</b>          |
| <input type="checkbox"/> Freight  | <b>Actual</b>        |
| <input type="checkbox"/> State sales tax  | <b>If applicable</b> |
| <input type="checkbox"/> Post your code on MunicodeNEXT <sup>7</sup>                  |                      |

**Payments for codification project** - Base cost split into four payments – Your project can be budgeted over two fiscal years

- |   |                |
|---|----------------|
| <input type="checkbox"/> Execution of Agreement             | <b>\$2,540</b> |
| <input type="checkbox"/> Submission of the Legal Memorandum | <b>\$1,810</b> |
| <input type="checkbox"/> Submission of Draft Code           | <b>\$1,810</b> |
| <input type="checkbox"/> Delivery                           | <b>Balance</b> |

<sup>3</sup> The following tables will be created and are included in the base cost: supplement history table, code comparative table, state law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

<sup>4</sup> Includes printing all copies. Additional fees will apply if graphics are printed in color.

<sup>5</sup> Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>6</sup> For the initial 3-hour session. \$150 per hour thereafter.

<sup>7</sup> Make Selections on page 6.

## Supplement Service Base Page Rate<sup>8</sup> Quotation Sheet

### Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$18 per page

#### Base page rate above includes:

- ☐ Acknowledgement of material
- ☐ Data conversion, as necessary
- ☐ Editorial work
- ☐ Proofreading
- ☐ Updating the index
- ☐ Schedule as selected by you<sup>9</sup>
- ☐ Updating electronic versions<sup>10</sup> and online code
- ☐ Printing 5 copies

#### Base page rate above excludes:

- ☐ Freight Actual freight
- ☐ State sales tax If applicable
- ☐ Graphics<sup>11</sup> & tabular<sup>12</sup> matter, per page \$10
- ☐ MyMunicode or online code Selections on page 6

#### Electronic media options for Code of Ordinances (sent via download)<sup>13</sup>

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views            | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX)                  | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of the code        | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update  |

#### Payment for Supplements and Additional Services:

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

<sup>8</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> Includes printing of all copies. Additional fees will apply if graphics are printed in color.

<sup>12</sup> 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.

<sup>13</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, Folio or Word, via one of the aforementioned mediums.



## Online Services Quotation Sheet

- ☐ The current code can be posted online as PDF during the codification project at no additional charge to you.

Elections below will be implemented upon adoption of your new code.

Please check the appropriate box (es) to indicate your selection:

### Value Pricing:

- ☐ MyMunicode<sup>14</sup> includes the following:

**\$1,195 annually<sup>15</sup>**  
*First year fee waived*

- ☐ Online Code = MunicodeNEXT
- ☐ OrdBank
- ☐ CodeBank
- ☐ CodeBank Compare + eNotify<sup>16</sup>
- ☐ MuniPRO
- ☐ Custom Banner

### A la carte pricing:

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Online Code = <i>MunicodeNEXT</i> (annually) <i>first year fee waived</i> | <b>\$395</b>                        |
| <input type="checkbox"/> CodeBank (annually)   | <b>\$150</b>                        |
| <input type="checkbox"/> CodeBank Compare + eNotify <sup>17</sup> (annually)                       | <b>\$250</b>                        |
| <input type="checkbox"/> MuniPRO Service (annually)  | <b>\$295</b>                        |
| <input type="checkbox"/> Custom Banner (onetime fee)   | <b>\$250</b>                        |
| <input type="checkbox"/> MuniDocs  | <b>Quote available upon request</b> |

## ORDINANCES PENDING CODIFICATION

### Option 1) OrdBank

- |  |              |
|--|--------------|
| <input type="checkbox"/> Per ordinance fee   | <b>\$35</b>  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | <b>\$340</b> |

### Option 2) OrdBank + OrdLink

- |  |              |
|--|--------------|
| <input type="checkbox"/> Per ordinance fee   | <b>\$60</b>  |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | <b>\$440</b> |

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

<sup>14</sup> Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

<sup>15</sup> Total value if each item were to be purchased a la carte would be approximately \$1,430 per year with participation in our OrdBank service.

<sup>16</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>17</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

## Scope of Services - Codification

We will handle the publishing for your Code of Ordinances. This includes legal work, editing, page composition, proofreading, indexing, and delivering the information in print or via electronic copy. Hereinafter, unless specifically cited, a reference to "codes" or "the codes" includes the Municipal Code of Burlington, Connecticut. We understand the scope of this project to include a complete codification of the code, ongoing supplemental services and online hosting of the code. A summary of the codification process is provided below.

**Codification Project Leader: H.E. Rick Grant, Executive Vice President and C.O.O.**

### Excellence

*"The code update went far beyond my expectations. Everyone at Municode was nice to work with and always responded in a timely manner. Your customer service was outstanding. Thanks again for a very positive experience."*  
- Barron, WI

### **Material**

The following sections describe the nature of material included or excluded in the project, creation of a disposition list, and the methodology of adding material to the online version of the code.

**Ordinances.** All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by the Municode attorney (usually following delivery of the legal memorandum), will be included in the new code. We will rely upon the material (in print or electronic form) as furnished by you during the codification process. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you.

**Attorney Analysis and Review of Material.** We will assign a team, consisting of a lead attorney, legal editor, proofreader and indexer, to the project. All recommendations by our legal team are intended for use by your attorney and should not be considered legal advice. Our legal team is responsible for the following: We will research all legislation submitted by you against the State Constitution, State Law and the Charter; additionally, the ordinances are compared to other ordinances, in order to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at an agreed upon page rate. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure.

**Page Format Options.** We will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

**References.** We will provide State Law references within the code. Editor's notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

**Legal Memorandum.** We will provide you and your staff with a user-friendly legal memorandum containing all of our analysis and recommendations. This memorandum will reflect our attorney's legal review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to state law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the codification process simple and smooth for you. From start to finish, we will work with you to complete the project as quickly and efficiently as possible.

**Conference.** We will conduct a conference, either in person, via telephone or webinar, to review the legal memorandum and recommendations. All interested personnel may be included; but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision making authority for resolution of issues brought up at the conference or noted in the legal memorandum.

### **Implementation of Conference Decisions**

**Editing and Proofreading.** Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

**Graphics, Index and Tables.** Our team will create a hierarchical, subject matter index and all tables (contents, state law reference, prior code comparison, and ordinance disposition) for your code as necessitated by the materials provided. The creation of additional tables can be performed for an additional hourly fee. We will insert the graphics you have provided into the printed and electronic versions of the code. Manipulation, enhancement or reformatting of any graphic supplied by you can be performed for an additional hourly fee.

**Post Conference Memorandum and Draft Code.** After editing and proofreading, a post-conference memorandum and a draft code incorporating solutions captured in the legal memorandum and agreed upon at the legal conference will be delivered to you. The draft code will be in final print form and will be provided to you for final review prior to printing and shipment. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Our liability for all services shall extend only to correcting the errors in the code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

**Adopting Ordinance.** Our attorney will provide an adopting ordinance upon completion of the project.

#### **Delivery of Code**

**Electronic Format and Delivery Options.** Your new code can be delivered in HTML, PDF, DOCX, Folio or integrated with the dtSearch Engine on our MunicodeNEXT platform. Electronic delivery mediums include online posting and download.

**Printing and Binding.** We will print your code on acid-free paper in your chosen format. Color printing is available at an additional charge. Standard binding for the code is three-post, expandable, dark blue, hunter green, semi-bright black, burgundy, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are also available. A seal or logo can be added to the front cover and spine in addition to the text, for an additional charge, if desired. Divider tabs for each major section of the code and index are also provided.

#### **Client Responsibility**

**Amendatory Legislation.** Please forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form. Electronic submission is highly preferred.

**Review Legal Memorandum.** Please review the legal memorandum to ensure that it comports with your intentions and modify and/or approve the proposed table of contents and organization of the code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.

**Participation of Attorney.** Please ensure your attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the code draft.

**Submission of Data.** Please provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.

**Draft Code.** Please review and return the draft within thirty (30) days of receipt. To assist you in this endeavor, a post-conference memorandum will accompany the draft code to point out to you where changes and additions have been made. Any changes to the text should be marked directly on the draft and returned to us. Changes not discussed at the conference may result in a proof update fee.

#### **Supplemental Updating**

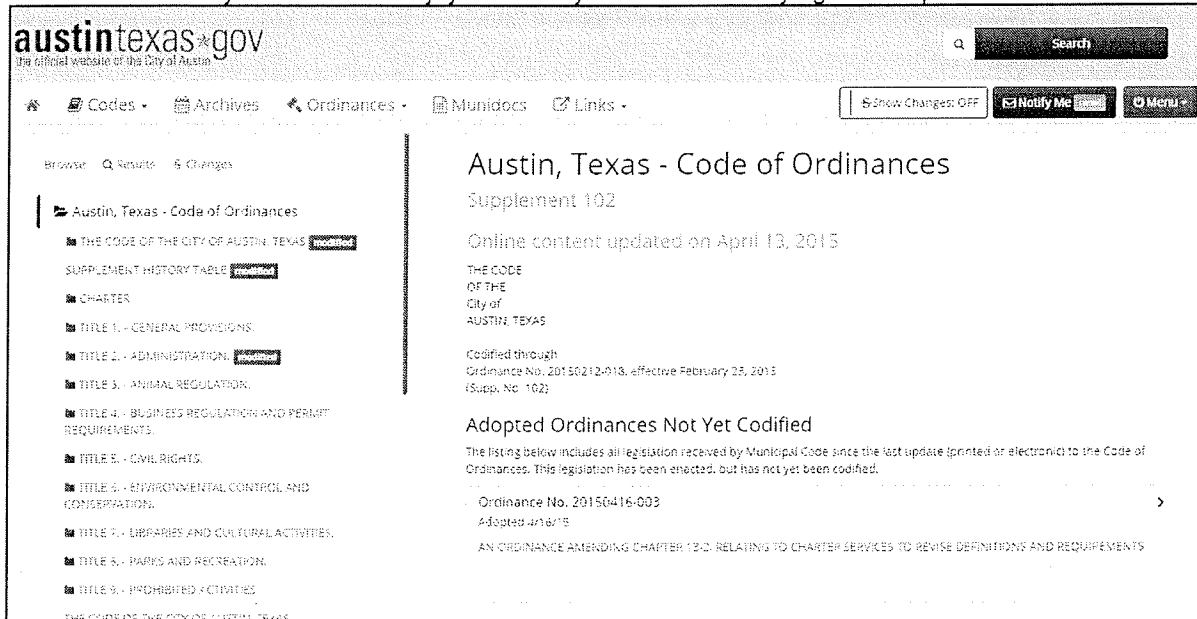
We will handle 100% of the publishing for your code. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or via electronic copy. Supplementation will start upon completion of the codification project on the schedule selected by the client.

**Editorial Approach.** We use a team approach to editing. This provides for consistency in editing, understanding and quality of work for you.

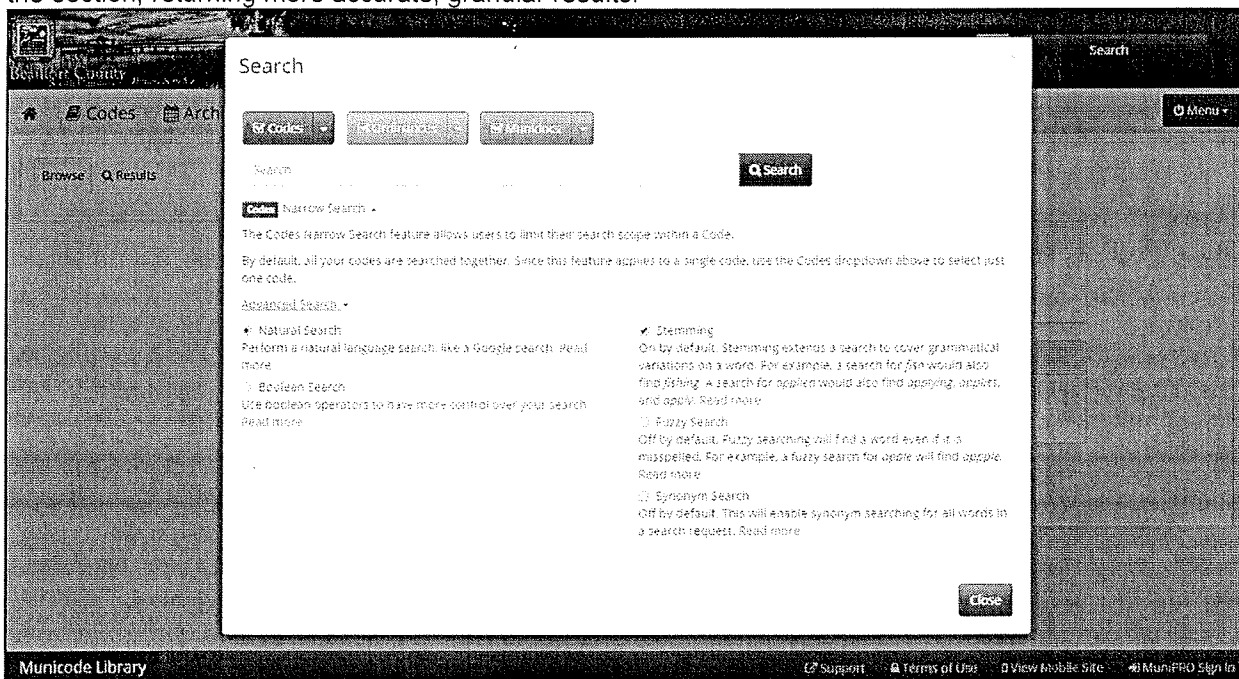
**Ongoing Supplementation.** Our goal is to meet and exceed the needs and expectations of our clients. Working with you and your staff, we will create whatever supplementation schedule will best serve you and your citizens.

## MunicodeNEXT – Online Resource of Standard Features

- ❖ **Modern Design** – MunicodeNEXT was designed by our team with an emphasis on mobile devices. This means that tablet users will be directed to the full version of your site. This advance was made possible thanks to the responsive user interface that we have created. Being able to access the full version of MunicodeNEXT from a tablet means that your users will enjoy a more dynamic and satisfying user experience.



- ❖ **Tablet friendly** – Tablet users are directed to the full desktop version of the site. The advanced user interface uses large buttons and icons, making it extremely touch friendly.
- ❖ **Searching** – Search results begin in a popover, then move to a persistent left-hand tab as you cycle through the results. You can toggle between search and browse modes by selecting the appropriate tab. 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.



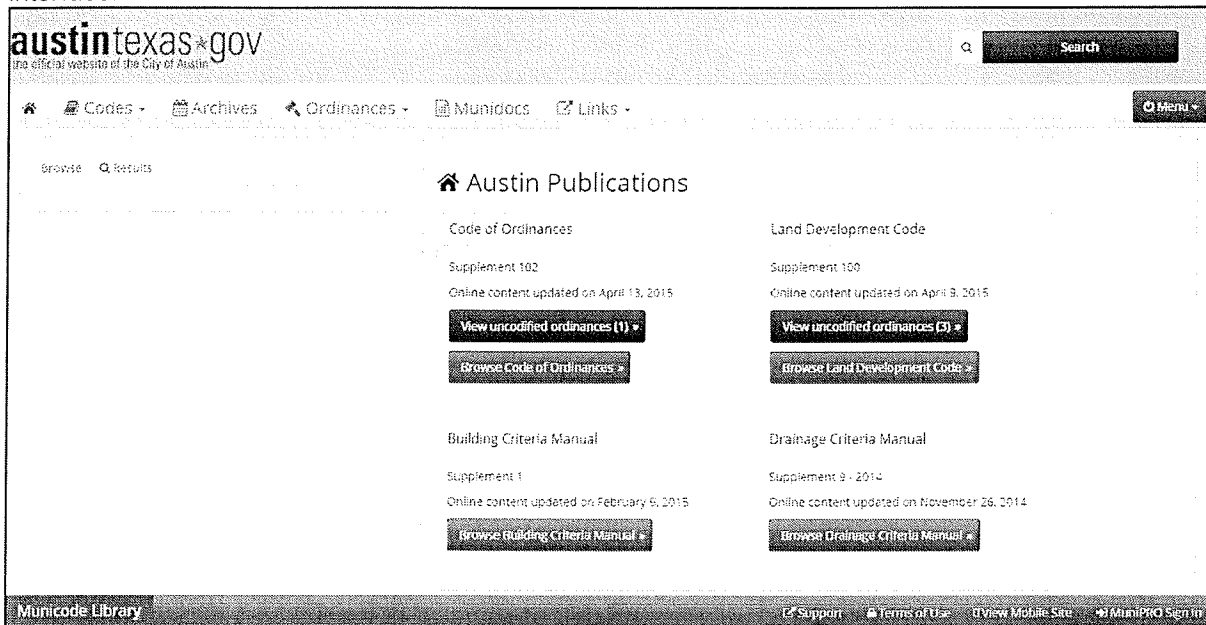
- ❖ **Advanced Searching** – You and your power users can conduct searches using Normal Language, Boolean Logic, Stemming, Fuzzy Search and Synonym search.
- ❖ **Searchable ordinances** – Thanks to our OrdBank service, ordinances posted pre and post-codification are full-text searchable with hit highlighting.

❖ **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 color coded and labeled for easy identification.

❖ **Narrow Searching** – Your users have the ability to search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!

❖ **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 will also be able to print, save or email non-sequential sections from multiple portions of your code(s).

❖ **Multiple publications** – If you have multiple publications (code, zoning, etc.), they will all be searchable from one interface.



❖ **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.

❖ **Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination Article, Chapter, or Section.

❖ **Mouseover (cluetips)** – Navigate to your code and any linked cross-reference will quickly display the pop-up preview window.

❖ **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 with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.

❖ **Collapsible TOC** – The table of contents collapses and is re-sizeable, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.

❖ **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)

## MunicodeNEXT

Take your online code to the NEXT level with these exclusive, premium features!

**OrdBank.** With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

### (Hyperlinked Ordinance in Text)

The screenshot shows the OrdBank interface for a jurisdiction. On the left is a sidebar with a "SUPPLEMENT HISTORY TABLE" and a list of chapters (Chapter 1 - GENERAL PROVISIONS, Chapter 2 - ADMINISTRATION, Chapter 5 - AIRPORTS AND AIRCRAFT, Chapter 10 - AMUSEMENTS AND ENTERTAINMENT, Chapter 14 - ANIMALS, ARTICLE I - IN GENERAL, ARTICLE II - ANIMAL CONTROL). The main content area displays "Ord. No. 2010/07 - 4-26-2010; Ord. No. 2010/07 - 11-8-2010". Below this is "Sec. 14-28. - Restraint of animals by owners." followed by three sub-sections: (a) Running at large, (b) Control of animals generally, and (c) Female dogs and cats in heat. An arrow points to the ordinance number "2010/07" in the text. Below the sub-sections is "Sec. 14-29. - Impoundment."

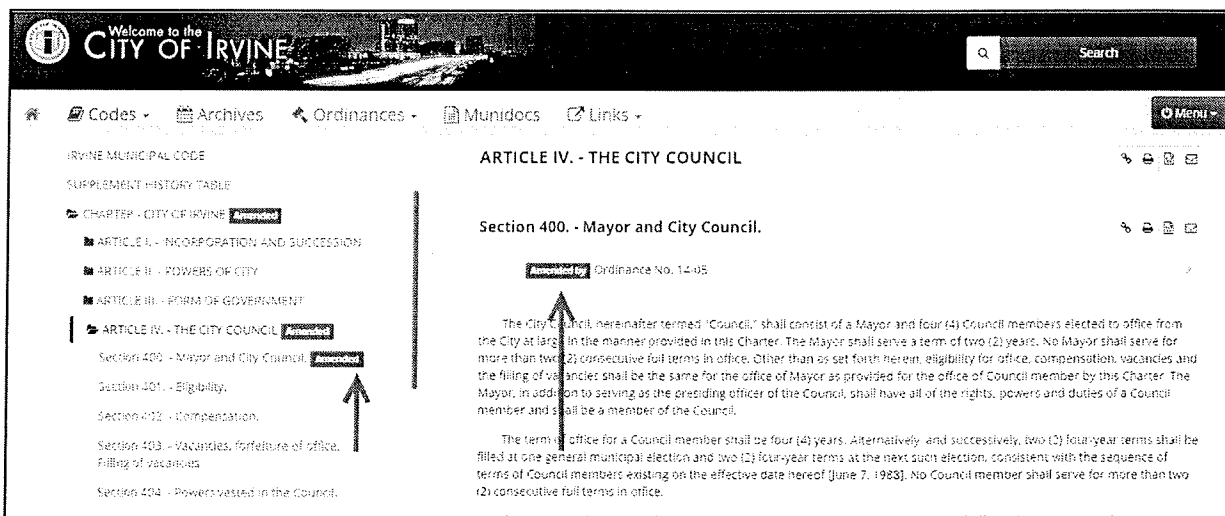
### (One-Click Access to the Original Ordinance)

The screenshot shows the "Ordinance No. 2010-07" detail view. The title is "2010/07 Animal and Shelter and Control (rewrite of ordinance), Chapter 14, Article II". The text is displayed in a large, readable font. On the right side, there is a "Municode Library" section with a list of chapters and articles. The interface includes a search bar, a menu, and a "Close" button.

### (OrdBank Repository)

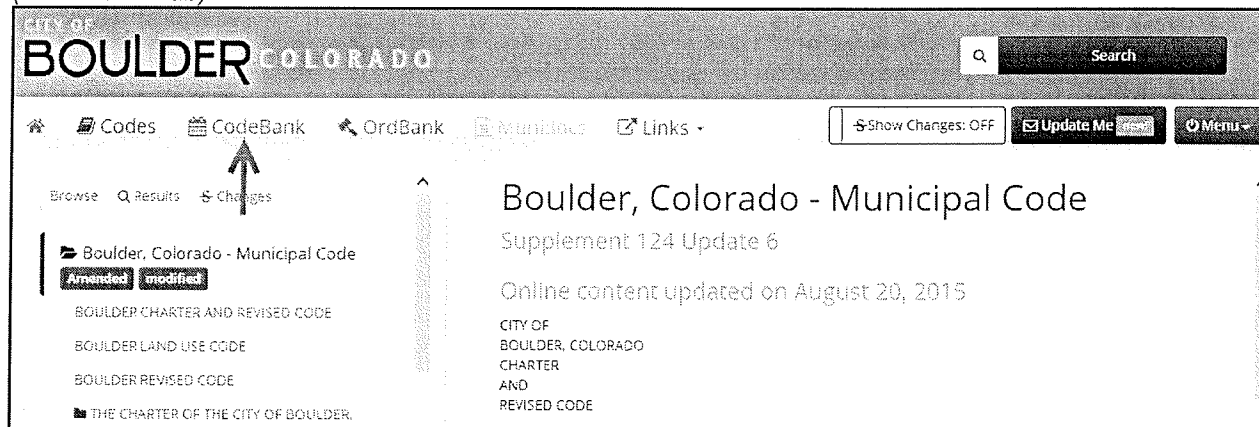
The screenshot shows the "OrdBank Repository" interface for the "CITY OF BOULDER COLORADO". The main heading is "Ordinances for Boulder, CO Municipal Code" with "24 ordinances". Below this is a table of contents with links to "Adopted Ordinances Not Yet Codified", "Supplement 124 Update 6", and "Supplement 124 Update 6". The interface includes a search bar, a menu, and a "Browse" button.

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your code via supplementation, the OrdLink system 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 helps put everyone on notice that new ordinances have been adopted.

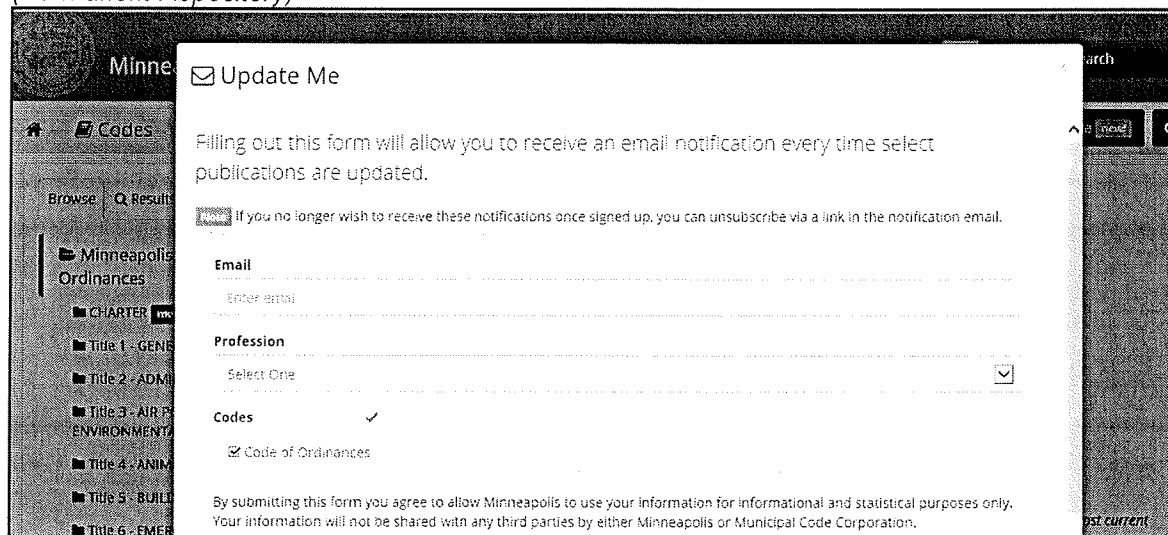


**CodeBank.** Our CodeBank service serves as an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

(CodeBank Tab)



(Permanent Repository)



**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).

#### (Changes in Text)

**seattle.gov**

Codes Archives Ordinances Munidocs Links

Seattle, Washington - Municipal Code **Amended**

SEATTLE - MUNICIPAL CODES **Amended**

PREFACE **Amended**

THE CHARTER **Amended**

CHARTER COMPARATIVE TABLE

1 - GENERAL PROVISIONS **Amended**

**Title 2 - ELECTIONS** **Amended**

CHAPTER 2.04 - ELECTION CAMPAIGN CONTRIBUTIONS **Amended**

CHAPTER 2.05 - LOBBYING REGULATIONS

CHAPTER 2.06 - INITIATIVE PETITIONS

CHAPTER 2.07 - REFERENDUM PETITIONS

CHAPTER 2.08 - ELECTION CAMPAIGNS

CHAPTER 2.09 - INITIATIVE AND REFERENDUM PETITION SIGNATURES

2.04.1 - ADMINISTRATION **Amended** **Amended**

2.04.2 - PERSONNEL **Amended**

2.04.3 - REVENUE, FINANCE AND TAXATION **Amended**

**2.04.290 - Identification of contributions and communications. Modified**

A. No contribution shall be made and no expenditure shall be incurred, directly or indirectly, in a fictitious name, and no person, through an agent, relative, or other person, in such a manner as to conceal the identity of the source of the contribution or in any other manner so as to effect concealment.

B. 1. All audio and video broadcast point of advertising, whether relating to candidates or ballot propositions, shall must include the "paid for by" or "sponsored by," followed by the sponsor's name. All other political advertising, whether relating to candidates or ballot propositions, must state "paid for by" or "sponsored by," followed by the sponsor's name and address. The sponsor's name and address may be omitted if the advertisement is a paid for by the sponsor, such as a newspaper, radio station, or television station, or if the advertisement is a paid for by the sponsor, such as a newspaper, radio station, or television station, or if the advertisement is a paid for by the sponsor, such as a newspaper, radio station, or television station.

2. In addition to the material required by subsection 2.04.290 B.1, all political advertising undertaken as an independent expenditure by a person or entity, other than a bona fide political party as defined in RCW 42A.060, must include the following information: (a) the name of the communication, (b) the date of the advertisement, (c) the name of the sponsor, (d) the name of the sponsor's address, (e) the name of the sponsor's address, (f) the name of the sponsor's address, (g) the name of the sponsor's address, (h) the name of the sponsor's address, (i) the name of the sponsor's address, (j) the name of the sponsor's address, (k) the name of the sponsor's address, (l) the name of the sponsor's address, (m) the name of the sponsor's address, (n) the name of the sponsor's address, (o) the name of the sponsor's address, (p) the name of the sponsor's address, (q) the name of the sponsor's address, (r) the name of the sponsor's address, (s) the name of the sponsor's address, (t) the name of the sponsor's address, (u) the name of the sponsor's address, (v) the name of the sponsor's address, (w) the name of the sponsor's address, (x) the name of the sponsor's address, (y) the name of the sponsor's address, (z) the name of the sponsor's address.

3. Political advertising costing \$1,000 or more supporting or opposing ballot measures sponsored by a political committee must include the information on the "Top Five Contributors" consistent with subsections 2.04.290 B.2 b. A series of political advertising sponsored by the same political committee, each of which is under \$1,000, must include the "Top Five Contributors" information required by Section 2.04.290 once their cumulative cost exceeds \$1,000 or more.

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.

#### (Changes Tab in Your Table of Contents)

**BOULDER COLORADO**

Codes Archives Ordinances Munidocs Links

Boulder, Colorado - Municipal Code Supplement 123 Update 2

Online content updated on March 19, 2015

CITY OF BOULDER, COLORADO CHAPTER AND REVISED CODE

Codified through Ordinance No. 3033, adopted 2015 (Supp. No. 123, Update 2)

**Adopted Ordinances Not Yet Codified**

The BPC online undergoes quarterly maintenance supplements and may not be up to date. The "Amended" badge throughout the online table of contents identifies the legislation that has not yet been incorporated into the online Code. Please always review these posted Adopted Ordinances to ensure you are up to date on the most current legislation.

Ordinance No. 2015 Adopted 2/17/15

AN ORDINANCE AMENDING CHAPTER 9.4 B.R.C. 1981, ADDING A NEW SECTION 9.4.3.5, SMOKING PROHIBITED IN PUBLIC PLACES, INCLUDING ELECTRONIC SMOKING DEVICES IN THE DEVIATION OF SMOGGING, AND SETTING FORTH RELATED DETAILS.

**Chapter 21 - Sign Contractor License** **Modified**

21.01 - License Required

21.02 - Regulation of Smoking

21.03 - Legislative Intent

21.04 - Definitions

21.05 - Smoking Prohibited Within Buildings and Enclosed Areas

21.06 - Smoking Prohibited in Public Areas

21.07 - Smoking Prohibited Outdoors at Restaurants and Taverns

21.08 - Signs Prohibited To Be Posted

**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.

#### (eNotify Button for Easy Registration)

**BOULDER COLORADO**

Codes CodeBank OrdBank Munidocs Links

Boulder, Colorado - Municipal Code **Amended** **modified**

**Chapter 1 - Definitions** **Modified**

1.1 - Definitions

1.2 - Intercity Claims for Recovery

1.3 - Hearings and Appeals

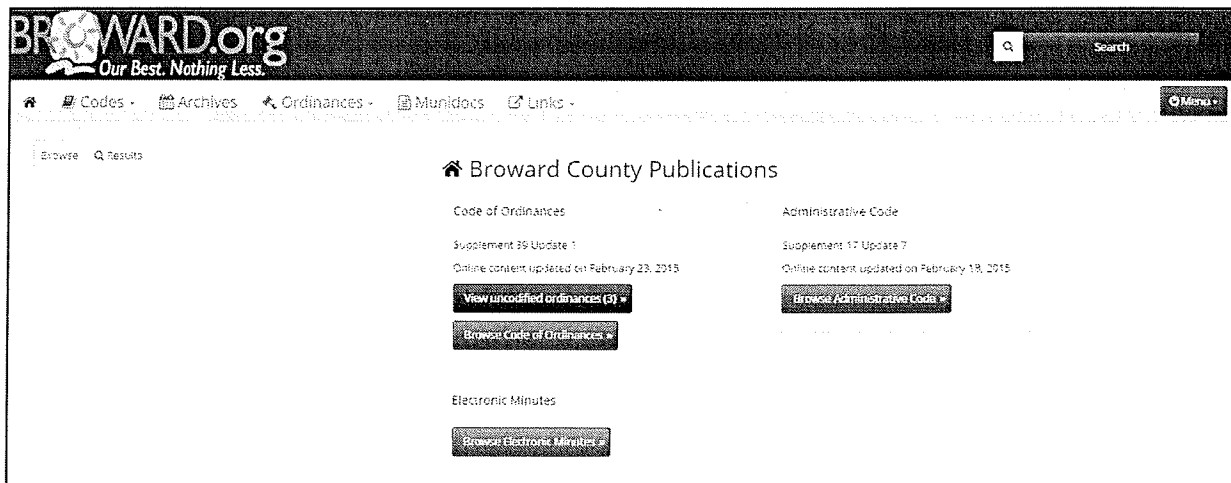
**Update Me**



### (eNotify Sign-Up)

The screenshot shows a web browser window with the Minneapolis city logo and navigation menu on the left. The main content area is a sign-up form titled "Update Me". The form includes a checkbox for "Email" (checked), a text field for "Enter email", a dropdown for "Profession" (set to "Select One"), and a checkbox for "Codes" (checked). Below the form is a disclaimer: "By submitting this form you agree to allow Minneapolis to use your information for informational and statistical purposes only. Your information will not be shared with any third parties by either Minneapolis or Municipal Code Corporation." The background shows a sidebar with "Minneapolis Ordinances" and a list of titles from 1 to 6.

**Custom Banner.** We can customize the look and feel of your code to more closely match your website.



**MuniDocs.** Enables municipal users to send material of your choosing directly to us to upload documents to your online code. Let us do all the work and upload your minutes, resolutions, budgets, and or any other non-code material online. Your collection of documents, will be posted alongside your code and will be fully searchable and filterable for ease of use. No need for you and your staff to learn and manage a new system.

### (MuniDocs Tab and Repository)



**MuniPRO.** MuniPRO Searching allows you to search the over 3,140 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 over 3,140 codes in the entire U.S. hosted by Municode! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Favorites.** Create a "favorites" list of frequently visited codes or sections. This will save time by making navigation a one-click process from your dashboard.
- **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the table of contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your dashboard.
- **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the table of contents and search results, and can also be accessed from a single click.

## YOUR ADVANTAGES WITH



municodeNEXT

MY municode

Basic Search	●	●
Print/Save/Email	●	●
All-In-One Search	●	●
Advanced Search	●	●
Modern Design	●	●
Fully Searchable PDF documents	●	●
Twitter & Facebook Sharing	●	●
Enhanced for Tablet Use	●	●

## PREMIUM FEATURES

*OrdBank	○	●
*OrdLink	○	●
*CodeBank	○	●
*CodeBank Compare	○	●
*eNotify	○	●
*MuniPro	○	●
*Custom Site Theming	○	●

\*Municode's optional, premium offerings are enhanced with MunicodeNEXT. Call or email for details.



Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.564.7492 • www.municode.com

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 Client.

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

Submitted by:

**MUNICIPAL CODE CORPORATION**

Municode Officer: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Y. E. Grant", written over a horizontal line.

Title: President

Date: October 28, 2015

Accepted by:

**TOWN OF BURLINGTON, CONNECTICUT**

By: \_\_\_\_\_

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

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

## Resumes and Project Contacts

Lawton Langford, Esq., Chairman & CEO. Lawton attended Vanderbilt University with a double major in Economics and Business Administration. His post-graduate degrees are a Juris Doctor from the FSU College of Law and a Masters of Business Administration from the FSU College of Business. Lawton is a member of the Florida Bar.

Eric Grant, Esq., President. B.S., U.S. Naval Academy; M.A., Georgetown University; J.D., University of Virginia School of Law. Member of the Florida Bar. Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit.

### Legal:

H. E. "Rick" Grant, Esq., Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as the Navy's senior attorney, the Judge Advocate General of the Navy. He has been with Municode for 18 years as the C.O.O. and has headed the Code Department for the last 4 years. He has overall supervision of the legal work of all code projects. He assigns the Municode attorney, and ensures that the final product is up to Municode's demanding standards.

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida. Alyce is a long time member of the Florida Bar with more than 43 years of experience in state and local government law having served as a legal analyst for the Legislature of the State of Florida and attorney for the City of West Palm Beach, Florida and the Florida League of Cities before joining Municode. She has completed countless local government codes and other legal projects throughout the United States.

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 41 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and Wyoming.

Roger D. Merriam, Esq., B.A., Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law. 8 years of private practice; 15 years of experience in local government law. Active member of Florida and South Carolina Bars, also admitted to practice before the Supreme Court of the United States and the U.S. Court of Appeals for the Armed Forces. Dan has completed code projects in South Carolina, North Carolina, Virginia, Texas, Louisiana, Mississippi, Alabama, Georgia, West Virginia, Illinois, and New Mexico.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, New York; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, Maryland, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

Sandra S. Fox, Esq., B.A. (Summa Cum Laude) Florida State University; J.D. (Magna Cum Laude), Florida State University; 13 years of experience in legal research and writing; 10 years of experience in local government law. Sandra has completed over 200 codes and various other legal projects in Alaska, Alabama, Florida, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, and Wisconsin.

Julie E. Lovelace, Esq., B.A., University of North Carolina - Chapel Hill; J.D., Samford University Cumberland School of Law; 25 years of experience in local government law (11 years as Senior Assistant County Attorney for Leon County, Florida, 14 years in private practice); member of the Florida Bar. Also admitted to practice before the U.S. Court of Appeals for the Eleventh Circuit, U.S. District Court for the Middle District of Florida and U.S. District Court for the Northern District of Florida.

Mary Margaret Bielby, Esq., B.A. (cum laude), Florida State University; Masters Certificate in Project Management, Florida State University; J.D., Samford University Cumberland School of Law. Experience in local government law and civil and criminal law at the federal level.

William "Bill" Sweeney, Esq., B.S., University of Montana; J.D., University of Montana; LLM (Criminal Law), The Army Judge Advocate General School; M.A. (National Security and Strategic Studies), Naval War College. Former Navy Attorney for 21 years, retiring as Captain. Bill also has 7 years of experience in local government law, 3 as Assistant County Attorney. Member of Montana Bar. Also admitted to practice before U.S. District Court of Montana and U.S. Court of Appeals of Armed Forces.

#### **Project Coordinators/Customer Service:**

Dale Barstow, Vice President of Sales & pilot of Municode's corporate airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; former Municipal Clerks Education Foundation President; Dale has over 40 years of experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She is communication, efficiency and customer service driven.

Dennis J. Sinnett, Vice President of Supplements. B.S., United States Naval Academy; M.A.S., Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department.

## Additional Services

As an additional service/product under this contract, the following optional services are available:

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

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

**Utility Billing and Revenue Management Services.** MCCadvantage (MCCa), a fully integrated division of Municipal Code Corporation, offers industry leading end-to-end utility bill presentment services for the local government market. MCCa's revenue management services include utility bill print and mailing, e-bill fulfillment, pro-active notifications and electronic payment options. Currently, almost 60 municipal owned utilities trust MCCa to process approximately 7 million bill statements annually. Our utility billing processes create flexible, efficient and customer-centric solutions that allow municipalities to better leverage existing billing resources. Costs for bill presentment services, including custom bill design, data formatting, printing and mailing services are competitively priced based on billing volume.

**Enterprise Content Management Software (Laserfiche).** With a client base of over 600 government agencies, we are the largest provider of Laserfiche solutions in the country.

**Electronic Agenda and Legislative Management (Legistar).** MCCi, a subsidiary of Municipal Code Corporation, offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Options for integrating Legistar with Laserfiche and MunicodeNEXT are also available.

**Digital Imaging Services.** MCCi offers scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi integrates the records with Laserfiche Software to provide the Client with the most powerful search engine available.

**Open Records Request Solution (JustFOIA).** MCCi offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

**Contract Management Software (Contract Assistant).** MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.

## What Our Clients Say about Partnering With Us

*"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."*

*"We certainly couldn't have done it without your team. MCC is a very customer oriented company."*

*"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."*

*"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."*

*"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"*

*"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."*

*"You are true professionals and great to work with!"*

*"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."*

*"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"*

*"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."*

*"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!!"*

## **Town of Burlington Right to Farm Ordinance (Proposed)**

Be it ORDAINED that the electors of the Town of Burlington at a duly warned Special Town Meeting to be held on        :

**Section I: Purpose and Intent** Agriculture plays a significant role in Burlington's heritage and future. The Town officially recognizes the importance of farming to its rural quality of life, heritage, public health, scenic vistas, tax base, wetlands and wildlife, and local economy. This Right to Farm ordinance encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmland within Burlington by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. It is the declared policy of the Town of Burlington to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food and other agricultural products and for its natural and ecological value. It is hereby further determined that whatever impact may be caused to others through generally accepted agricultural practices, such impact is offset and ameliorated by the benefits of farming to the neighborhood, community and society in general.

**Section II: Definitions** The terms "agriculture" and "farming" shall have all those meanings set forth in Section 1-1(q) of the Connecticut General Statutes, as amended.

**Section III: Right to Farm** The Right to Farm is hereby recognized to exist within the Town of Burlington. No present or future agricultural operation conducted or maintained in a manner consistent with accepted agricultural practices, which is engaged in the act of farming as defined in this ordinance shall become or be considered a nuisance solely because such activity resulted or results in any changed condition of the use of adjacent land. Agricultural operations may occur any day or night provided such activities do not violate applicable health, safety, fire, zoning, wetlands, life safety, environmental or building codes and regulations and shall include, without limitation: 1) The incidental noise from livestock or farm equipment used in generally acceptable farming practices; 2) Odors from livestock, manure, fertilizer or feed; 3) Dust and fumes associated with normally accepted farming practices; 4) The use of agricultural chemicals provided such chemicals and the method of their application conform to practices approved by the State of Connecticut; and 5) Irrigation and water management associated with normally accepted farming practices. Inspection and approval of the agricultural or farming operation, place, establishment or facility by the Conservation and Agriculture Commission or its designee shall be prima facie evidence that such operations follow generally accepted agricultural practices. Nothing contained in this ordinance shall restrict the powers of Burlington's Inland Wetlands Commission, Planning and Zoning Commission, Building or Health Departments under Connecticut General Statutes.

This Ordinance shall take effect Fifteen (15) days after publication in accordance with the Connecticut General Statutes.

Dated:

Effective:



## **ORDINANCES**

### **TOWN OF BURLINGTON**

#### **A. Town Government/Administrative Ordinances**

1. Boards, Commissions and Officers
  - a. Board of Admission of Electors (pg 33)
    - i. An Ordinance extending to Four Years the Terms of Office of the Town Clerk and the Registrars of Voters (pg 38)
  - b. A Board of Appeals to Review Decisions of the Building Official (pg 37)
    - i. State Building Code Adopted (pg 14)
    - ii. A Board of Appeals to Review Decisions of the Building Official (pg 14)
  - c. Ordinance Establishing a Conservation Commission (pg 142 - 143)
    - i. An Ordinance Designation and Renaming the Conservation Commission as the Inland Wetlands and Watercourses Commission (pg 29)
    - ii. Conservation Commission (pg 7)
  - d. An Ordinance Providing for the Appointment of Constables (pg . 48)
  - e. Amendment to Ordinance – Burlington Economic Development Commission (pg 40)
    - i. Burlington Economic Development Commission (pg 10-11)
    - ii. The Industrial Development Commission be changed to the Economic Development Commission (pg 39)
  - f. Ordinance Providing for a Code of Ethics- Ethics Commission (Pg 109-126)
  - g. Board of Finance (pg 16)
  - h. Ordinance concerning the Designation of the Inland Wetlands & Watercourses Commission as the Aquifer Protection Agency (pg 136-137)
    - i. Ordinance Designating and Renaming the Conservation Commission as the Inland Wetlands and Watercourses Commission (pg 29)
  - i. Town of Burlington Ordinance Concerning Justices of the Peace (pg 93)
    - i. Justices of the Peace (pg 4)
  - j. Planning & Zoning An Ordinance Creating a Zoning Board (pg 11-12)
  - k. Public Library
  - l. Recreation Commission – Amendment to Ordinance Recreation Commission (pg 73)

**PROPOSED ORDINANCES FOR REPEAL**

<b>Name of Ordinance</b>	<b>Page Number</b>	<b>Reason for Repeal</b>
Alcoholic Beverages	2	Outdated; rely on state law or draft new ordinance
Board of Review for Decision of Building Official	14	Repetitive of p. 37
Surety Bond for Constables	15	State statute requiring bond repealed; see attached
Permits and Fees	35-36	Repetitive of p. 45-46
Flood Plain Management Program	49-57	Repetitive of p. 98-108
Town Landfill	74-75	Outdated
Central Connecticut Regional Planning Agency	24-25	Withdrawn from agency per ordinance at 154
Conservation Commission	7	Replaced by ordinance at p. 29 (renaming commission Inland Wetlands and Watercourses Commission)

**Sec. 7-83. Town orders to be signed by majority of the selectmen.** All orders drawn by the selectmen on the town treasurer in payment of the expenses of any town shall be signed by a majority of the selectmen of such town, and no order not so signed shall be paid by the town treasurer. Any town treasurer who pays any order in violation of the provisions of this section shall be fined not more than one hundred dollars.

(1949 Rev., S. 602.)

See Secs. 7-12, 7-13.

**Sec. 7-84. Record and annual report of town orders.** The town treasurer shall keep a record of all town orders presented to him for payment, whether he pays the same or not, showing to whom the same were given and the amounts, dates and numbers thereof, and shall make sworn report to the town at its annual town meeting of all outstanding town orders, with the names of the persons to whom given and the amount, date and number thereof and the interest thereon.

(1949 Rev., S. 603.)

See Sec. 7-13.

**Sec. 7-85. Calling in town orders for payment.** The treasurer of any town may, at any time, give notice to all persons holding orders drawn by the selectmen on the treasurer of such town to present them for payment on or before a certain day to be fixed in such notice, which shall be at least thirty days after the date thereof. Such notice shall be advertised for three weeks successively in a newspaper printed or having circulation in such town and be posted on the signposts therein. If any person holding an order, outstanding at the time of such notice, fails to present it for payment on or before the day fixed in such notice, no interest shall be allowed on it after such day.

(1949 Rev., S. 604.)

Rev. to 1981

## CHAPTER 95\*

### CONSTABLES

\*For appointment of special constables, see sections 7-92 to 7-96, inclusive.

**Sec. 7-86. Bond.** No person shall enter upon the duties of constable until he has given a bond payable to the town, with surety to the acceptance of its selectmen, conditioned that he will faithfully discharge the duties of his office and answer all damages which any person may sustain by reason of his neglect or unfaithfulness in the discharge thereof, which bond in towns of not more than two thousand inhabitants shall be not less than five hundred dollars and in all other towns not less than one thousand dollars. The failure of any person elected as constable to file such bond with the selectmen within thirty days after the time for the commencement of his term of office shall render his office vacant, and the vacancy may be filled in the manner provided in section 9-220.

(1949 Rev., S. 605; 1953, S. 240d, 242d.)

Acceptance of office of constable is a surrender of that of justice. 25 C. 565. See 66 C. 294. One qualified except as to bond is officer de facto. 25 C. 282; 46 C. 219. Taking goods of A on writ against B is breach of bond condition, for which sureties are liable. 68 C. 7.

SUCCESSOR SHALL IMMEDIATELY RETURN THE LICENSE OR PERMIT TO THE DEPARTMENT.

(c) NO LICENSE OR PERMIT SHALL BE DENIED, SUSPENDED OR REVOKED NOR SHALL ANY CIVIL PENALTY BE IMPOSED UNTIL AFTER A HEARING HELD IN ACCORDANCE WITH CHAPTER 54.

(d) WHENEVER THE COMMISSIONER HAS REASON TO BELIEVE THAT ANY PERSON HAS BEEN ENGAGED OR IS ENGAGED IN AN ALLEGED VIOLATION OF ANY PROVISION OF THIS CHAPTER, THE COMMISSIONER MAY REQUEST THE ATTORNEY GENERAL TO APPLY TO THE SUPERIOR COURT FOR AN ORDER TEMPORARILY OR PERMANENTLY RESTRAINING AND ENJOINING THE CONTINUANCE OF SUCH VIOLATION AND SUCH OTHER RELIEF AS MAY BE GRANTED IN EQUITY. IN SUCH ACTION THE COMMISSIONER SHALL BE RESPONSIBLE FOR ALL NECESSARY INVESTIGATIVE SUPPORT.

Sec. 7. This act shall take effect July 1, 1982.

Substitute House Bill No. 5876

# PUBLIC ACT NO. 82-327

## AN ACT CONCERNING REVISION OF THE STATUTES CONCERNING MUNICIPAL POWERS.

Section 1. Section 7-19 of the general statutes is repealed and the following is substituted in lieu thereof:

Each town clerk may, UNLESS OTHERWISE PROVIDED BY CHARTER OR ORDINANCE, appoint not more than three assistant town clerks, who, having been approved by one of the selectmen and having taken the oath provided for town clerks, shall, in the absence or inability of the town clerk, have all his powers and perform all his duties. [Each such assistant town clerk shall give a bond to the town in which he is appointed in such sum, not exceeding one thousand dollars, as the selectmen order, with surety to their acceptance, conditioned for the faithful performance of the duties of his office.]

Sec. 2. Section 7-38 of the general statutes is repealed and the following is substituted in lieu thereof:

The town clerk of any town who is, ex officio, registrar of vital statistics in such town, and the registrar of vital statistics of any town who is elected under a special law or otherwise appointed pursuant to law, may, UNLESS OTHERWISE PROVIDED BY CHARTER OR ORDINANCE, with the approval of the selectmen, appoint in writing suitable persons, not exceeding four in number, as assistant registrars of vital statistics, who, on being sworn, shall have the powers and perform the duties of such registrar during the time for which they are appointed, not extending beyond the term of office of such registrar.

Sec. 3. Section 7-92 of the general statutes is repealed and the following is substituted in lieu thereof:

The chief executive officer of any municipality may appoint such number of special constables as he deems necessary to preserve the public peace within such municipality, who may serve for terms of not more than two years or during any public celebration or gathering or any riot or unusual excitement, and such special officers shall have the authority of constables OF SUCH TOWN to serve criminal process and make arrests for commission of crime. THE CHIEF EXECUTIVE OFFICER MAY APPOINT SPECIAL CONSTABLES: (1) WITH LIMITED GEOGRAPHICAL JURISDICTION; OR (2) WHO ARE APPOINTED AT THE REQUEST OF CORPORATIONS, ASSOCIATIONS OR BUSINESSES AND WHO SHALL: (A) HAVE JURISDICTION ONLY ON LAND CONTROLLED BY

supervision of, and be responsible to, such chief executive authority. Any such officer may be removed from office at any time by such authority or the chief of police upon approval of a majority of the police commission, if any. The commissioner shall cooperate with local officials in the instruction of such special officers.

Sec. 12. Sections 7-9d, 7-11, 7-15, 7-16, 7-39a, 7-43, 7-78, 7-79, 7-82, 7-88, 7-91, 7-93, 7-94, 7-95, 7-96, 7-111, 7-116, 7-117, 7-118, 7-119, 7-120, 7-123, 7-124, 7-125, 7-125b, 7-125c, 7-125d, 7-127, 7-127a, 7-128, 7-129, 7-130, 7-149, 7-150, 7-152, 7-152a, 7-153, 7-154, 7-155, 7-156, 7-160, 7-160a, 7-161, 7-162, 7-163, 7-291 and 7-404 of the general statutes are repealed.

Substitute Senate Bill No. 571

# PUBLIC ACT NO. 82-328

## AN ACT CONCERNING PROFITS DERIVED AS A RESULT OF CRIMES.

(NEW) (a) Any person, firm, corporation, partnership, association or other legal entity contracting with any person or the representative or assignee of any person accused of a crime of violence in this state, with respect to the reenactment of such crime, by way of a movie, book, magazine article, radio or television presentation, live entertainment of any kind, or from the expression of such person's thoughts, feelings, opinions or emotions regarding such crime, shall pay over to the clerk of the court of the judicial district in which the crime is alleged to have been committed any monies which would otherwise, by terms of such contract, be owing to the persons so convicted or his representatives. The clerk of the court shall deposit such monies in an interest bearing escrow account for the benefit of and payable to such accused person for the expenses of his or her defense and any victim of a crime of violence committed by such person, provided such person is eventually convicted of the crime and, provided further such victim, within five years of the date of the crime, brings a civil action in a court of competent jurisdiction and recovers a money judgment against such person or his representatives. Any covenant, promise, agreement or understanding entered into or in connection with or collateral to a contract or agreement relative to the payment of any person accused or convicted of a crime of violence which attempts to circumvent the provisions of this section is prohibited.

(b) If no victim brings a civil action and recovers a money judgment within five years of the date of the crime, the monies in any such escrow account shall be paid to the criminal injuries compensation fund established under section 54-215 of the general statutes.

Substitute House Bill No. 5604

# PUBLIC ACT NO. 82-329

## AN ACT CONCERNING THE RIGHTS OF MENTALLY ILL PATIENTS.

Section 1. Section 17-206c of the general statutes is repealed and the following is substituted in lieu thereof:

Every patient treated in any facility for treatment of the mentally disordered shall receive humane and dignified treatment at all times, with full respect for his personal dignity and right to privacy. Each patient shall be treated in accordance with a specialized treatment plan suited to his disorder. SUCH TREATMENT PLAN SHALL INCLUDE A DISCHARGE PLAN WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO (1) REASONABLE NOTICE TO THE PATIENT OF HIS IMPENDING DISCHARGE, (2) ACTIVE PARTICIPATION BY THE PATIENT IN PLANNING FOR HIS DISCHARGE AND (3) PLANNING FOR APPROPRIATE AFTERCARE TO THE PATIENT UPON HIS DISCHARGE.