

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560
Tuesday, May 4, 2021 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
 - A. Declaring Historic Preservation Month in Kendall County, Illinois
 - B. Approval of a Proclamation Designating May as National Military Appreciation Month
 - C. Designation of May 9-15, 2021 as Law Enforcement Week
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from April 7, 2021
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$735,378.56
 - D. Approve the purchase of four (4) squad cars from Currie Motors in the amount of \$150,292.00
 - E. Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act
8. Old Business
 - A. Approval of a Professional Services Contract with Municode for Codification of all General Ordinances and the Zoning Ordinance in an amount not to exceed \$20,000
9. New Business
10. Elected Official Reports & Other Department Reports
11. Standing Committee Reports
 - A. Admin HR
 1. Approval of a 5 year Lease Contract with Marco Technologies LLC to Provide Multi-Function Copiers
 - B. Finance
 1. Approval of a Resolution Establishing Distribution of Grants from the 2020 Payable 2021 Senior Citizen Social Services Levy
 2. Approval of Transfers to Special Funds for Reimbursable COVID-19 CURES Expenditures
 - C. Animal Control
 1. Approval of Animal Control Director Job Description
 2. Discussion of Kendall County Animal Control Fee Ordinance
12. Special Committee Reports
13. Other Business
14. Chairman's Report
15. Public Comment
16. Questions from the Press
17. Executive Session
18. Adjournment

If special accommodations or arrangements are needed to attend this County meeting,
please contact the Administration Office at 630-553-4171, a minimum 24-hours prior to the meeting time.

A PROCLAMATION
Declaring Historic Preservation Month in Kendall County, Illinois



WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, “*This Place Matters*” is the theme for National Preservation Month 2021, cosponsored by Kendall County and the National Trust for Historic Preservation.

THEREFORE, the Board of Kendall County do proclaim May as National Preservation Month, and call upon the people of Kendall County to join their fellow citizens across the United States in recognizing and participating in this special observance.

ADOPTED BY THE COUNTY BOARD THIS 4TH DAY OF MAY, 2021.

Attest:

Scott R. Gryder
County Board Chairman

Debbie Gillette
County Clerk

COUNTY OF KENDALL, ILLINOIS
PROCLAMATION 21 - _____

DESIGNATION OF MAY AS NATIONAL MILITARY APPRECIATION MONTH

Expressing support for the designation of National Military Appreciation Month in honor of our active, retired, and veteran military service members in Kendall County, and recognizing the importance of honoring those who wear and have worn our nation’s uniform; and

WHEREAS, our nation’s service members – past and present- and their families represent the very best of America; and

WHEREAS, driven by duty, honor and the love of their country, America’s Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen serve at home and abroad with professionalism, integrity, motivation and loyalty; and

WHEREAS, National Military Appreciation Month is an initiative supported by the United States of America, led by American Military Organizations and Veteran Owned Businesses, whose members remind Americans throughout the Country to support our veterans, active-duty military personnel and their families; and

WHEREAS, the demands and challenges of military life are shared by the loved ones of our heroes. Spouses, parents, siblings and children often shoulder increased burdens and responsibilities when their service member is called to duty. Therefore, we celebrate the families and loved ones of our country’s men and women in uniform and recognize the sacrifices they have made in support of our nation’s heroes; and

WHEREAS, this month, we pledge our gratitude to every man and woman currently serving this United States of America in uniform, to all of our veterans who helped preserve and defend our freedom in the past, and to every family member who shares in the service and sacrifice of military life;

NOW THEREFORE, BE IT RESOLVED THAT THE COUNTY OF KENDALL, ILLINOIS designates the month of May as National Military Appreciation Month!

Signed and approved this 4th day of May, 2021 by:

Attest:

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

PROCLAMATION 21 - _____

DESIGNATING May 9-15, 2021 AS LAW ENFORCEMENT WEEK

To recognize National Law Enforcement Week 2021 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, the members of the Kendall County Sheriff's Office, and law enforcement agencies throughout Kendall County play an important role in safeguarding the rights and freedoms of the citizens of our communities; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their law enforcement agency, and that members of our law enforcement recognize their duty to serve the people by safeguarding life and property, protecting citizens against violence or disorder, protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, our Sheriff's Office, and County Law Enforcement agencies provide a vital public service; and

WHEREAS, the following law enforcement officers in Illinois have made the ultimate sacrifice and been killed in the line of duty – Troy P. Chisum, Gerald W. Ellis, Nicholas J. Hopkins, Brooke E. Jones-Story, Jacob H. Keltner, and Christopher J. Lambert; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund 33rd Annual Candlelight Vigil, on the evening of Sunday, May 9, 2021;

WHEREAS, each year, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families, and U.S. flags should be flown at half-staff;

WHEREAS, the Kendall County Board is grateful for the service and dedication of the 46 Patrol Deputies, 49 Corrections Deputies, 14 Part-Time Deputies, 2 K-9 Unit Dogs, 14 Auxiliary Officers and 14 Civilian Staff who serve and protect Kendall County, and for the sacrifices made by their families;

NOW THEREFORE, BE IT RESOLVED that the Kendall County Board formally designates May 9-15, 2021, as **LAW ENFORCEMENT WEEK** in Kendall County, and publically salutes the service of law enforcement officers in our county and in communities across the nation.

Adopted by the Kendall County Board on this 4th day of May, 2021.

Approved:

Attest:

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk & Recorder



**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
April 7, 2021**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Historic Courthouse, 109 W Ridge St, in the City of Yorkville on Wednesday, April 7, 2021 at 6:15 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich (remote), Brian DeBolt, Elizabeth Flowers (remote), Scott Gengler, Judy Gilmour, Matt Kellogg, Dan Koukol (remote), and Robyn Vickers. Member(s) absent: Ruben Rodriguez.

The Clerk reported to the Chairman that a quorum was present to conduct business.

THE AGENDA

Member Koukol moved to approve the agenda. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL RECOGNITION

Honoring Janet M. Stroup

Member Gilmour moved to approve the resolution honoring Janet M. Stroup. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 21-16 is available in the Office of the County Clerk.

National County Government Month

Member Gilmour moved to approve the National County Government Month Proclamation. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-06 is available in the Office of the County Clerk.

Arab American Heritage Month

Member Kellogg moved to approve the recognition of Arab American Heritage Month. Member Vickers seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-05 is available in the Office of the County Clerk.

CONSENT AGENDA

Member Vickers moved to approve the consent agenda of **A)** county board minutes from March 2, 2021; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$515,131.27. Member Gilmour seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C) COMBINED CLAIMS: ADMIN \$10,796.28; ANML CNTRL WRDN \$8,898.61; BEHAV HLTH \$169.93; CIR CT CLK \$429.66; CIR CRT JDG \$9,800.51; COMB CRT SVS \$10,867.57; COMM ACTN SVS \$48,855.75; COMM HLTH SVS \$7,525.64; CONTRCT SVS 46,412.50; CORONER \$589.12; CORR \$21,333.87; CNTY ADMIN \$11,925.00; CNTY BRD \$24,405.82; CNTY CLK \$101.65; HIGHWAY \$92,971.17; ELCTN \$1,125.47; EMA \$22.44; ENVIRO HLTH \$60.00; FCLT MGMT \$18,299.68; GIS \$42.43; JURY \$588.23; PBZ SNR PLAN \$975.00; PBZ \$975.50; PRSD JDGE \$1,371.30; PROB SVS \$222.82; PRGM SUPP \$1,971.82; ROE\$234.44; SHRF \$15,970.93; ST ATTY \$2,808.19; TECH \$43,238.35; TREAS \$298.28; UTIL \$36,214.27; VET \$3,299.35; FP \$18,388.97; PETIT JRS \$3,816.16; SHF \$45,920.82; SHF \$15,834.19; SHF \$48,369.55

OLD BUSINESS

Call Center Professional Services

Member Vickers moved to approve Call Center Professional services from TeleDirect to assist the Health Department with COVID-19 vaccination phone calls in an amount not to exceed \$25,000 to be paid from the County Board Budget. Member DeBolt seconded the motion.

Member Kellogg moved to approve Call Center Professional Services from TeleDirect to assist the Health Department with COVID-19 vaccination phone calls in an amount not to exceed \$25,000 to be paid from the County Board Budget amending the motion to include the language to increase the County Administrator's credit card limit to \$30,000 for the purpose of paying for additional call center minutes. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Chairman Gryder asked for a roll call vote on the original motion as amended. All members present voting aye. **Motion carried.**

NEW BUSINESS

Securus Technologies

Member DeBolt moved to approve a 2 year contract for electronic monitoring services and equipment with Securus Technologies. Member Kellogg seconded the motion.

Commander Russo explained that the electronic home monitoring is transitioning from Court Services to the Corrections Division, the contract will move the billing to the Corrections Division.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Settlement Agreement

Member Gilmour moved to approve the settlement in the amount of \$2,500 for settlement of all claims in Timothy Wisnauski v. Kendall County, et al., Norther District of Illinois Case No. 18 CV 5530. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ELECTED OFFICIAL REPORTS & OTHER DEPARTMENT REPORTS

Health Department

Health Department Director RaeAnn VanGundy reported that they gave out 4,000 vaccinations last week. She thanked all of the community volunteers.

Sheriff

Sheriff Baird shared a story involving a fond memory of Janet Stroup.

STANDING COMMITTEE REPORTS

Admin HR

Section 5311

Member Flowers moved to approve the resolution authorizing execution and amendment of Section 5311 Grant Agreement. Member DeBolt seconded the motion. Member Flowers withdrew the motion and Member DeBolt withdrew his second.

Item will be on the agenda on April 20, 2021.

Voluntary Action Center

Member Gilmour moved to approve the resolution extending the agreement with the Voluntary Action Center of Northern Illinois to run the Kendall Area Transit Program. Member Koukol seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 21-17 is available in the Office of the County Clerk.

CASA Lease

Member Gilmour moved to approve the CASA Lease Rider for an annual event to be held in the HHS parking lot. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the amended motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 21-18 is available in the Office of the County Clerk.

Chairman's Report

Member DeBolt moved to approve the appointments. Member Koukol seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye except Vickers. **Motion carried 8-1.**

Appointment(s)

Robyn Vickers (replacing Matt Kellogg) PBZ Committee
Todd Reppy – Lisbon Seward Fire Protection District – 3 year term – Expires 2024

Chairman Gryder stated that construction has started on the Eldamain Road Bridge.

QUESTIONS FROM THE PRESS

Jim Wyman from WSPY asked if TeleDirect takes the calls and screen them for the Health Department. Mr. Wyman asked about the Wisnauski suit settlement and the COVID relief package.

Lucas Robinson from the Kendall County Record asked if there is a metric for the number of call center calls.

EXECUTIVE SESSION

Member DeBolt made a motion to go into Executive Session for (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ADJOURNMENT

Member Kellogg moved to adjourn the County Board Meeting until the next scheduled meeting. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Approved and submitted this 10th day of March, 2021.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, APRIL 5, 2021**

Committee Chair DeBolt called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Judy Gilmour, Scott Gryder, Matt Kellogg, Dan Koukol.

With all members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel.

Approve the March 1, 2021 Facilities Committee Meeting Minutes – There were no changes to the March 1, 2021 minutes; Member Gilmour made a motion to approve the minutes, second by Member Koukol. **With enough present members voting aye, the minutes were approved.** **Judy Gilmour: Yes, Scott Gryder: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Approval of Agenda – Member Gryder made a motion to approve the agenda. Member Koukol second the motion. **All Aye. Motion approved. Roll Call: Judy Gilmour: Yes, Scott Gryder: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Public Comment – None

Old Business/Projects

1. *County board Room Remodeling Project* – Director Smiley informed the Committee the project is primarily completed. Trim along the DAIS is missing, Jim is working to coordinate its completion. Mr. Smiley stated the card access system now has the chips installed in the readers and the electronic licenses have been purchased. This will give the card access system the ability to function by phone app instead of cards. Jim stated training on the card access system still needs to be completed once the mobile licenses are installed. County Administrator Koeppel stated the microphone and sound issues have been resolved. The computers are installed at the podium and the executive conference room.
2. *COVID 19 Projects:*
 - a. Public Safety Center Door pass through slots - Director Smiley stated a test install is planned for next week to verify if the process can be done in place without having to remove the doors. Mr. Smiley wants verification that if work completed in place will not be disruptive with noise, dust particles or welding smoke issues.
 - b. COVID Clinics - Director Smiley informed the Committee KCFM staff have taken multiple trips between the Prairie Point and High School sites for the delivery of supply needs for the COVID clinics. Jim stated there have been some communication/last minute coordination issues, but for the most part it has been fairly smooth process.
 - c. Court Administration reception window - Mr. Smiley also updated the Committee Judge Pilmer requested facilities have the glass in Court Administration replaced from a sliding window to solid window with a transaction cut out. **This Project is Complete.**
3. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley updated the Committee on the status of the new hire. Mr. Smiley stated the candidate has accepted the position and the background screening process is ongoing.

4. *Courthouse Chiller replacement* – Director Smiley stated ComEd confirmed setting aside the rebate funding. Mr. Smiley stated a decision will need to be made on how the credit will be dispersed. Chair DeBolt stated for Director Smiley to speak with County Administrator Koeppel when he receives notification from ComEd for the payment being processed. Mr. Smiley also stated shipment of equipment has been delayed by 1 week, which may require a temporary system to be used due to the weather warming up. Director Smiley is working on the details and will speak with Chair DeBolt as soon as all the information is received.
5. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated the delivery for these components will be closer to May. The installation will be evaluated at the time of delivery to see if it will need to be installed in fall due to weather.
6. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley informed the Committee the work will begin tomorrow on the wiring. Jim is coordinating with court schedules for access to courtrooms.
7. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Director Smiley stated work will begin next week.
8. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the Committee a suction truck was needed to remove debris. Installation progress is continuing, with the probability of being completed by the end of the week. Final inspections will be done once the installation has been completed.
9. *Public Safety Center Projects* – Director Smiley informed the Committee the Valuables Sealing tracking machine is up and running. **Project Complete.** Director Smiley informed the Committee the Workout Machine has been installed and is working. **Project Complete.**
10. *Metronet HPBX Desk Set Phone Installations* – Director Smiley stated Metronet anticipates the background work to be completed by April 16th. Mr. Smiley is unsure Metronet can meet the May 1st deadline. Mr. Smiley spoke with County Administrator about options available if the deadline cannot be met.

New Business/Projects

1. Chair's Report

- a. *2021 County Office Building Capital projects discussion* – Director Smiley stated there was no direction in the last meeting about extending the card access system throughout the building. Mr. Smiley stated an architect will not be needed for this process and the cost estimate to add the system to all the suites is approximately \$50,000.00. County Administrator Koeppel stated a meeting is set with the architects that have been used on the last few projects to inquire the costs to update the Capital Improvement Plan last updated in 2006. Mr. Koeppel stated the cost would then be brought before the board. Chair DeBolt spoke with Director Smiley about remodeling the current Facilities Building for needed office space. Director Smiley received preliminary costs of \$44,650.00. No direction was given to proceed at this time.
2. *Historic Courthouse Window Project Bid Review* – Director Smiley received one bid from the advertised ITB. The budgeted amount was \$85,000.00 and bid amount received came in at \$91,000.00. Motion by Member Koukol to send to the April 20th County Board for approval to replace three (3) windows by Patrick McCann, Inc. in the amount of \$91,000.00. Second by Member Gilmour. **All members present voting aye, Motion Carried.** ***Roll Call: Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.***

3. *Knock Box Installs for Animal Control & Annex Facilities* – Director Smiley informed the Committee Knock Boxes were needed for the Annex and Animal Control facilities. These were ordered and will be installed once received.
4. *State Fire Inspections for Elevators at the Courthouse & Public Safety Center* – Director Smiley stated yearly inspections were conducted and all elevators and chair lifts passed. **Project Complete.**
5. *Solar Connection Redo at the Courthouse & Public Safety Center* – Director Smiley stated the solar connection needed to be adjusted. This was done on Saturday, April 3rd for less disruptions. Mr. Smiley stated a temporary connection needed to be established for Bond call. **Project Complete.**
6. *Public Safety Center Annual UPS Preventative Maint. 1* – Director Smiley informed the Committee the annual preventative maintenance on the units were completed last week. Mr. Smiley stated everything is working properly. **Project Completed.**

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month

Executive Session – None

Public Comment – Member Koukol inquired why the Regional Plan Commission meetings are at the Historic Courthouse and if the meeting can be moved to the County Boardroom. County Administrator Koeppel stated beginning May 4th the meetings will be moved backed to the County Boardroom.

Questions from the Media – None

Adjournment – Chair DeBolt made a motion to adjourn the meeting, second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:40 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINNUTES
Wednesday, April 21, 2021

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

Employees in Attendance: Scott Koeppel, Tracy Page, Matthew Kinsey

APPROVAL OF AGENDA – Motion made by Member Koukal, second by Member Gengler to approve the agenda.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members voting aye, the motion passed by a 5-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Gengler to approve the April 5, 2021 minutes.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye, the motion passed by 5-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - Matthew Kinsey reported the current annual budget for copiers is around \$120K. Because the leases on all of the copier devices are ready for renewal, ten competitive bids were requested from different vendors. Mr. Kinsey recommends moving forward with the lowest bidder from the vendor, Marco, who is offering about 35 Sharp copiers for a five-year lease contract. The annual estimated cost is around \$51-55K including the lease, 24-hour on-call maintenance, and number of estimated copies. The total cost for the five-year term will be around \$155,521.20. The monthly cost will be \$3842.02 per month. It will save the County and the taxpayers a lot of money.

There was a consensus by the Committee to include the bid approval on the May 4th County Board agenda.

Scott Koeppel presented his memo addressed to the Animal Control staff which outlines the additional duties which Kelly Prestegaard, Kennel Officer, will take on in the absence of a Director. Although Mr. Koeppel is the Animal Control Department Head in the absence of a Director, there will need to be another person delegating and performing day to day activities. Ms. Prestegaard will create the work schedule, assign part time staff to assist her while on call, approve time off, make smaller purchases, and hire part-time kennel staff if necessary. All employees will read and sign. Mr. Koeppel also requested a temporary \$2/hour increase for Ms. Prestegaard to compensate her for the additional duties.

There was a consensus by the Committee to allow the temporary and discretionary pay increase.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Discussion and Approval of Animal Control Director Job Description* – Mr. Koeppel presented the revised Animal Control Director Job Description. The job is currently posted on different forums with only the position summary until the job description can officially be approved. Salary for this position will be determined based on the qualifications of the applicants due to the wide range of qualifications that may be presented. There was a discussion about the job title of Director versus Warden. The position used to be called the Animal Control Warden. Enforcing the duties of Animal Control Warden in the Animal Control Act is one of the current duties of the Director, however the Animal Control Director has many more responsibilities than a Warden including the management of staff and facilities.

There was a motion to send the job description to the County Board after the States Attorney review by Member Gengler, second by Member Gilmour.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

- *Discussion and Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act.* – Michael Neuenkirchen from Kendall Area Transit presented the grant application to the RTA. The RTA may award supplemental funding to Kendall Area Transit for up to 350K dollars over a two-year period intended for covering expenses, transporting adults with disabilities, and for transporting seniors. This money is a part of KAT’s funding mix. The board must approve a resolution by agreeing to apply. Motion to approve the resolution by Member Gilmour, second by member Gengler. Mr. Gengler inquired how much money has been received in the past. Mr. Neuenkirchen reported in 2010, KAT received capital which includes half of the 7 vehicle fleet. In the years following, they have received around \$200K with a total of around \$800K to \$1mil for operating funds. The approval will be presented at the May 4th County Board meeting

➤ ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

EXECUTIVE SESSION – Not Needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD –

- *Approval of the Bid for the Marco Sharp Copier lease agreement*
- *Approval of the Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act*

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmour.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye the meeting adjourned at 6:06p.m.

Respectfully Submitted,

Suzanne Gonzalez
HR Specialist

**COUNTY OF KENDALL, ILLINOIS
ANIMAL CONTROL COMMITTEE
SPECIAL MEETING MINUTES
Wednesday, April 14, 2021**

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Committee Member	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		9:55a.m.
Scott Gengler	Here		
Brian DeBolt	Here		
Ruben Rodriguez	Here		

With five members present, a quorum was established to conduct committee business.

Others present: Latreese Caldwell, Scott Koeppel, Laura Pawson, Dr. Gary Schlapp, and Jim Smiley

Approval of Agenda – Motion made by Member DeBolt, second by Member Gengler to approve the agenda.

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Brian DeBolt	Yes
Ruben Rodriguez	Yes
Amy Cesich	Yes

With five members voting aye, the motion carried by a vote of 5-0.

Approval of Minutes – Motion made by Member Rodriguez to approve the minutes from February 24, 2021 second by Member Flowers.

Committee Member	Vote
Ruben Rodriguez	Yes
Scott Gengler	Yes
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye

With five committee members in agreement, the minutes were approved by a 5-0 vote.

Monthly Reports

- **Census Log** – Director Pawson reviewed the Census Report with the committee. Written Report provided
- **Bite Report** – Director Pawson reviewed the bite report for the committee. Written Report provided
- **Operations Report** – Ms. Pawson stated that she has hired an additional part-time Kennel Technician to replace one that is leaving to work in a local Veterinarian Office. Written Report provided
- **Accounting Report** – Mr. Koepfel reviewed the department financials, the revenue predictions and actuals for FY2020 and for current FY 21. Mr. Koepfel also made comment about the budget lines that above last year’s predictions and the possible reasoning for those increases. Written Report provided

Old Business – None

New Business

- ❖ *Discussion of an Ordinance Setting Animal Control Fees* – Mr. Koepfel briefed the committee on the justification of a fee increase, and the hope to re-build the Capital Fund, offer competitive salaries, and the possibility of hiring a third full-time employee for the department.

Discussion of the ordinance, the proposed fee increases including rabies tags, impoundment, boarding and adoption.

Motion made by Member Gengler second by Member Rodriguez to forward the item to the May 13, 2021 Committee of the Whole meeting for further discussion.

Committee Member	Vote
Ruben Rodriguez	Aye
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Mr. Koepfel will correct the first page of the ordinance under Rabies Tags Fee for 2022, letter D, to \$27 for an intact dog or cat.

The committee also asked Mr. Koepfel to draft two separate ordinances, one with Rabies Tag, Impoundment Fee and Boarding Fee increases; and one with just the Rabies Tag increase for the May 2021 Animal Control meeting.

- ❖ *Discussion of Animal Control Director Job Description* – Mr. Koepfel reviewed the proposed changes with the committee.

Discussion on the importance of this role and the need to continually support and promote the volunteer program at the facility. Ms. Pawson suggested adding the increased physical demands of dealing with larger animals in the job description.

Member Gengler made a motion to forward the proposed job description to the April 21, 2021 Admin HR Committee meeting, second by Member DeBolt.

Committee Member	Vote
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Ruben Rodriguez	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the May 13, 2021 Committee of the Whole Meeting

- ❖ *Discussion and Approval of Animal Control Fees Ordinance*

Questions from the Media – None

Public Comment – None

Adjournment – Member Rodriguez made a motion to adjourn the meeting, second by Member DeBolt.

Committee Member	Vote
Ruben Rodriguez	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Amy Cesich	Yes

With four members present in agreement, the meeting was adjourned at 10:01a.m.

Respectfully Submitted,
Valarie McClain, Administrative Assistant & Recording Clerk



To: Scott Koepfel
Latreese Caldwell

From: Mike Neuenkirchen, COO-VAC

Date: April 16, 2021

RE: RTA 5310 Application FFY20 & 21

The Voluntary Action Center, in conjunction with Kendall County Administration, is preparing an application on behalf of the Kendall Area Transit program to secure up to \$350,000.00 in federal operating assistance administered through the Regional Transit Administration (RTA). These funds would be disbursed over a two-year period. As part of the project process, the RTA requires the board pass a resolution that authorizes the submittal of an application for the project.

This grant, under the auspices of the Federal Transit Administration's 5310 program, offers transit operators in the RTA region the ability to receive reimbursement for the costs involved in providing transportation for seniors and individuals who are disabled.

This grant request is part of our initiative to seek supplemental funding for the KAT program to ensure local transit operations will have a more diversified financial base. Federal dollars through this RTA 5310 grant help us maximize our local funding sources to help increase transit options for the KAT ridership.

If you have any questions regarding this grant application, feel free to contact me.

**County of Kendall, IL
Resolution 21 - _____**

**RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE REGIONAL TRANSPORTATION
AUTHORITY UNDER SECTION 5310 OF THE FEDERAL TRANSIT ACT**

Whereas, the Regional Transportation Authority (the “Authority”), is authorized to make such grants as the designated recipient of the FY2020 and FY2021 Section 5310 program for Northeastern Illinois; and

Whereas, the Authority has the power to expend funds for use in connection with FY2020 and FY2021 Section 5310 projects, and

Whereas, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

Whereas, approval for said funds will impose certain financial and reporting obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That the County Administrator is authorized to execute and file applications on behalf of KENDALL COUNTY with the Regional Transportation Authority for a FY2020 and FY2021 Section 5310 grant for Kendall Area Transit.

Section 3. That the County Administrator is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this FY2020 and FY2021 Section 5310 grant agreement application.

Section 4. That the Kendall County Board certifies that KENDALL COUNTY will provide the required local matching funds.

Section 5. That the County Board Chairman is authorized and directed on behalf of KENDALL COUNTY to execute and deliver grant agreements and all subsequent amendments there to between KENDALL COUNTY and the Regional Transportation Authority for FY2020 and FY2021 Section 5310 grant, and the County Clerk and Recorder is authorized and directed on behalf of KENDALL COUNTY to attest said agreements and all subsequent amendments thereto.

Section 6. That the County Administrator is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of KENDALL COUNTY.

PRESENTED and ADOPTED by the County Board, this 4th day of May, 2021.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is between the **COUNTY OF KENDALL, ILLINOIS**, (Client), and **MUNICIPAL CODE CORPORATION** (Contractor), a Florida corporation, whose address is P.O. Box 2235, Tallahassee, FL 32316.

- 1 **RECITALS:** The Contractor has agreed to provide the services outlined in **Exhibit A, Scope of Services & Pricing**, upon the terms and conditions set forth in this Contract. Contractor will perform no service under this Contract until direction from an authorized official is issued and received by Contractor.
- 2 **TIME OF COMMENCEMENT AND SUBSTANTIVE COMPLETION:** The services to be provided under this Contract shall commence upon final signature by both parties and shall continue for a period of three (3) years. Thereafter, supplementation and online Code hosting services for the County Code shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.
- 3 **PRICE:** The Client will pay the Contractor for the performance of this Contract at the prices specified in **Exhibit A, Scope of Services & Pricing**. Pricing shall be valid throughout the term of the contract. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, as amended (50 ILCS 505/1, et seq.).
- 4 **FINANCIAL OBLIGATIONS OF THE COUNTY OF KENDALL, ILLINOIS.** This Contract does not create a multiple fiscal year direct or indirect debt or other financial obligation. Each request for service shall incur a concurrent debt for that request only. All financial obligations of the Client under this Contract are contingent upon appropriation, budgeting, and availability of specific funds to discharge such obligations. In the event funds are not appropriated for a fiscal period subsequent to the one in which the Contract was entered into which are sufficient to satisfy all or part of the Client's obligations under this Contract during said fiscal period, the Client agrees to provide prompt written notice of said occurrence to Contractor. In the event of a default due to non-appropriation of funds, either party has the right to terminate the Contract upon providing sixty (60) days written notice to the other party. No additional payments, penalties and/or early termination charges shall be required upon termination of the Contract.
- 5 **CONTRACT DEFINED:** This Contract incorporates, herein by reference, the terms and conditions of the following documents. This Contract and these documents represent the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties. If there is a conflict among the documents, their terms and conditions shall prevail in the following order:
 - 5.1 Exhibit A: Scope of Services & Pricing – Codification, Supplement and Online Hosting Services)
 - 5.2 Exhibit B: Contractor's Response to Kendall County Request for Qualifications for Codification Services, as revised on 8.17.20)
 - 5.3 Certificate of Insurance & Workers' Compensation (to be furnished following contract execution)
- 6 **SERVICE OF NOTICES:** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the Client at the following addresses:

Mr. Scott Koeppel
County Administrator
County of Kendall, Illinois
111 W. Fox St.
Yorkville, IL 60560
kcadmin@kendall.il.us

- 7 **COMPLIANCE WITH THE LAW:** This Contract shall be governed and construed in accordance with the laws of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions which can be given effect without the invalid provision. The venue for any legal proceedings between the parties shall be the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois. The Contractor will perform all obligations under this Contract in strict compliance with all federal, state, and municipal laws, rules, statutes, charter provisions, ordinances, and regulations, especially sections of the Occupational Safety and Health Administration (OSHA) regulations, latest revised addition, which provide for job safety and health protection for workers, applicable to the performance of the Contractor under this Contract. The Client assumes no duty to ensure that the Contractor follows the safety regulations issued by OSHA.
- 8 **INSURANCE:** The Contractor shall not begin any work until the Contractor proves to the Client's Purchasing and Contracts Division that it has obtained, at Contractor's own expense, all required insurance as specified below. Liability insurance must be of the occurrence form. Deviations from the requirements listed below must be submitted to and approved by the County of Kendall.
- 8.1 **COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY** insurance must cover bodily injury, property damage and personal injury with limits of no less than \$1,000,000 per occurrence.
- 8.2 **WORKERS' COMPENSATION** coverage must be provided, as statutorily required for persons performing work under this Contract. Contractor must provide the Client with proof of Employer's Liability coverage with limits of at least \$500,000. Contractor shall require any subcontractor hired by the Contractor to carry Workers' Compensation and Employer's Liability coverage.
- 8.3 **CERTIFICATE OF INSURANCE:** As evidence of the insurance coverages required by this Contract, the Contractor and their subcontractors, shall furnish a certificate of insurance to:
- Mr. Scott Koepfel
County Administrator
County of Kendall, Illinois
111 W. Fox St.
Yorkville, IL 60560
kcadmin@kendall.il.us
- 8.4 **CONTINUATION OF COVERAGE:** The Contractor shall not cancel, materially change or fail to renew insurance coverages. The Contractor shall notify the Purchasing and Contracts Division of any material reduction or exhaustion of aggregate limits. Any insurance bearing on adequacy of performance (warranty or guarantee) shall continue after completion of the contract for the full guaranteed period. If any policy lapses or is canceled before final payment by the Client to the Contractor and if the Contractor fails immediately to procure other insurance as specified, the Client may deem such failure to be a breach of this Contract.
- 8.5 **RESPONSIBILITY FOR PAYMENT OF DAMAGES:** Nothing contained in these insurance requirements shall limit the Contractor's responsibility for damages resulting from Contractor's operations under this contract.
- 9 **INDEMNITY:** The Contractor hereby releases and agrees to indemnify, defend with mutually agreed upon counsel, and save harmless the Client and its agents from and against all claims, actions, causes of action, demands, judgments, costs, expenses and all damages of every kind and nature, excepting a claim arising from interpretation of language or images contained in the Code, as published in print or electronically, incurred by and on behalf of any person or corporation whatsoever, predicated upon injury to or death of any person or loss of or damage to property of whatever ownership, including the parties to this Contract and their employees, and arising out of or connected with, in any manner, directly or indirectly, the Contractor's operations. Municode shall not be responsible for the legality of any material initially or subsequently published.

Pursuant to 55 ILCS 5/3-9005, no attorney may be assigned to represent the Client and its agents pursuant to this Section of the Contract unless the attorney has been approved in writing by the Kendall County State's Attorney. Client's and its agents' participation in its defense shall not remove Contractor's duty to indemnify, defend, and hold Client and its agents harmless, as set forth above. Client and its agents do not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) by reason of this indemnification provision. Indemnification shall survive the termination of this Contract.

- 10 **STATUS OF CONTRACTOR:** The Contractor shall perform all work under this Contract as an independent contractor and not as an agent or employee of the Client. The Contractor will not be supervised by any employee or official of the Client nor will the Contractor exercise supervision over any employee or official of the Client. The Contractor shall not represent that Contractor is an employee or agent of the Client in any capacity. The Contractor shall supply all personnel, buildings, equipment and materials at Contractor's sole expense. **The Contractor is not entitled to the Client's Workers' Compensation benefits and is obligated to pay federal and state income tax on money earned pursuant to this Contract.** This Contract is not exclusive; the Contractor may contract with other parties.
- 11 **TERMINATION:** Either party may terminate this Contract by giving the other party sixty (60) days written notice of such termination. The Contractor will then be paid for satisfactory work up to the date of termination.
- 12 **TRANSFERENCE AND AMENDMENTS:** The Contractor may not transfer this Contract to a third party nor in any way amend this Contract without prior written consent of the Client.
- 13 **VERIFICATION REGARDING ILLEGAL ALIENS:** Contractor has confirmed the employment eligibility of all employees newly hired for employment to perform work under this Contract through participation in the E-verify program administered jointly by the United States Department of Homeland Security and the Social Security Administration.
- 14 **DAMAGES FOR BREACH OF CONTRACT:** In addition to any other legal or equitable remedy the Client may be entitled to for a breach of this Contract, if the Client terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the Client.
- 15 **NON-DISCRIMINATION:** Contractor, its officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.
- 16 **CERTIFICATION:** Contractor certifies that Contractor, its parent companies, subsidiaries, and affiliates are not barred from entering into this Contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 et seq. (the Illinois Prevailing Wage Act). Contractor further certifies by signing the Contract documents that Contractor, its parent companies, subsidiaries, and affiliates have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 et seq.; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that Officer's or employee's official capacity. Nor has Contractor made an admission of guilt of such conduct that is a matter of record, nor has any official, officer, agent, or employee of the company been so convicted nor made such an admission.
- 17 **CONFLICT OF INTEREST:** Both parties affirm no Kendall County officer or elected official has a direct or indirect pecuniary interest in Contractor or this Contract, or, if any Kendall County officer or elected official does have a direct or indirect pecuniary interest in Contractor or this Contract, that interest, and the procedure followed to effectuate this Contract has and will comply with 50 ILCS 105/3.
- 18 **COUNTERPARTS:** This Contract may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Contract.
- 19 **WAIVER:** Client and/or the Contractor's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.



Term of Agreement. This Agreement shall be for a three (3) year term commencing on the date of the final signature below. Thereafter, the agreement for supplementation and online hosting services for the County Code may be automatically renewed from year to year, with the condition that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____
Steffanie W. Rasmussen, Vice President of Client Services

Date: _____

COUNTY OF KENDALL, ILLINOIS

By: _____

Title: _____

Date: _____



EXHIBIT A

PRICING AND SCOPE OF SERVICES

in response to

REQUEST FOR QUALIFICATIONS

CODIFICATION OF KENDALL COUNTY ORDINANCES

August 25, 2020



James Bonneville

Midwest Senior Regional Executive

Office: 800-262-2633 ext.7009

Direct: 651-262-6262

Email JBonneville@municode.com

PO Box 2235 Tallahassee, FL 32316

EXECUTIVE SUMMARY

Codification, Supplementation and Online Code Hosting

*Logic: Organize your legislation into a logical and comprehensive 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 (includes General Ordinances and Zoning Ordinance)\$16,925¹**
Timeline.....**10–12 months**

The codification base cost of \$16,925 is based on a 850-page, single column 10-point font code (or 961 11-point font single column pages or 1,063 12-point font single column pages)

An experienced Municode codification attorney will legally review the Code, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to overall content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, state law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

Municode as a Total Code Administrator:

- ★ **Supplement Service** (single column per page rate) **\$18²**
Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.
- ★ **Online Code Hosting = MunicodeNEXT! (first year of service at no charge!)****\$450³**
The online code is only **\$450** for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only **\$1,195** annually, with the first year of service at no charge!

¹ Please see page 2 for additional pricing details

² Please see page 3 for additional pricing details.

³ Please see page 4 for additional features and pricing available on our MunicodeNEXT platform.

CODIFICATION QUOTATION SHEET

Codification base cost, includes General Ordinances & Zoning Ordinance **\$16,925⁴**

- ★ 850 single column 10-point font pages
- ★ 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 proofreading and page formatting
 - ★ Indexing
- ★ Tables⁵, Graphics⁶ & tabular matter⁷
- ★ Final proofreading and corrections
- ★ Quality control review and printing
 - ★ 1 Code copy housed in 3-post stamped binder with divider tabs
 - ★ Adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

Font Size Single Column: 10-point (850) 11-point (961) 12-Point (1,063)

Binder Options:

- 3-post expandable binder, \$60⁸ each, with stamping qty _____ \$ _____
- Additional Code Copies, \$.065 per impression (per page) qty _____ \$ _____
- Additional Tabs, \$15 per set qty _____ \$ _____

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

Conference Selection:

- On-site conference, each **Attorney time, travel, lodging and per diem**
- Teleconference or web-based conference, 3-hour session **No charge⁹**

Items not included in base cost

- ★ Pages over 850 10-point, single column each. **\$18**
- ★ Freight **No Charge**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 4**
- ★ Gender Neutrality (see below)
 - Gender Neutralization of Code, optional **\$850**

Payments for codification project - Your project can be budgeted over two fiscal years

- ★ Execution of Agreement **\$6,000**
- ★ Submission of the Legal Memorandum **\$4,200**
- ★ Submission of Draft Code **\$4,200**
- ★ Delivery **Balance**

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

⁵ 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 or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

⁶ Includes printing all copies.

⁷ 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.

⁸ Price does not include shipping costs.

⁹ For the initial 3-hour session, then \$150 per hour thereafter.

SUPPLEMENTATION QUOTATION SHEET

Municode as Total Code Administrator

Supplement Service Base Page Rate¹⁰

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 (if elected)
- ★ Schedule as selected by you¹¹
- ★ Updating electronic versions¹² and online code
- ★ Printing 1 copy

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics¹³ & tabular¹⁴ matter, per page (not each)
- ★ MyMunicode or online code

**Actual
If applicable
\$10
Selections on page 4**

Electronic media options for Code of Ordinances (sent via download)¹⁵

- | | | |
|--------------------------|------------------------------|--|
| <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 |

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

¹⁰ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

¹¹ 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.

¹² 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.

¹³ Includes printing of all copies.

¹⁴ 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.

¹⁵ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

ONLINE CODE HOSTING QUOTATION SHEET

Municode as Total Code Administrator (MunicodeNEXT Online Code)

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

STANDARD ONLINE CODE HOSTING

- Online Code = MunicodeNEXT**, annually *First year of service at no charge!* **\$450**
 Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- CodeBank** annually **\$150**
 Permanent online collection of previous versions of the code.
- OrdBank** annually (or per ordinance) **\$600 (\$35)**
 Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually (or per ordinance) **\$700 (\$60)**
 Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- CodeBank Compare + eNotify**¹⁶ annually **\$250**
 Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- MuniPRO** Service annually **\$295**
 Search over 3,700 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
 Customize MunicodeNEXT to match the look of your website.
- MuniDocs**¹⁷ annually, upgraded self-loading capabilities **\$350**¹⁸
 Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually. *First year of service at no charge!* **\$1,195**¹⁹
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner (Add OrdLink to the MyMunicode bundle for an additional cost of only \$100 annually)

RECOMMENDED ADDITIONAL SERVICES

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

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

¹⁷ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁸ Includes up to 1,000 documents. Quote for additional documents is available upon request.

¹⁹ Total value if each item were to be purchased a la carte would be approximately \$1,745 per year with participation in our OrdBank service.

SCOPE OF SERVICES

Scope of Services Summary

We understand that the County is seeking the services of a professional codifier to legally review, classify and organize the General Ordinances of Kendall County, including the Zoning Ordinance. We also understand that the County adopts the international building codes by reference, but makes small amendments to the material, which can be accomplished by Municode during the supplement process after the new Code has been adopted. The goal of this project is to create a well-organized, legally sound and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; is formatted in a manner that allows for continued growth and expansion of the Code; conforms to the laws of the State of Illinois and is readily accessible to staff and citizens alike, both in print and online.

After the new Code is adopted, it is important to keep it current by frequently integrating your newly adopted legislation into the Code. We are the only codifier to offer both traditional full-service supplementation and Self-Publishing software options for the ongoing maintenance and online publication of the County's new Code. With **Municode as Total Code Administrator**, we will handle the future updating and online publishing of the new Code – your only task will be to email your newly adopted legislation to us, and we will take care of the rest of the process.

The scope of services for the initial codification process is summarized on the following pages. This information is followed by a summary of both our traditional supplementation & online Code hosting services. The County's participation in the overall scope of services is anticipated to be as follows:

County's Level of Participation in Scope of Services

Codification Services

- ★ Provide all ordinances and Code material, preferably in WORD format when possible;
- ★ Provide images, graphics and tabular matter, preferably in original format when possible;
- ★ Be available to answer any questions from the Municode attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new Code;
- ★ Return the draft Code to Municode within 45 days with any revisions noted;
- ★ Adopt the new Code.

Supplemental Upkeep & Online Code Hosting (via MunicodeNEXT)

- ★ Send any uncodified legislation to Municode via email for printed and/or electronic supplementation on the schedule of your choice – your supplement schedule can be adjusted upon request at any time and there is no additional charge for more (or less) frequent supplementation;
- ★ Be available for editorial consultation, should any questions arise upon receipt of new legislation;
- ★ Return supplement proofs (if elected) to Municode within 45 days;
- ★ Use the Instruction Sheet and Checklist of up-to-date pages to update your printed copies of the Code.
- ★ If electing our OrdBank service, send uncodified legislation to Municode for online posting in between scheduled printed supplements.

SCOPE OF SERVICES – CODIFICATION SERVICES

Codification Services

During the codification process, your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Resolutions/Ordinances/Policies. All relevant material of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. 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. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you against the state statutes of Illinois. The ordinances will also be compared to overall content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later 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 work with you to determine the desired formatting and style of the new code, and 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. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses 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.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our 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.

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.


Index, Graphics 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. All graphics provided will be incorporated into the printed and electronic code versions.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement.

Sample Adopting Ordinance. Our attorney will provide a sample adopting ordinance upon completion of the codification.

Printing and Binding (if elected). We will print your new code (if elected) on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. The Code will be housed in a heavy duty, 3-post leatherette binder (with 4 color choices) and stamped with the County’s name on the front and spine of the binder. Divider tabs for each major section of the code and index will also be provided.

The time chart below provides for completion of the codification project within **10 to 12 months** from our receipt of all applicable material, excepting any delays occasioned by the County.

 CODIFICATION TIME CHART		
STEP 1:	IMMEDIATELY	MUNICODE acknowledges contract, provides a Disposition List of all ordinances/material received COUNTY sends signed contract and all applicable material.
STEP 2:	WITHIN 2 WEEKS	MUNICODE provides a project introduction letter outlining all phases of the project and all material received to date COUNTY confirms Municode has all applicable materials
STEP 3:	WITHIN 3-4 MONTHS	MUNICODE submits Legal Memorandum COUNTY attorney reviews Legal Memorandum and prepares questions/comments for conference
STEP 4:	WITHIN 30 DAYS	MUNICODE hosts Legal Memorandum conference COUNTY attorney and other interested officials meet virtually with Municode to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes
STEP 5:	WITHIN 3-4 MONTHS	MUNICODE submits final Code Draft COUNTY reviews Code Draft and returns it to Municode within 45 days with all corrections noted for final implementation and publication
STEP 6:	WITHIN 2 MONTHS	MUNICODE delivers final Code and model adopting ordinance (COUNTY adopts Code and provides Municode with a copy of the officially enacted adopting ordinance. Municode ships printed Code and publishes Code online via MunicodeNEXT. Supplementation begins anew with Supplement No. 1.

SCOPE OF SERVICES – SUPPLEMENTS AND ONLINE HOSTING SERVICES

Supplement Services

Our supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be completed on the schedule of your choice (i.e., monthly, quarterly, semi-annually, etc. – and there is **no additional charge for more (or less) frequent supplementation**. All you need to do is to email us your newly enacted legislation, and we do the rest. Printed and/or electronic Supplements can be provided in print, Word, PDF and/or Folio formats. **A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%**, which is made possible by our attention to detail and strict quality control checks.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide “always up to date” **electronic update services within 10 to 15 days** at the same per page rate as printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement at no additional cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as “Adopted Legislation not yet Codified”.
2. Editorial Review – Our editorial team will review all material submitted to determine whether the material should be included in your code; where it should be placed; whether it conflicts with existing code format; what material should be removed; whether history notes should be added; what tables will be updated and whether the Table of Contents in the front or at the Chapter/Title level should be amended. If any significant issues are noted, we will contact you for clarification. No substantive changes to your legislation will be made, however minor typographical errors will be corrected as needed. Any questions or inconsistencies will be brought to your attention.
3. Indexing –Our indexing team will index and cross-reference new material in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that it is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again, line by line to ensure that the improvements made were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – Your online code will be updated within 1 to 2 days of shipping or uploading the supplement. You will be notified via email that the website has been updated. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet*: With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement



Online Code Hosting (via MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,700 codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an import part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

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

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

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.1.

Municode as Total Code Administrator - MunicodeNEXT Premium Feature Summary

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the County's website. Our MuniPRO feature allows you to search over 3,700 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Additionally, constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. A summary of our Premium features is provided below.

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,700 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

EXHIBIT B



REQUEST FOR QUALIFICATIONS for CODIFICATION OF KENDALL COUNTY ORDINANCES

Original Due Date: March 2, 2020 by 4:00 p.m. via email

Quote valid for 90 days

*(Revised **August 17, 2020** to include General Ordinances & Zoning Ordinance)*



Self-Publishing Software

Full-Service Supplementation



James Bonneville

Midwest Senior Regional Executive

Office: 800-262-2633 ext.7009

Direct: 651-262-6262

Email JBonneville@municode.com

PO Box 2235 Tallahassee, FL 32316



Gov Tech Top 100 Innovators
2016-2019



LETTER OF INTEREST

~~March 2, 2020~~ (revised August 17, 2020 to include General Ordinances & Zoning Ordinance)

Mr. Scott Koepfel
County Administrator
Kendall County, Illinois
111 W. Fox St.
Yorkville, IL 60560

via email: kcadmin@co.kendall.il.us

Mr. Koepfel:

Thank you for the opportunity to respond to the County's Request for Qualifications (RFQ) for Codification of Kendall County Ordinances. With over 69 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,000 municipalities throughout the United States (including 197 in Illinois) and host over 3,700 municipal codes online

This proposal outlines the scope of services and costs for the codification of the County's ordinances, which will result in the creation of a Code that is free of internal conflicts and inconsistencies, conforms to the laws of the State of Illinois and is readily accessible to staff and citizens alike, both in print (if elected) and online. Our team of experienced codification attorneys has created thousands of Codes of Ordinances for clients throughout the United States. For future maintenance and online publication of the new Code, we specialize in traditional full-service supplementation services with Municode as Total Code Administrator (**Option 1**), or our Self-Publishing Software service for in-house maintenance of the new Code (**Option 2**). Both options are summarized below.

★ **Option 1: Municode as Total Code Administrator**

Following Municode's codification of the County's ordinances, we will publish and maintain the County's new Code as your Total Code Administrator. The County will simply email all newly enacted legislation to Municode for supplementation by our team of legal editors and proofreaders. This option includes online publication in HTML format, giving you full access to the standard and premium features available on MunicodeNEXT. To review an online Illinois Code administered in full by Municode, please visit the Schaumburg, IL Code:

<https://library.municode.com/il/schaumburg>

★ **Option 2: Municode Self-Publishing Software**

Self-Publishing Software enables clients to maintain control of the publishing and amending of their Code of Ordinances and other desired publications online independently for a fixed annual cost. No printed Code copies are provided with this option, although the Code or any desired Chapters/Sections can be exported in printable format. After the new Code is converted to Municode's Self-Publishing database, authorized users can log in to the online Code, draft proposed changes directly within the contents of the Code, automatically generate ordinances and resolutions, and then publish the amended Code on the web. Although the Self-Publishing Software option does not include the premium online features available via MunicodeNEXT, the Code will still be fully transparent and searchable with this option. To see an example of an online Code that is maintained and published via our Self-Publishing Software option, please visit the Greenwood, WI Code:

<https://greenwood.municipalcodeonline.com/>

If you have any questions or need additional information, please contact Midwest Senior Regional Executive James Bonneville (JBonneville@municode.com, 651-262-6262). Thank you again for the opportunity to submit this proposal. **August 17, 2020**

Sincerely,



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

TABLE OF CONTENTS



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

Letter of Interest.....	1
SECTION 1.0: Executive Summary	3
Qualifications of Codifier.....	4
SECTION 2.0: Relevant Experience	7
Illinois Client List.....	8
SECTION 3.0: Compensation and Term	
Scope of Services Summary	9
Codification Services Summary	10
<u>Supplement and Code Hosting Services</u>	
Option 1: Total Code Administrator, Supplements and Online Code Hosting...	12
Option 2: Self-Publishing Software Updating & Online Publishing	15
Price Quotation Sheets.....	18
SECTION 4.0: Client Examples	23
Signature Page	24
Additional Services Available	25
<u>ATTACHMENTS:</u>	
Attachment A: MunicodeNEXT Standard and Premium Features	
Attachment B: Sample Certificate of Insurance	
Attachment C: Total Code Administrator vs. Self-Publishing Software Comparison Chart	
Attachment D: Software as a Service (SaaS) Agreement for Self-Publishing Software	

EXECUTIVE SUMMARY

Municode has been providing professional codification services to our local government clients since 1951. We are registered in Florida as an S-Corporation and serve over 4,000 clients from Key West, FL to North Pole, AK! We employ a large, experienced staff that is committed to providing excellent customer service and superior online products to our clients. From creating, recodifying or updating a code to posting the content online to editing, printing and shipping a supplement, Municode assures the fastest, most accurate delivery of codification services possible. Additionally, we are the only codifier to offer a Self-Publishing software option for clients who prefer to publish and maintain their Codes (and other publications) in-house.

We have an in-house team of codification attorneys working directly from our Tallahassee headquarters, most of whom average over 20 years of professional codification experience. Our Code Department has successfully completed well over 4,000 complex codification and Legal Review projects.

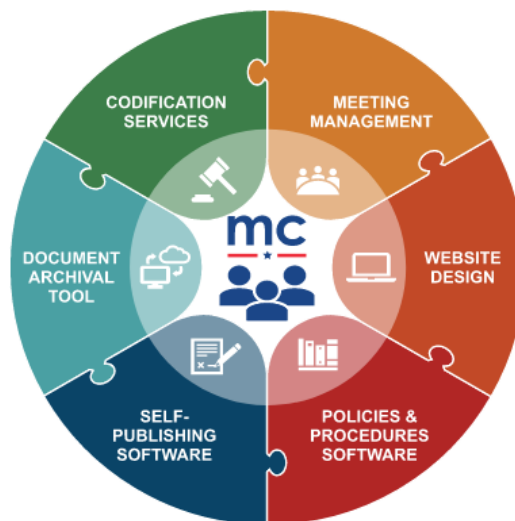
We employ 14 legal editorial teams consisting of over 50 legal editors and proofreaders. A recent analysis of our printed supplement services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control.

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. MunicodeNEXT can provide access to your complete and current Code of Ordinances, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge

At the center of everything we do is our desire to connect our clients with their communities in powerful and meaningful ways. We provide a "circle of governance" that brings you codifications services, a document archival tool, meetings and agenda management software, and website design services in an easy to use, intelligent, budget-friendly and seamless experience. The key to effectively completing the circle of governance is to harness the power of search.

All of our solutions can be brought together into a single database, thus enabling your staff and citizens to utilize our industry leading search tools. Municode's Internet Technology team includes 17 web application developers and system administrators dedicated to remaining the industry's leader for technological advances in our field.

It would be our honor and our pleasure to be of service to Kendall County, Illinois! We look forward to the opportunity of demonstrating our services and products during the evaluation stage of the County's Request for Qualifications.



QUALIFICATIONS OF CODIFIER – COMPANY PROFILE

History, Mission, and Team

Our founder, George Langford, learned the basic structure for Codes of Ordinances while working part-time for the Michie Company in the 1940's during summer breaks from the University of Virginia School of Law. Soon recognizing a better way to build Code books and provide ongoing service, Mr. Langford founded Municipal Code Corporation in Tallahassee, Florida in 1951. He loaded a copy machine onto the bed of his pick-up truck and began visiting municipal clerks in the southeastern United States for the sole purpose of codifying municipal laws and ordinances and publishing this material in loose-leaf form. Today, Municode provides codification, website hosting and meeting and agenda management software to over 4,000 clients nationwide. Throughout our growth and expansion, we have remained firmly committed to Mr. Langford's vision of providing superior customer service and investing heavily in personnel and technology to benefit those we serve.

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

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



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

Our Vision: Simple, Seamless Integration

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

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

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



QUALIFICATIONS OF CODIFIER - OUR TEAM



Eric Grant, President

Eric Grant is President of Municipal Code Corporation (Municode). Eric joined the Municode team in 2007 after receiving his Juris Doctorate from the University of Virginia School of Law, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As President of Municode, Eric has helped the company achieve increased levels of growth both in Municode's traditional line of business and into new verticals.



Phillip Claiborne, Chief Information Officer/Chief Operating Officer

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



Julie Lovelace, Vice President of Code Department

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



Tassy Spinks, Vice President of Supplement Department

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



Dale Barstow, Vice President

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



Steffanie Rasmussen, Vice President of Client Services

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



James Bonneville, Midwest Senior Regional Executive

Midwest Senior Regional Executive James Bonneville earned his B.A. in Political Science from the University of Minnesota. James resides in Stillwater, Minnesota and has over 25 years of experience working in governmental sales. James travels throughout his region often, ensuring that his clients receive excellent customer service. He is supported by Midwest Territory Account Manager Tracy Stevanov and our entire team in Tallahassee.



Kimball Clark, Regional Sales Executive

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

QUALIFICATIONS OF CODIFIER – RESUMES OF COUNSEL

Our Code Department is led by Vice President of Codes, Julie Lovelace. The majority of our full-time codification attorneys have an average of over 20 years of professional codification experience with Municode. We've included biographies of some of our most experienced codification attorneys below. In addition to these staff attorneys, our Chairman of the Board and C.E.O. Lawton Langford, Company President W. Eric Grant and recently retired Chief Operating Officer Rick Grant (now a Board Member) are also attorneys with many years of professional codification experience.

Julie E. Lovelace, Esq., Vice President of Codes, B.A., University of North Carolina - Chapel Hill; J.D., Samford University Cumberland School of Law; 27 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. She has overall supervision of the legal work of all Code projects and ensures that the final product is up to Municode's demanding standards.

Alyce A. Whitson, Esq., B.A., University of South Florida; J.D., University of Florida; more than 44 years of experience in local government law; Member of Florida Bar. Alyce has completed Codes and various other legal projects throughout the United States.

Roger D. Merriam, Esq., B.A., Mercer University; J.D., Emory University; more than 43 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.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law. 8 years of private practice; 17 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 over 250 Code projects throughout the United States.

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; 20 years of experience in complex legal research and litigation; 12 years of experience in local government law. Jim has completed Codes in multiple states across the nation.

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; 12 years of experience in local government law. Sandra has completed over 200 Codes and various other legal projects throughout the United States.

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. Member of the Florida Bar. Mary Margaret joined Municode in 2015 and has completed Codes in Georgia, Florida, Louisiana, Michigan, Oklahoma and Ohio.

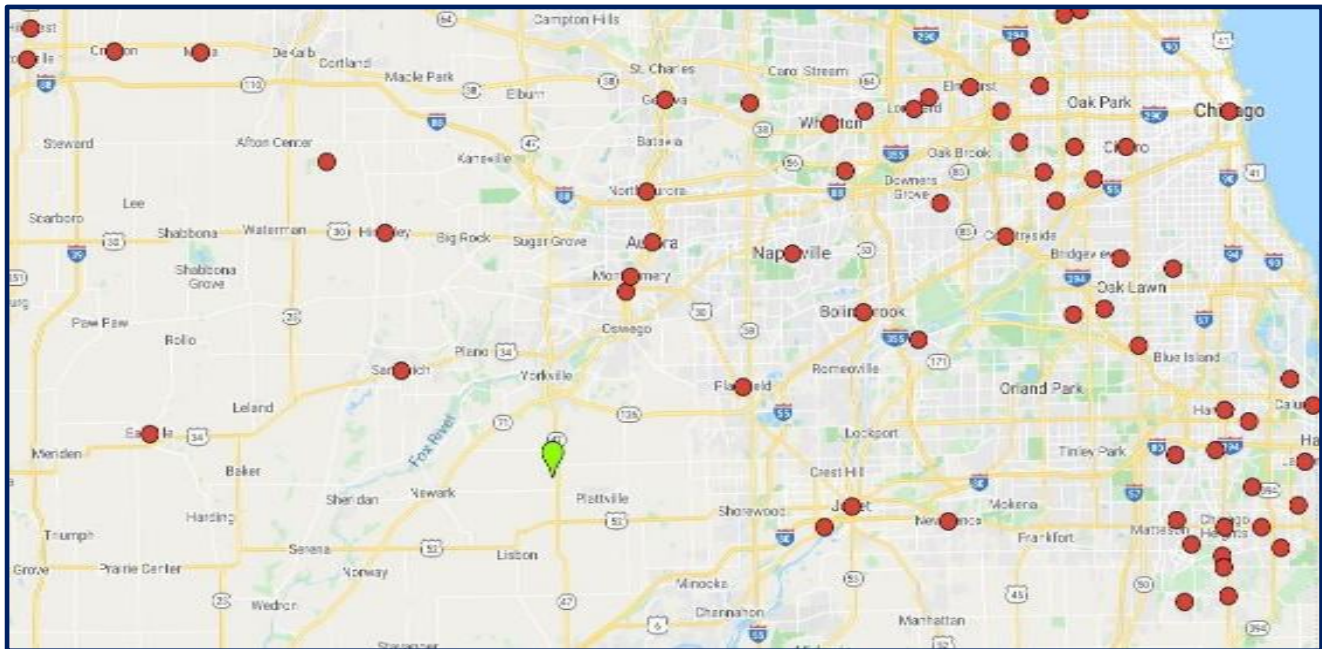
William "Bill" Sweeney, Esq., B.S., University of Montana; J.D., University of Montana; LLM (Criminal Law), The Army Judge Advocate General School; M.A. (National Security and Strategic Studies), Naval War College. Former Navy Attorney for 21 years, retiring as Captain. Bill also has 10 years of experience 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.

Susan Hartmann Swartz, Esq., B.A., Florida State University (obtained in two years); J.D., Florida State University; M.F.A., Florida State University. Florida Bar member since 1983; admitted to Eleventh Circuit Court of Appeals and Middle District of Florida. Extensive appellate and trial experience. Five years of experience in local government law, including with city, county, boards and commissions, and as hearing officer.

SECTION 2.0: RELEVANT EXPERIENCE

Municode has created and/or recodified Codes of Ordinances for thousands of municipalities nationwide. We recently completed the complex recodification of the City of **Detroit, Michigan's** Code, and are fortunate to have been awarded codification, recodification and republication RFQ's and RFP's in the last several years from Illinois clients including **Peoria, IL; Trenton, IL; Pekin IL; Lake in the Hills, IL; Downers Grove, IL; Indian Head Park, IL and Highland Park, IL**. In addition to these formal RFP and RFQ awards, we have been contracted by over 35 Illinois clients in the last five years to conduct codification, recodification, Legal Review, Republication and/or Reformatting projects for their Codes of Ordinances. We have been serving clients in the State of Illinois since the 1960's and have a regional office located in Stillwater, Minnesota.

Please see the following page for a complete list of our 197 Illinois codification clients.



Municode provides codification services to 197 clients in Illinois, including many near Kendall County

4,000

Municipal Clients

69 Years

Serving Municipalities

200 Million

Citizens using our solutions

ILLINOIS CLIENT LIST

To review these online codes, please visit our MunicodeNEXT library of over 3,700 government codes at the following link: <https://library.municode.com/>

*Clients whose codes are posted on our website at www.municode.com

ILLINOIS CLIENTS



*Alsip	Georgetown	*North Aurora	*Vernon Hills
*Amboy	Gilberts	*North Chicago	*Villa Park
Arlington Heights	*Gilman	*North Riverside	*Volo
Aroma Park	Glen Ellyn	*Northbrook	*Walnut
Ashland	*Glenview	*Oglesby	*Wauconda
Ashton	*Glenwood	*Olympia Fields	*Waukegan
*Auburn	*Godfrey	Onarga	*West Chicago
*Aurora	*Granite City	*Oregon	*West Frankfort
*Bartonville	*Grayslake	*Ottawa	*Westchester
*Beardstown	Greenup	*Palos Hills	*Westmont
*Belvidere	*Gurnee	*Pana	*Wheaton
Bolingbrook	*Hainesville	*Park City	*Wheeling
*Boone County	*Hanover Park	*Park Forest	*Whiteside County
*Bourbonnais	*Harwood Heights	*Park Ridge	Wilmette
*Bradley	*Havana	Pekin	*Wilmington
*Braidwood	*Hazel Crest	*Peoria	*Winnebago County
*Brookfield	*Highland	*Peoria County	*Zion
Brookport	*Highland Park	*Peru	
*Buffalo Grove	*Hillcrest	*Phoenix	
*Burbank	*Hillside	*Plainfield	
*Burnham	*Hinckley	*Pontiac	
*Byron	*Hoffman Estates	Poplar Grove	
*Calumet City	*Indian Head Park	*Prophetstown	
*Carlyle	*Jacksonville	*Rantoul	
*Carpentersville	*Joliet	Rochelle	
*Cary	Kankakee	*Rock Falls	
*Casey	*Kankakee County	*Rockdale	
*Centralia	*Kingston	*Rockford	
*Champaign	Ladd	*Rolling Meadows	
*Cherry Valley	*Lansing	*Roselle	
Chicago	*Lebanon	*Round Lake	
*Chicago Heights	*Lemont	*Round Lake Beach	
*Chicago Ridge	*Libertyville	*Round Lake Heights	
*Chillicothe	*Livingston County	*Round Lake Park	
*Cicero	*Lombard	Rushville	
*Clifton	*Loves Park	*Salem	
*Collinsville	*Lyndon	Sandwich	
*Cook County	*Lynwood	*Sangamon County	
*Creston	Macomb	*Sauk Village	
*Crete	Malta	*Savoy	
*Davis Junction	*Mark	*Schaumburg	
*DeKalb County	*Marshall	*Silvis	
*DuPage County	*Mascoutah	*Skokie	
*Earlville	*McCook	*South Beloit	
*East Hazel Crest	*McCullom Lake	*South Chicago Heights	
*East Peoria	*Melrose Park	*South Holland	
*East St. Louis	*Metamora	*Springfield	
*Edwardsville	*Monmouth	*Steger	
*Effingham	*Montgomery	*Sterling	
*Elmhurst	*Morris	*Stickney	
*Eureka	*Morrison	*Stillman Valley	
*Evanston	*Mount Carmel	*Streator	
*Ford Heights	*Mundelein	*Sun River Terrace	
*Fox Metro Water Reclamation District	*Naperville	*Tampico	
*Franklin Park	*Neoga	Trenton	
*Freeburg	*New Lenox	*University Park	
*Geneva	*Niles	*Urbana	
	*Norridge	*Vandalia	

SECTION 3.0: COMPENSATION AND TERM

Scope of Services Summary

We understand that the County is seeking the services of a professional codifier to legally review, classify and organize the General Ordinances of Kendall County, including the Zoning Ordinance. We also understand that the County adopts the international building codes by reference, but makes small amendments to the material, which can be accomplished by Municode during the supplement process after the new Code has been adopted, or by utilizing the Self-Publishing Software tools if selecting Option 2. The goal of this project is to create a well-organized, legally sound and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; is formatted in a manner that allows for continued growth and expansion of the Code; conforms to the laws of the State of Illinois and is readily accessible to staff and citizens alike, both in print and online.

After the new Code is adopted, it is important to keep it current by frequently integrating your newly adopted legislation into the Code. We are the only codifier to offer both traditional full-service supplementation and Self-Publishing software options for the ongoing maintenance and online publication of the County's new Code. With **Option 1, Municode as Total Code Administrator**, we will handle the future updating and online publishing of the new Code – your only task will be to email your newly adopted legislation to us, and we will take care of the rest of the process. With **Option 2, Self-Publishing Software**, your new Code can be updated and published in-house, for a fixed annual cost.

The scope of services for the initial codification process is summarized on the following pages. This information is followed by a summary of both our traditional supplementation & online Code hosting services (Option 1), and our Self-Publishing Software service (Option 2) for in-house maintenance of the new Code. The County's participation in the overall scope of services is anticipated to be as follows:

County's Level of Participation in Scope of Services

Options 1 and 2: Initial Codification Services

- ★ Confirm future Code Updating & Online Publishing options that best meet the County's needs, Option 1 (Total Code Administrator) or Option 2 (Self-Publishing Software);
- ★ Provide all ordinances and Code material, preferably in WORD format when possible;
- ★ Provide images, graphics and tabular matter, preferably in original format when possible;
- ★ Be available to answer any questions from the Municode attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new Code;
- ★ Return the draft Code to Municode within 45 days with any revisions noted;
- ★ Adopt the new Code.

Option 1: Municode as Total Code Administrator, Supplemental Upkeep & Online Code Hosting (via MunicodeNEXT)

- ★ Send any uncodified legislation to Municode via email for printed and/or electronic supplementation on the schedule of your choice – your supplement schedule can be adjusted upon request at any time and there is no additional charge for more (or less) frequent supplementation;
- ★ Be available for editorial consultation, should any questions arise upon receipt of new legislation;
- ★ Return supplement proofs (if elected) to Municode within 45 days;
- ★ Use the Instruction Sheet and Checklist of up-to-date pages to update your printed copies of the Code.
- ★ If electing our OrdBank service, send uncodified legislation to Municode for online posting in between scheduled printed supplements.

Option 2: Self-Publishing Software for Code Updating & Online Publishing Services

- ★ Use the Ordinance Drafting tool included in the Self-Publishing Software service to automatically update your Code of Ordinances. As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances for automatic approval.

SCOPE OF SERVICES – CODIFICATION SERVICES (WITH OPTIONS 1 & 2)

Codification Services

During the codification process, your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Resolutions/Ordinances/Policies. All relevant material of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. 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. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you against the state statutes of Illinois. The ordinances will also be compared to overall content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later 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 work with you to determine the desired formatting and style of the new code, and 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. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses 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.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our 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.

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.


Index, Graphics 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. All graphics provided will be incorporated into the printed and electronic code versions.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement.

Sample Adopting Ordinance. Our attorney will provide a sample adopting ordinance upon completion of the codification.

Printing and Binding (if elected). We will print your new code (if elected) on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. The Code will be housed in a heavy duty, 3-post leatherette binder (with 4 color choices) and stamped with the County’s name on the front and spine of the binder. Divider tabs for each major section of the code and index will also be provided.

The time chart below provides for completion of the codification project within **10 to 12 months** from our receipt of all applicable material, excepting any delays occasioned by the County.

 CODIFICATION TIME CHART		
STEP 1:	IMMEDIATELY	MUNICODE acknowledges contract, provides a Disposition List of all ordinances/material received COUNTY sends signed contract and all applicable material. Option 1 or 2 (full service supplementation or Self-Publishing Software service) must be confirmed at this stage to ensure the code is converted to the selected database for online publishing)
STEP 2:	WITHIN 2 WEEKS	MUNICODE provides a project introduction letter outlining all phases of the project and all material received to date COUNTY confirms Municode has all applicable materials
STEP 3:	WITHIN 3-4 MONTHS	MUNICODE submits Legal Memorandum COUNTY attorney reviews Legal Memorandum and prepares questions/comments for conference
STEP 4:	WITHIN 30 DAYS	MUNICODE hosts Legal Memorandum conference COUNTY attorney and other interested officials meet virtually with Municode to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes
STEP 5:	WITHIN 3-4 MONTHS	MUNICODE submits final Code Draft COUNTY reviews Code Draft and returns it to Municode within 45 days with all corrections noted for final implementation and publication
STEP 6:	WITHIN 2 MONTHS	MUNICODE delivers final Code and model adopting ordinance (COUNTY adopts Code and provides Municode with a copy of the officially enacted adopting ordinance. With Option 1, Municode ships printed Code and publishes Code online via MunicodeNEXT. Supplementation begins anew with Supplement No. 1. With Option 2 the Code is posted online via the Self-Publishing Software platform for ongoing County maintenance

OPTION 1: MUNICODE AS TOTAL CODE ADMINISTRATOR

Municode as Total Code Administrator – Supplement Services

Our supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be completed on the schedule of your choice (i.e., monthly, quarterly, semi-annually, etc. – and there is **no additional charge for more (or less) frequent supplementation**. All you need to do is to email us your newly enacted legislation, and we do the rest. Printed and/or electronic Supplements can be provided in print, Word, PDF and/or Folio formats. **A recent analysis of our printed supplement Services indicated an editorial error rate of less than .1%**, which is made possible by our attention to detail and strict quality control checks.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide “always up to date” **electronic update services within 10 to 15 days** at the same per page rate as printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement at no additional cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as “Adopted Legislation not yet Codified”.
2. Editorial Review – Our editorial team will review all material submitted to determine whether the material should be included in your code; where it should be placed; whether it conflicts with existing code format; what material should be removed; whether history notes should be added; what tables will be updated and whether the Table of Contents in the front or at the Chapter/Title level should be amended. If any significant issues are noted, we will contact you for clarification. No substantive changes to your legislation will be made, however minor typographical errors will be corrected as needed. Any questions or inconsistencies will be brought to your attention.
3. Indexing –Our indexing team will index and cross-reference new material in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that it is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again, line by line to ensure that the improvements made were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – Your online code will be updated within 1 to 2 days of shipping or uploading the supplement. You will be notified via email that the website has been updated. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet*: With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Municode as Total Code Administrator – Online Code Hosting (via MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,700 codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

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

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

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.1.

Municode as Total Code Administrator - MunicodeNEXT Premium Feature Summary

We recommend our bundled feature option, MyMunicode for the most transparent and feature rich code possible. MyMunicode includes annual online hosting and maintenance service with CodeBank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom online code banner to match the County's website. Our MuniPRO feature allows you to search over 3,700 codes in the Municode library for sample ordinances, save frequently used or complex searches, create notes to attach to any publication and draft and edit new ordinances internally. Additionally, constituents and staff can search the Code by keywords or phrases, and print or email at the section, article and chapter level of the online Code. A summary of our Premium features is provided below.

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders. Applies to included (amendatory) ordinances.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,700 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

OPTION 2: SELF-PUBLISHING SOFTWARE UPDATING

Self-Publishing Software Services

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

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

We Convert Your Code, You Publish

The self-publishing process begins with converting your newly adopted Code of Ordinances into Municode’s Self-Publishing software platform. If desired, our experienced editorial staff is available to provide assistance in updating the online Code at any future point in time, as indicated on the **Price Quotation Sheet**. While some municipalities may prefer the complete independence our online framework offers, we are always available to assist upon request.

After your Code is converted to the Municode software platform, we will provide the necessary training to enable authorized users to update the online Code of Ordinances. This process occurs through our proprietary code-to-document proposal method (which generates automatic digital ordinances/resolutions), or by converting a passed document into the online platform.

Your Changes = Instant Ordinances

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

Sign, Seal & Update by Email Approval

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

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

SELF-PUBLISHING SOFTWARE FEATURES



Complete Edit, Legislative History

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



Ordinance Design & Review

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



Email Notification of Updates

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



Ordinance/Resolution Drafting Tool

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



Ordinance / Resolution Creator with Digital Signature & Seal

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



Search & Browse Features

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



PDF Ordinance/Resolution Storage

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



Desktop, Mobile Friendly

All of our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device the second you choose to make them available. We support all mobile devices through the browser, as well as have native iOS and Android apps to download which include the ability to add Favorites & Bookmarks. Mobile optimized (no pinch & zoom) & ADA compliant.



Branding, Theming

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



Host Additional Searchable Publications

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



Online Training and Customer Service

Municode provides support and codification training to any client throughout the life of the agreement. Municipal staff who receive our custom training and self-publish develop themselves professionally and become favored by municipal governments throughout the country.



Prudent, Cost Effective

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



Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%! All customers have unlimited file storage to easily upload all supporting documentation and images such the original legislation, ordinance, zoning maps, documents, etc.



Print-friendly

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

PRICE QUOTATION SHEETS – (OPTIONS 1 & 2)

EXECUTIVE SUMMARY

Codification, Supplementation and Online Code Hosting

*Logic: Organize your legislation into a logical and comprehensive 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 (includes General Ordinances and Zoning Ordinance)\$16,925¹**
Timeline.....**10–12 months**

The codification base cost of \$16,925 is based on a 850-page, single column 10-point font code (or 961 11-point font single column pages or 1,063 12-point font single column pages)

An experienced Municode codification attorney will legally review the Code, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to overall content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, state law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

Option 1: Municode as a Total Code Administrator:

- ★ **Supplement Service** (single column per page rate) **\$18²**
Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.
- ★ **Online Code Hosting = MunicodeNEXT! (first year of service at no charge!)****\$450³**
The online code is only **\$450** for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only **\$1,195** annually, with the first year of service at no charge!

Option 2: Self-Publishing Software Platform:

- ★ Conversion to Municode’s Self-Publishing Platform..... **No charge⁴**
- ★ Annual Online Software Licensing and Code Hosting Fee..... **\$4,700**
- ★ Online Code Hosting Fee for *additional* publications..... **\$295 per publication**
- ★ Conversion Timeline, post code adoption.....**4 weeks**

Supplement Service Selection (Decision required upon contract execution):

- Option 1: Municode as Total Code Administrator
- Option 2: Municode Self-Publication Software

¹ Please see page 19 for additional pricing details

² Please see page 20 for additional pricing details.

³ Please see page 21 for additional features and pricing available on our MunicodeNEXT platform.

⁴ Please see page 22 for additional pricing details.

CODIFICATION QUOTATION SHEET – (OPTIONS 1 & 2)

Codification base cost, includes General Ordinances & Zoning Ordinance **\$16,925⁵**

- ★ 850 single column 10-point font pages
- ★ 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 proofreading and page formatting
 - ★ Indexing
- ★ Tables⁶, Graphics⁷ & tabular matter⁸
- ★ Final proofreading and corrections
- ★ Quality control review and printing (printing applies only to Option 1, Total Code Administrator)
 - ★ 1 Code copy housed in 3-post stamped binder with divider tabs (if Option 1 is elected)
 - ★ Adopting ordinance prepared by a Municode attorney

Project is based on the font size & pages below – please only select one:

Font Size Single Column: 10-point (850) 11-point (961) 12-Point (1,063)

Binder Options:

- 3-post expandable binder, \$60⁹ each, with stamping qty _____ \$ _____
 - Additional Code Copies, \$.065 per impression (per page) qty _____ \$ _____
 - Additional Tabs, \$15 per set qty _____ \$ _____
- Binder Color:** Semi-Bright Black Dark Blue Green Burgundy
- Binder Stamping Color:** Gold Silver

Conference Selection:

- On-site conference, each **Attorney time, travel, lodging and per diem**
- Teleconference or web-based conference, 3-hour session **No charge¹⁰**

Items not included in base cost

- ★ Pages over 850 10-point, single column each. **\$18**
- ★ Freight **No Charge**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 21**
- ★ Gender Neutrality (see below)
 - Gender Neutralization of Code, optional **\$850**

Payments for codification project - Your project can be budgeted over two fiscal years

- ★ Execution of Agreement **\$6,000**
- ★ Submission of the Legal Memorandum **\$4,200**
- ★ Submission of Draft Code **\$4,200**
- ★ Delivery **Balance**

⁵ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Draft Code to be returned within 45 days with revisions noted.

⁶ 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 or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

⁷ Includes printing all copies.

⁸ 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.

⁹ Price does not include shipping costs.

¹⁰ For the initial 3-hour session, then \$150 per hour thereafter.

OPTION 1: SUPPLEMENTATION QUOTATION SHEET

Municode as Total Code Administrator

Supplement Service Base Page Rate¹¹

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 (if elected)
- ★ Schedule as selected by you¹²
- ★ Updating electronic versions¹³ and online code
- ★ Printing 1 copy

Base page rate above excludes:

- ★ Freight
 - ★ State sales tax
 - ★ Images, Graphics¹⁴ & tabular¹⁵ matter, per page (not each)
 - ★ MyMunicode or online code
- Actual
If applicable
\$10
Selections on page 21**

Electronic media options for Code of Ordinances (sent via download)¹⁶

- | | |
|---|--|
| <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 |

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

¹¹ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index (CPI) for All Urban Consumers.

¹² 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.

¹³ 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.

¹⁴ Includes printing of all copies.

¹⁵ 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.

¹⁶ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

OPTION 1: ONLINE CODE HOSTING QUOTATION SHEET

Municode as Total Code Administrator (MunicodeNEXT Online Code)

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

STANDARD ONLINE CODE HOSTING

- Online Code = MunicodeNEXT**, annually **First year of service at no charge!** **\$450**
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

OPTIONAL SERVICES

- CodeBank** annually **\$150**
Permanent online collection of previous versions of the code.
- OrdBank** annually (or per ordinance) **\$600 (\$35)**
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only.
- OrdBank + OrdLink** annually (or per ordinance) **\$700 (\$60)**
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- CodeBank Compare + eNotify**¹⁷ annually **\$250**
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- MuniPRO** Service annually **\$295**
Search over 3,700 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
Customize MunicodeNEXT to match the look of your website.
- MuniDocs**¹⁸ annually, upgraded self-loading capabilities **\$350**¹⁹
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually. **First year of service at no charge!** **\$1,195**²⁰
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner (Add OrdLink to the MyMunicode bundle for an additional cost of only \$100 annually)

RECOMMENDED ADDITIONAL SERVICES (See page 25 for details)

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

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

¹⁸ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁹ Includes up to 1,000 documents. Quote for additional documents is available upon request.

²⁰ Total value if each item were to be purchased a la carte would be approximately \$1,745 per year with participation in our OrdBank service.

OPTION 2: SELF-PUBLISHING SOFTWARE QUOTATION SHEET

SOFTWARE LICENSE, Code of Ordinances, annually \$4,700²¹

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

- ★ Automatic Ordinance/Resolution Drafting Tool
- ★ Automatic Code Updates
- ★ Legislative History Tool
- ★ PDF Ordinance/Resolution Storage²²
- ★ Automatic PDF Generation for backup/printing
- ★ Online Training and Customer Service
- ★ Activation of any additional publication, as quoted below

DATABASE CONVERSION & SOFTWARE SETUP (Includes 3 hours training) **No charge**²³

Conversion to Self-Publishing Software empowers you to have a current Code and focus on future changes. All converted material will be posted online within 4 weeks following Code adoption.

CODE UPDATE SERVICES, per ordinance/resolution page \$18

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

ADDITIONAL PUBLICATIONS, each, annually (Optional) \$295²⁴

(can be applicable to any future applications of your choice!)

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

ADDITIONAL SERVICES AVAILABLE

- ★ Conversion, per additional publication (if added after the first 3 months) \$1,000
- ★ Code Update Services, after initial Code conversion, per hour \$150²⁵
- ★ Consultation Services, per hour \$100²⁶
- ★ Additional Training, per hour \$150
- ★ Onsite Training Quote available upon request

RECOMMENDED ADDITIONAL SERVICE

(The perfect companion to our Self-Publishing Software service! Please see page 25 for details)

- MunicodeMEETINGS** Agenda Management Software, annually **Quote available upon request**

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

²¹ Includes 5 user licenses. Quotes for additional user licenses available upon request. Invoiced annually upon anniversary date of initial online publication. Following the initial Agreement term, costs may increase by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.

²² Data limitations may apply.

²³ Provided Municode can rely upon the version of the Code furnished and it is in an editable, electronic format. Conversion fee, annual licensing fee and any additional applicable fees are payable upon completion of data conversion to Municode's database. All material for conversion to Municode's database must be received within 30 days of receipt of signed Agreement. Complex or form-based graphics may be subject to an additional fee. We will contact you should this occur.

²⁴ Invoiced upon date of initial online additional publication, and annually thereafter upon anniversary date of initial additional publication.

²⁵ Excludes legal services, Should legal services be desired, please contact us for a price quote.

²⁶ Excludes legal services. Can include amendments to signature setup, graphic design/digital imaging services, meeting attendance or special projects. Should legal services be desired, please contact us for a price quote.

SECTION 4.0: CLIENT EXAMPLES

We are pleased to provide contact information and project history for the following Illinois clients, all of whom can provide the County with their assessment of our services.

Earlville, Illinois

Project Type: Codification, Supplementation and Electronic Publishing

Years of Service: 2013 to present

Ms. Martha Dankenbring, Deputy City Clerk (815) 246-9588 deputyclerk@earlvilleil.org

Services provided: We codified the City's Code in 2015 and provide supplements to the Code on a semi-annual basis. Earlville utilizes our archival OrdBank service to display historical ordinances online dating back to 1933, thus creating a complete ordinance repository. The City also utilizes our CodeBank service to store past versions of the Code online following every supplement. We publish the Code in print and on the internet.

Online Code: https://library.municode.com/il/earlville/codes/code_of_ordinances

Prophetstown, Illinois

Project Type: Recodification, Supplementation and Electronic Publishing

Years of service: 2018 to present

Ms. Rhonda Carter, Office Administrator, ptowncy@thewisp.net (815) 537-5598

Services provided: We recodified the City's code in 2018 and have been providing supplement and online Code hosting services since that time. The new code is supplemented in print on an annual basis and we provide an updated PDF of the full code annually. The City utilizes our budget friendly MyMunicode feature bundle, which includes Code Bank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom banner to match the City's website.

Online code: https://library.municode.com/il/prophetstown/codes/code_of_ordinances

Sandwich, Illinois

Project Type: Codification, Recodification, Supplementation and Electronic Publishing

Years of service: 1982 to present

Honorable Rick Olson, Mayor mayor@sandwich.il.us (815) 786-9321

Services Provided: We originally codified the City's ordinances in 1982 and completed a recodification of the code in 2018. We supplement the Code on an annual basis and provide the updated Code in both print and Folio format. The City utilizes our budget friendly MyMunicode feature bundle, which includes Code Bank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom banner to match the City's website.

Online code: https://library.municode.com/il/sandwich/codes/code_of_ordinances

Trenton, Illinois

Project Type: Recodification, Supplementation and Electronic Publishing

Years of service: 2018 to present

Ms. Karen Buzzard, City Clerk, kbuzzard@trenton-il.com (618) 224-7323

Services provided: We recodified the City's Code in 2018 and provide supplements to the Code on an annual basis. The City utilizes our budget friendly MyMunicode feature bundle, which includes Code Bank, CodeBank Compare + eNotify, OrdBank, MuniPro and a custom banner to match the City's website.

Online Code: https://library.municode.com/il/trenton/codes/code_of_ordinances

Chicago Ridge, Illinois

Project Type: Recodification, Supplementation and Electronic Publishing

Years of Service: 1997 to present

Ms. Judy King, Secretary to Mayor (708) 425-7700 jking@chicagoridge.org

Services provided: We recodified the Village's code in 1997 and then again in 2014 and provide hard copy supplements to the Village on an annual basis. Ordinances are posted online in between supplements in PDF format. The Village also utilizes our CodeBank service. We publish the Code in print and on the internet. We have provided a printed code from the Village for your review.

Online Code: https://library.municode.com/il/chicago_ridge/codes/code_of_ordinances

SIGNATURE PAGE

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

Term of Agreement. This Agreement shall begin upon execution of this Agreement and continue for a term of three (3) years. Thereafter, if choosing Municode as a Total Code Administrator, the supplement and online Code hosting services shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice. If choosing Municode's Self-Publishing Software option for updating and maintaining the Code, we have also provided a separate three-year Software as a Service (SAAS) Agreement as **Attachment D**.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: SW

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

Date: ~~March 2, 2020~~ Revised August 17, 2020 to include General Ordinances & Zoning Ordinance

Accepted by:

COUNTY OF KENDALL, ILLINOIS

By: _____

Title: _____

Date: _____

Code Update and Online Publishing Services (decision required upon execution of contract)

- OPTION 1: Codification services, Municode as Total Code Administrator (signature required above)**
- OPTION 2: Codification services, Municode Self-Publishing Software (signature required above and on the Software as a Service Agreement – see Attachment D)**

ADDITIONAL SERVICES AVAILABLE

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

Website Design and Hosting Services

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

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

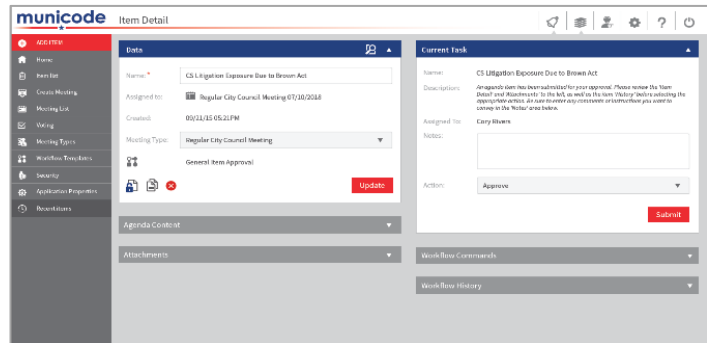


[Request MunicodeWEB Demo/Proposal](#)

Meeting and Agenda Management

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

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



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

[Request MunicodeMEETINGS Demo/Proposal \(see pages 21 and 22\)](#)

Payment Solutions - Point and Pay

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

[Request Point and Pay Demo/Proposal](#)

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

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

Digital Imaging Services

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



Open Records Request Software

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

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



[Request MCCi Demo/Proposal](#)

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a “Land Use Look Up” tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>

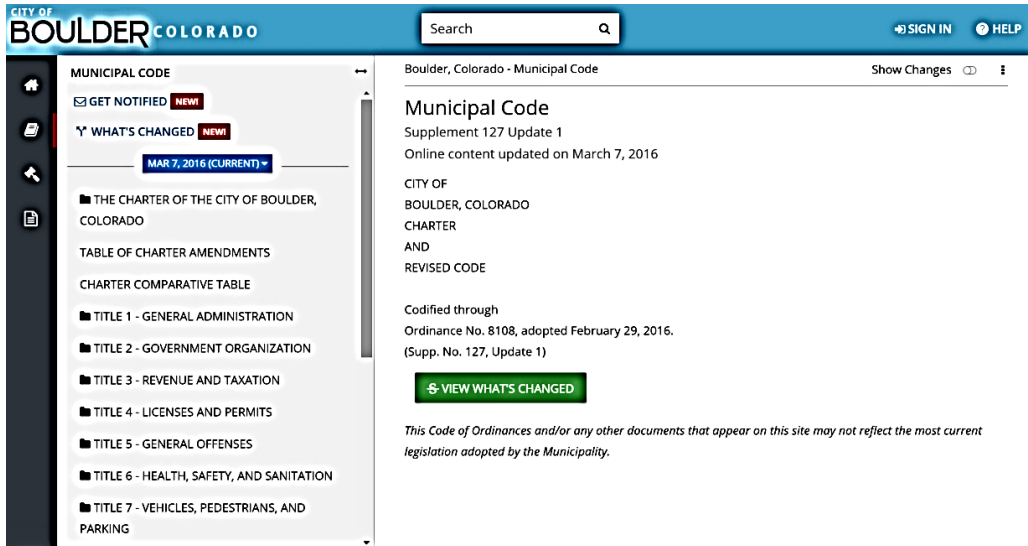


[Request enCodePlus™ Demo/Proposal](#)

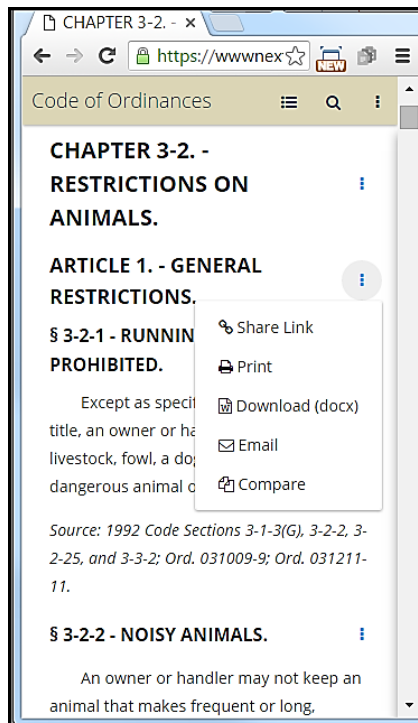
MunicodeNEXT Standard & Premium Features (not available with Self-Publishing Software)

Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



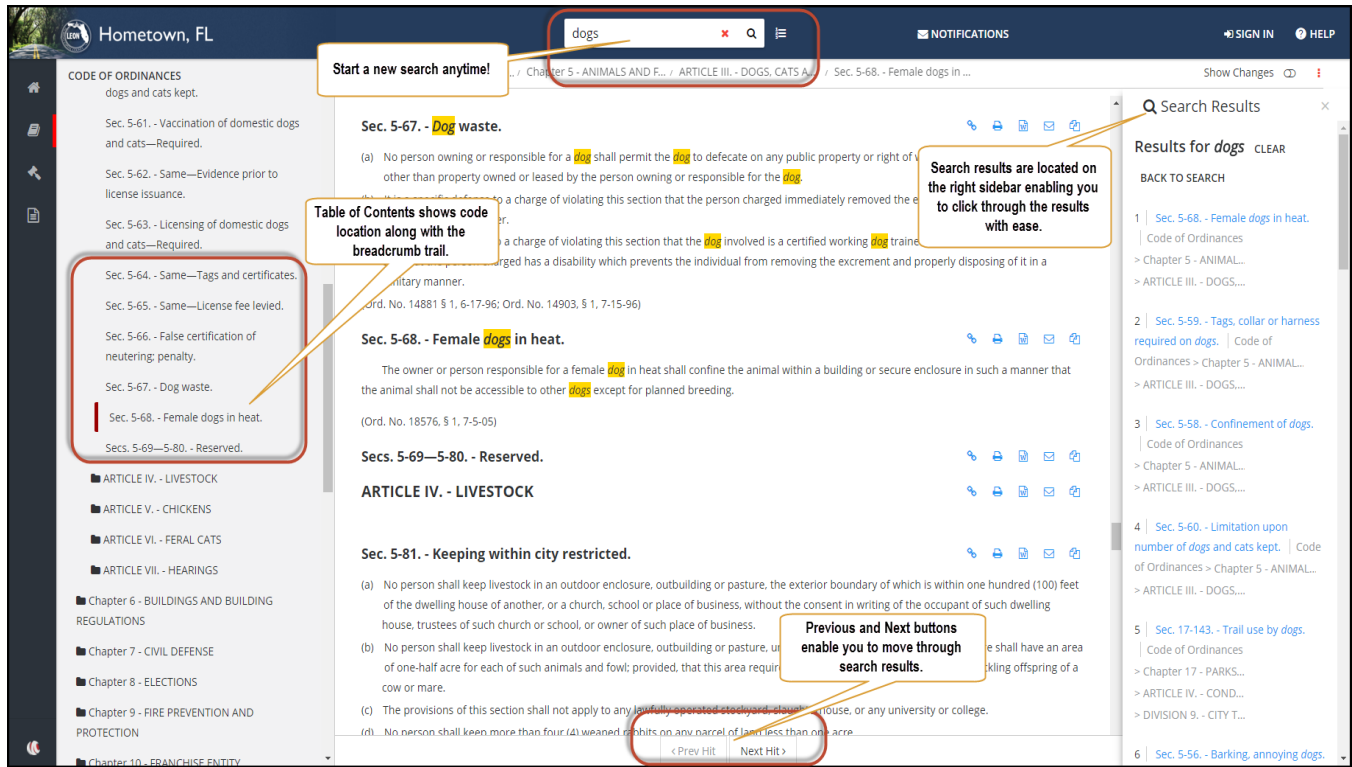
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



Standard Features of MunicodeNEXT

Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

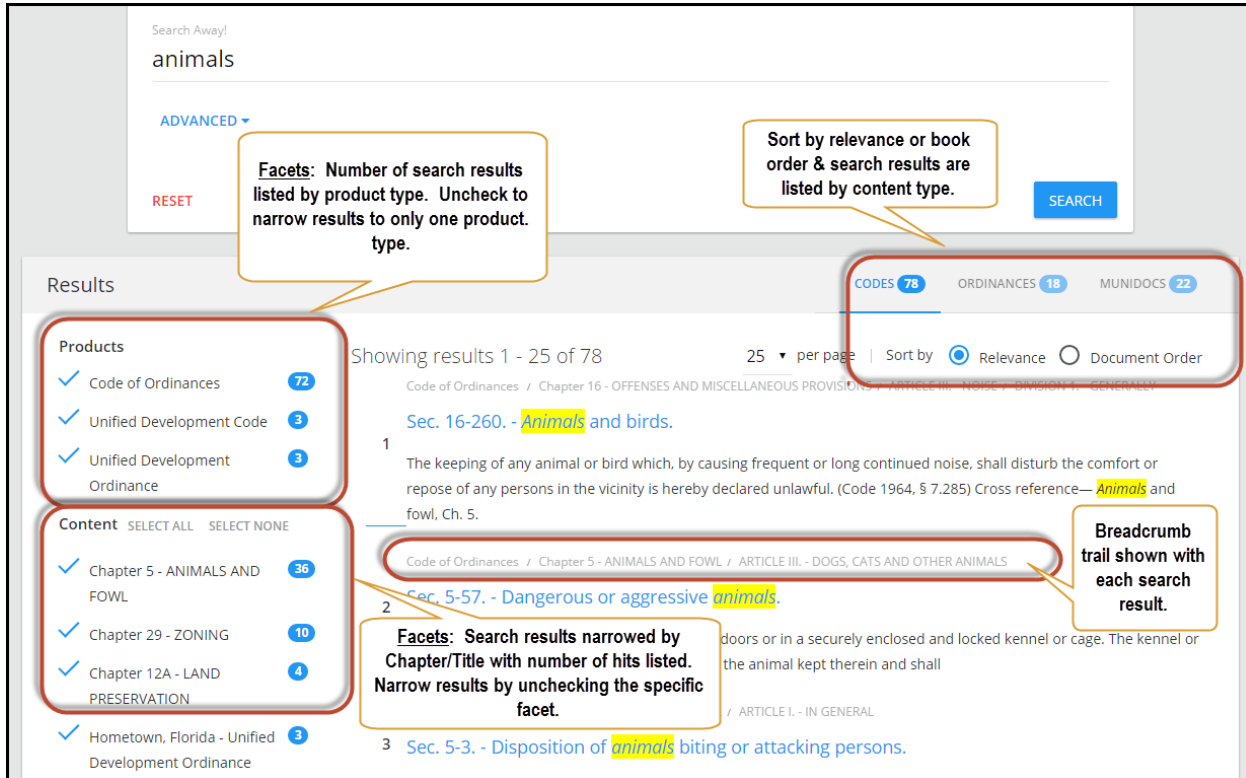
Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

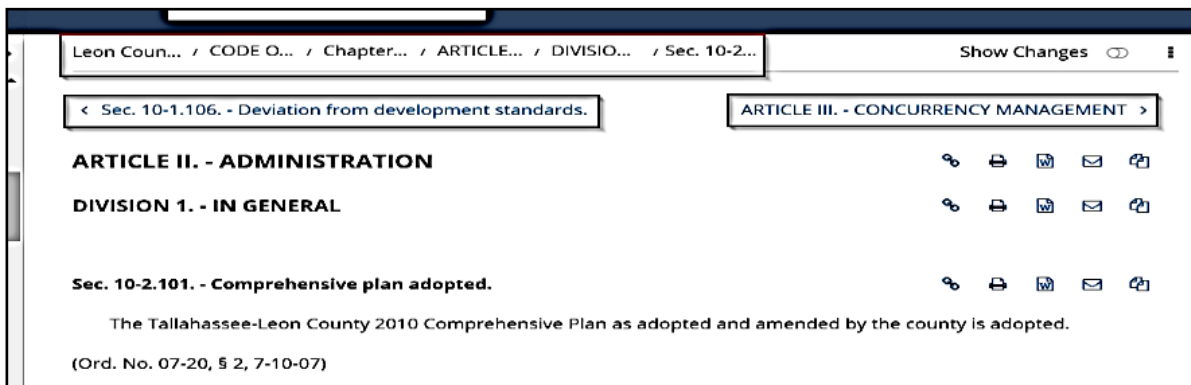
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With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

Standard Features of MunicodeNEXT



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

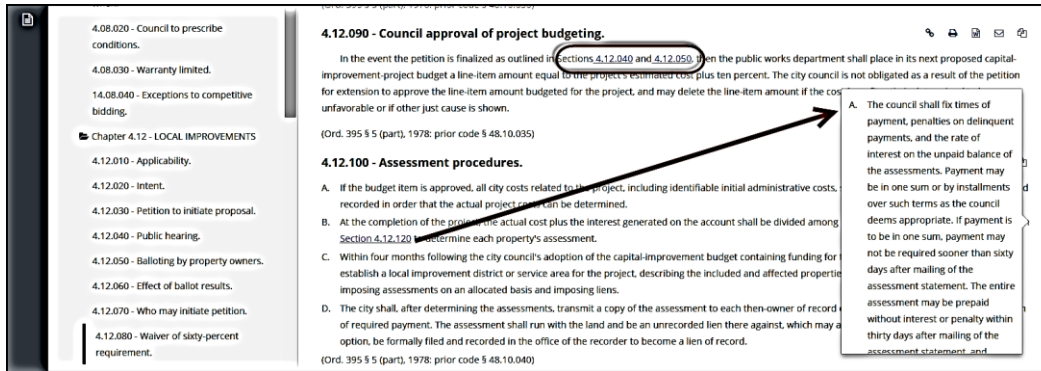
Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



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

Standard Features of MunicodeNEXT

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

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

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

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

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

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

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

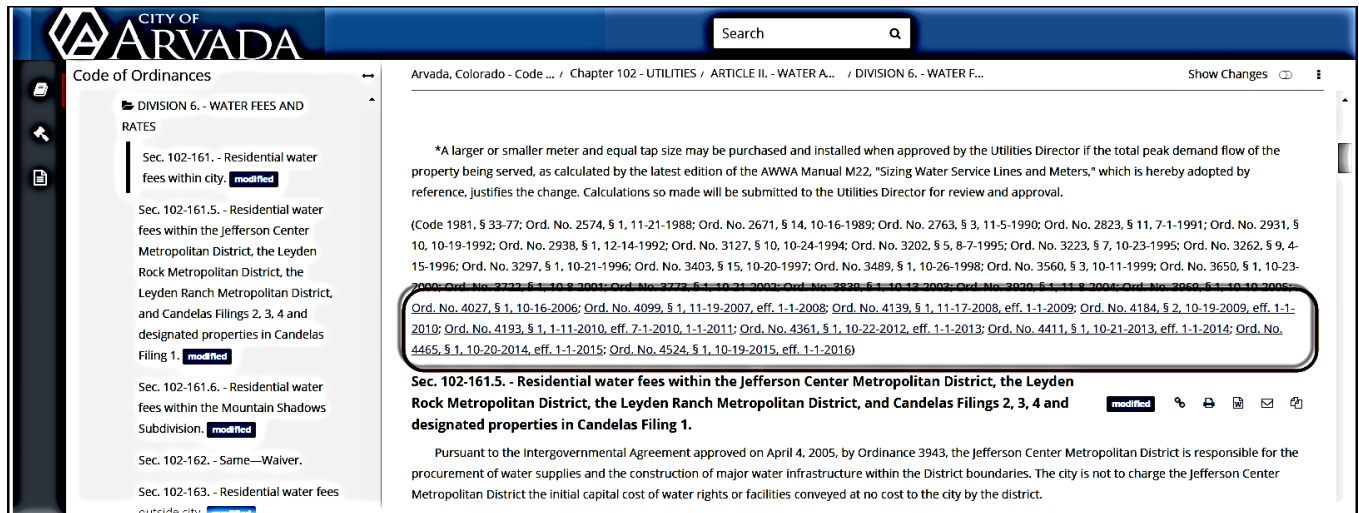
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

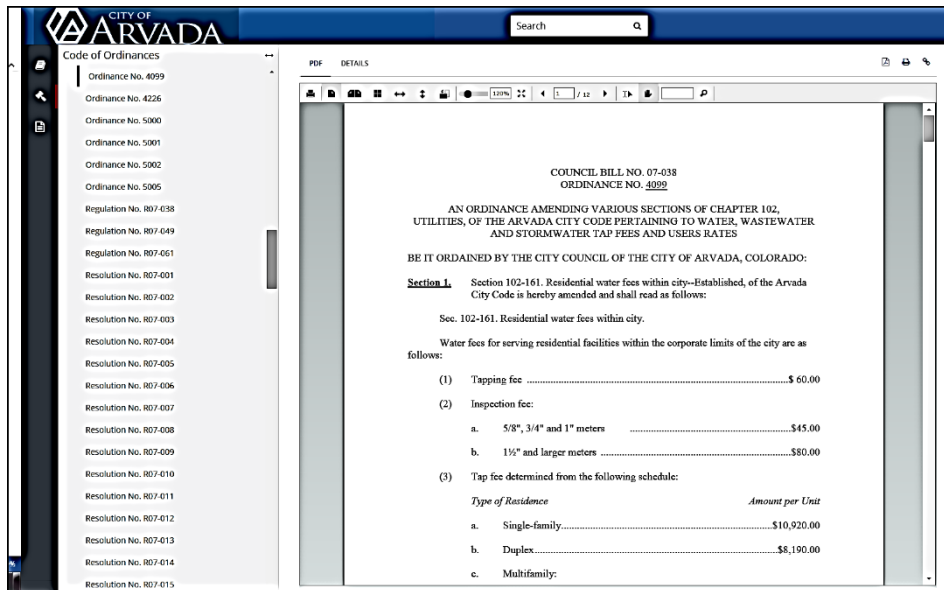
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

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

Hyperlinked ordinance in text)

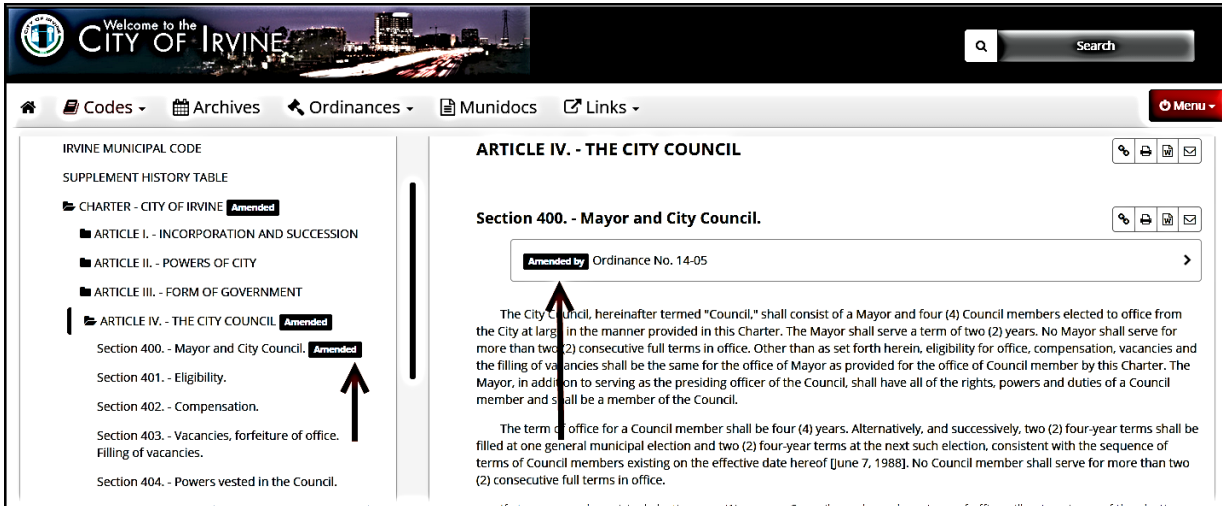


(One-Click access to the original ordinance in the OrdBank Repository)



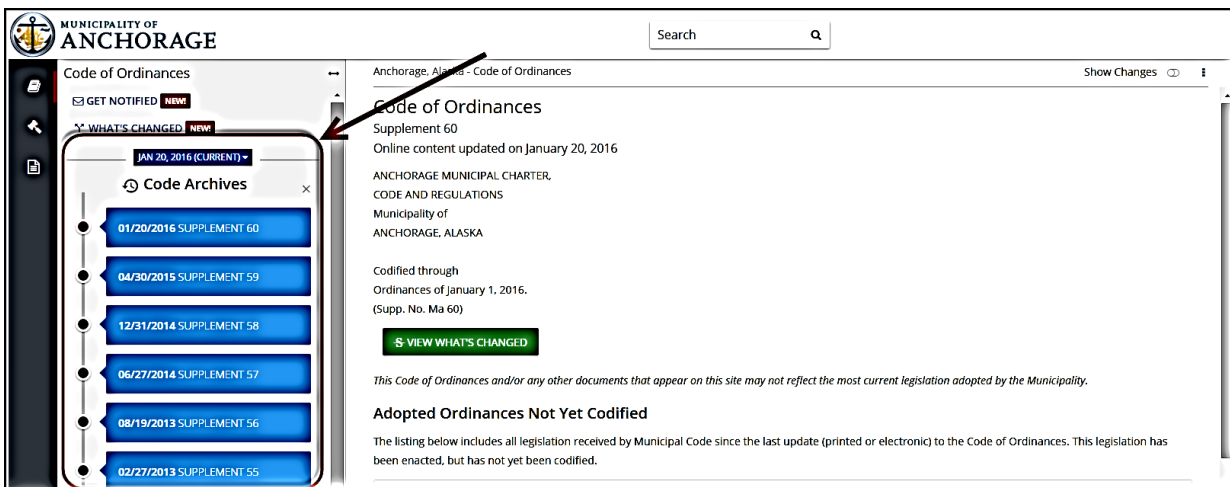
Premium Features of MunicodeNEXT

OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



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

Premium Features of MunicodeNEXT

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

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

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

Premium Features of MunicodeNEXT

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Ahoskie > Minutes

UPLOAD FILES

NEW FOLDER

Upload files

Drop file(s) here or click to upload

Supported file types .doc, .docx, .pdf
Max file size 10 MB

Success! All files uploaded. RESET

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

BACK TO DASHBOARD

© 2017 Municode

Premium Features of MunicodeNEXT

MuniPRO. MuniPRO Searching allows you to search the over 3,700 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



Sample Certificate of Insurance

Note: This is a sample certificate and does not include additional endorsement pages, which will be provided with the original Certificate of Insurance upon request.

DESCRIPTIONS (Continued from Page 1)

██████████ WORKERS COMPENSATION: Valley Forge Insurance Company, 01/01/2020-2021, policy #WC6056730117, limits 1,000,000/1,000,000/1,000,000.

**** Supplemental Name ****

AHA Consulting, Inc. 26-2674611, Agenda Pal Corporation

Additional Insured Status: ██████████, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations.

Comparison Chart

Total Code Administrator (Option 1)

vs.

Self-Publishing Software Services (Option 2)

Self-Publishing and MunicodeNEXT: Discover what fits your needs

Publishing Features	Self-Publishing	MunicodeNEXT
Instantly update your code of ordinances and other publications with user access	✓	⊖
Unlimited ordinance / resolution creator with digital signature & seal	✓	⊖
Fixed annual fee	✓	⊖
Ordinance document hosting	✓	✓ <i>With OrdBank™</i>
Email notification of updates	✓	✓ <i>With eNotify™</i>
Host additional searchable publications: policies, procedures, handbooks	✓	✓
Download online code as .doc file, enabling editability, print, or backup	⊖	✓
Download online code as PDF File, enabling print or backup	✓	⊖
Shareable link to any title, chapter, article, division, or section	✓	✓
Print-friendly view	✓	✓
Printed loose-leaf supplements	⊖	✓

Search & Browse Features	Self-Publishing	MunicodeNEXT
Cross-reference linking	✓	✓
Historical progression of code	✓	✓ <i>With CodeBank™</i>
Mobile optimized (no pinch & zoom) & ADA compliant	✓	✓
Citations in context of legislation	✓	✓
Search by keyword, and within specific areas of the code	✓	✓
Mouseover previews	⊖	✓
Google translate plugin	⊖	✓
Compare code versions	⊖	✓ <i>With CodeBank Compare™</i>
Responsive interface to any screen size	⊖	✓
Collapsible table of contents	⊖	✓
Persistent breadcrumb trail when browsing	⊖	✓
Scrolling table headers	⊖	✓
Robust search engine that includes synonym, exact phrase, wildcard, & proximity searching	⊖	✓
Search results filtered by book order, relevance, or document type	⊖	✓

Software as a Service (SaaS) Agreement for Self-Publishing Software

Municode Self-Publishing Software Agreement

Kendall County, Illinois

THIS LETTER OF ENGAGEMENT (“Agreement”) is entered between Kendall County, Illinois (“CLIENT”) and Municipal Code Corporation, DBA “Municode” (“CONSULTANT”). For the purpose of this Agreement, “USER” is defined as an employee, consultant, third-party contractor or agent to whom “CLIENT” has granted access to use the services provided under this Agreement. Municode’s response to the County’s Request for Qualifications of March 2, 2020 will serve as **Exhibit A** to this Agreement.

The parties agree as follows:

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

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

1. **Consumer Price Index.** Following the initial Agreement term, CONSULTANT may increase fees by a percentage equal to the then applicable annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers.
2. **Scope of Services.** CONSULTANT’s services under this Agreement shall consist of services as detailed in **Exhibit A**. The Scope of Services may be amended or modified upon the mutual written agreement of the parties during the term of the Agreement.
3. **Use of Services.**
 - a. **CONSULTANT Responsibilities.** CONSULTANT shall: (i) provide to CLIENT initial software training and ongoing standard telephone and internet support for the purchased software services at no additional charge and shall (ii) use commercially reasonable efforts to make the purchased software services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which we shall give notice via the purchased software services or email and which CONSULTANT shall schedule to the extent practicable during the weekend hours from 9:00 p.m. Eastern time Friday to 6:00 a.m. Eastern time Monday), or (b) any unavailability caused by circumstances beyond CONSULTANT’S reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving CONSULTANT’S employees), failure or downtime in Third-Party or Internet service provider failures or delays, and (iii) provide the purchased services only in accordance with applicable laws and government regulations.

- b. **CLIENT Responsibilities.** CLIENT shall (i) be responsible for USER'S compliance with this Agreement, (ii) be solely responsible for the accuracy, quality, integrity and legality of CLIENT Data and of the means by which CLIENT acquired said Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the services and notify CONSULTANT promptly of any such unauthorized access or use, and (iv) use the services only in accordance with all applicable laws and government regulations. CLIENT shall not (a) make the services available to anyone other than USERS, (b) sell, resell, rent or lease the services, or (c) use the services to store or transmit infringing, libelous, or otherwise unlawful or tortious material.
 - c. **Usage Limitations.** Services may be subject to other limitations, such as, for example, limits on disk storage space, on the number of calls CLIENT is permitted to make against CONSULTANT application programming interface, and, for services that enable CLIENT to provide public websites, on the number of page views by visitors to those websites.
4. **Integration.** This Agreement, along with the description of services to be performed attached as **Exhibit A**, and the additional products and services described therein contain the entire Agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions.
5. **Warranty.** CONSULTANT warrants that (i) any services provided hereunder will be performed in a professional and workmanlike manner and (ii) the functionality of the services will not be materially decreased during the term. CONSULTANT's entire liability and exclusive remedy under this warranty will be, at the sole option of CONSULTANT and subject to applicable law, to provide restored service(s) which conforms to these warranties within 7 days or to terminate the service(s) and provide a pro-rated refund of any prepaid fees (for the period from the date of the breach through to the end of the term).
6. **Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of this Agreement and further limited to a maximum amount equal to the consulting fees received by CONSULTANT from CLIENT under this Agreement. CONSULTANT shall not be responsible for the legality of any material initially or subsequently published.
7. **Termination.** This Agreement shall terminate upon the CLIENT's providing CONSULTANT with thirty (30) days advance written notice. In the event the Agreement is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid hosting and support fees (for the period from the date of the termination through to the end of the term).
8. **Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by CONSULTANT to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
9. **Ownership of Product.**
 - a. **Reservation of Rights.** Subject to the limited rights expressly granted hereunder, CONSULTANT reserves all rights, title and interest in and to the services, including all related intellectual property rights. No rights are granted to CLIENT hereunder other than as expressly set forth herein.
 - b. **Ownership of CLIENT Data.** As between CONSULTANT and CLIENT, CLIENT exclusively owns all rights, title and interest in and to all of the CLIENT Data.
 - c. **Suggestions.** We shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the services any suggestions, enhancement requests, recommendations or other feedback provided by CLIENT, including USERS, relating to the operation of the services.

10. **Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.
11. **Right to Purchase.** This Agreement enables CLIENT to purchase any additional services found in **Exhibit A** as an addendum hereto.
12. **Assignment.** Neither party may assign or subcontract its rights or obligations under this Agreement without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.
13. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Illinois without resort to any jurisdiction's conflicts of law, rules or doctrines.
14. **Service of Notices.** All required notices shall be deemed to have been validly given if delivered in person or by first class mail or email to the following addresses:

To CLIENT:
 Kendall County, Illinois
 ATTN: Scott Koeppl, County Administrator
 111 W. Fox St.
 Yorkville, IL 60560
skoeppl@co.kendall.il.us

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

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

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

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

DATED: _____

CLIENT Signature: _____

Name and Title: _____ (please print)

DATED: _____

COUNTY OF KENDALL, ILLINOIS

RESOLUTION 2021-_____

A RESOLUTION ESTABLISHING DISTRIBUTION OF GRANTS FROM THE 2020 PAYABLE 2021 SENIOR CITIZEN SOCIAL SERVICES LEVY

WHEREAS, the Kendall County Board annually extends a property tax levy for Senior Citizen Social Services to enhance the independence of the elderly residents of Kendall County; and

WHEREAS, the Kendall County Board has appropriated \$400,000 for grants to agencies to benefit the senior citizens in Kendall County; and

WHEREAS, the Kendall County Board has determined the allocation of grants to agencies to benefit the senior citizens in Kendall County.

NOW, THEREFORE, BE IT RESOLVED that the Tax Year 2020, Fiscal Year 2021 Senior Citizen Levy is granted to these agencies, providing services to the seniors of Kendall County in these amounts:

Community Nutrition Network	28,000
Fox Valley Older Adult Services	\$ 60,000
Kendall Area Transit	30,000
Kendall County Health Department	57,000
Oswegoland Seniors, Inc.	77,000
Prairie State Legal Services	10,000
Senior Services Associates, Inc.	126,000
VNA Health Care	12,000
Total	<u>\$ 400,000</u>

Approved and adopted by the County Board of Kendall County, Illinois, this 4th day of May 2021.

Attest:

Scott R. Gryder
County Board Chair

Debbie Gillette
County Clerk & Recorder

**Kendall County Budget & Finance Committee
Senior Tax Levy Request History**

Tax Levy: \$350,000 \$350,000 \$400,000 \$400,000

Organization	FY 2018		FY 2019		FY 2020		FY 2021	
	Requested	Granted	Requested	Granted	Requested	Granted	Requested	Granted
Community Nutrition Network (CNN) & Senior Services Association	\$30,000	\$25,984	\$30,000	\$26,546	\$30,000	\$28,000	\$30,000	\$28,000
Fox Valley Older Adult Services	60,000	58,423	60,000	59,729	60,000	60,000	60,000	60,000
KC Health Department	59,178	55,948	56,000	57,176	57,176	57,000	80,000	57,000
Kendall Area Transit (KAT)	25,500	25,500	25,500	25,500	35,000	30,000	30,000	30,000
Oswegoland Seniors, Inc.	79,471	53,239	79,471	54,421	79,500	77,000	84,500	77,000
Prairie State Legal Service	10,000	8,996	10,000	9,189	9,500	10,000	10,500	10,000
Senior Services Associates, Inc.	129,000	121,828	129,000	124,562	129,000	126,000	129,000	126,000
VNA Health Care	12,000	9,999	12,000	10,210	12,000	12,000	12,000	12,000
TOTALS	\$405,149	\$359,918	\$401,971	\$367,333	\$412,176	\$400,000	\$436,000	\$400,000

Beg. Fund Balance	\$10,302	\$1	\$270	\$0
Revenue	349,617	367,603	399,597	
Annual Disbursement	-359,918	-367,333	-399,867	
Ending Fund Balance	<u>\$1</u>	<u>\$270</u>	<u>\$0</u>	<u>\$0</u>

TIMELINE

February 17, 2021	Admin Services sends Letters & Emails to Previous Applicant Organizations
March 5, 2021 /4pm	12 copies of organization application and budgets due in Admin Services
March 11, 2021	Finance Committee Review of Application Packets
4/15/2021; 4/29/2021	Finance Committee Review of Application Packets; Determine dates for Tentative Senior Levy Hearings (If Finance Committee determines necessary)
May 4, 2021	Senior Levy Resolution to County Board for Approval
Week of May 4, 2021	Admin Services sends Award letters to Organizations (copy of Resolution & letters to Treasurer's Office)
Approx. July 2021	1st Distribution of Senior Levy Tax
Approx. October 2021	2nd Distribution of Senior Levy Tax
Approx. Nov 2021	Final Distribution of Senior Levy Tax

Special Funds COVID-19 CURES Expenditures
Fiscal Year 2020
29-Apr-21

Date	Org/Object	Object Name	Description	Amount	Subtotal
<u>Veteran's Assistance Commission</u>					
4/9/2020	121123 62160	Equipment	Laptops & Accessories	\$1,301.32	
5/11/2020	121123 62160	Equipment	Laptops & Accessories	1,385.00	
					\$2,686.32
<u>Coroner</u>					
7/16/2020	130804 66500	Misc. Expense	Laptops	\$3,192.84	
					\$3,192.84
<u>Circuit Clerk</u>					
5/6/2020	131303 66500	Misc. Expense	HP ProBooks	\$6,004.20	
6/20/2021	131306 66500	Misc. Expense	Supplies	221.94	
10/26/2020	131303 66500	Misc. Expense	Computer	623.76	
					\$6,849.90
<u>Sheriff</u>					
8/7/2020	131420 66390	Court Security Expense	Thermal Scanner	\$9,149.01	
					\$9,149.01
<u>Probation Services</u>					
4/2/2020	132616 62160	Equipment	Laptops	\$2,307.39	
4/2/2020	132616 62160	Equipment	Monitors	1,945.35	
4/8/2020	132616 62160	Equipment	Face Masks	87.96	
4/16/2020	132616 62160	Equipment	Face Masks	228.00	
5/1/2020	132616 62160	Equipment	7 laptop bags	52.28	
5/4/2020	132616 62160	Equipment	3 mice	68.94	
5/22/2020	132616 62160	Equipment	5 mice	87.37	
6/1/2020	132616 62160	Equipment	Thermometer	54.11	
6/16/2020	132616 62160	Equipment	Webcams	116.64	
7/24/2020	132616 62160	Equipment	Webcams	167.14	
8/5/2020	132616 62160	Equipment	5 masks	99.95	
8/5/2020	132616 62160	Equipment	Sanitizer	203.94	
8/31/2020	132616 62160	Equipment	Webcams	96.99	
8/28/2020	132616 62160	Equipment	Webcams	407.88	
6/24/2020	132616 62160	Equipment	Masks	144.95	
5/12/2020	132616 62160	Equipment	Cleaner	8.97	
6/12/2020	132616 62160	Equipment	Cleaner	50.33	
4/3/2020	132616 62160	Equipment	Gloves	379.92	
					\$6,508.11
3/18/2020	132616 64450	Drug Test	Drug Patch	\$605.70	
4/30/2020	132616 64450	Drug Test	Drug Patch	485.35	
5/4/2020	132616 64450	Drug Test	Drug Patch	605.70	
					\$1,696.75
4/30/2020	132616 62150	Contractual Services	Zoom	\$74.95	
5/30/2020	132616 62150	Contractual Services	Zoom	74.95	
6/30/2020	132616 62150	Contractual Services	Zoom	74.95	
7/30/2020	132616 62150	Contractual Services	Zoom	74.95	

Special Funds COVID-19 CURES Expenditures
 Fiscal Year 2020
 29-Apr-21

Date	Org/Object	Object Name	Description	Amount	Subtotal
8/30/2020	132616 62150	Contractual Services	Zoom	74.95	
7/17/2020	132616 62150	Contractual Services	I phones	6.31	
8/24/2020	132616 62150	Contractual Services	ATT bill	460.99	
9/24/2020	132616 62150	Contractual Services	ATT bill	365.02	
10/24/2020	132616 62150	Contractual Services	ATT bill	365.02	
11/24/2020	132616 62150	Contractual Services	ATT bill	365.02	
8/12/2020	132616 62150	Contractual Services	Protective Dividers	1,385.00	
					\$3,322.11
<u>State's Attorney</u>					
6/9/2020	134321 66550	Equipment	COVID Supplies	\$12,738.42	
					\$12,738.42
<u>Treasurer</u>					
4/27/2020	134708 66500	Equipment	Laptops	\$1,989.96	
5/22/2020	134708 66500	Equipment	Dropbox	983.29	
11/24/2020	134708 66500	Equipment	Tax Sale Auction	2,045.00	
					\$5,018.25
<u>Animal Control</u>					
6/9/2020	140001 69770	Building Improvements	COVID Supplies	\$2,217.00	
					\$2,217.00
Total Transfer from the General Fund					\$53,378.71

Kendall County Job Description

TITLE: Animal Control Director
DEPARTMENT: Animal Control
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: PENDING

I. Position Summary:

- II. This position, under the direction of the County Administrator, manages and oversees all of the Kendall County Animal Control Department (“Animal Control”) operations, including staff and programs in accordance with Illinois Animal Control Act, the Illinois Humane Care for Animals Act, County Board policies and procedures, and all other applicable laws and regulations. This individual is responsible for the creation of the departmental budget and management of expenditures. The Director must maintain an effective working relationship with the public and local officials as related to the operation of Animal Control.

III. Essential Duties and Responsibilities:

- A. Primary duties are to supervise, manage and direct the operation and maintenance of Animal Control including, but not limited to the following duties:

1. Oversees and responds to questions, concerns or complaints from animal owners, officers, the public, and organizations; handles complaints and difficult situations arising from the enforcement of animal control ordinances, laws and regulations.
2. Interprets legal statutes, codes and ordinances; creates or modifies ordinances related to Animal Control for County Board review and approval.
3. Fulfills duties of the Kendall County Animal Control Warden pursuant to Kendall County Ordinance No.14-11 and applicable state and federal laws and regulations.
4. Responsible for overseeing the apprehension, impoundment, and documentation of stray or lost animals.
5. Develops and administers adoption and reclamation policies and procedures for lost animals.
6. Provides recommendations regarding fees for animal control services and enforces fees as set by the County Board.
7. Oversees investigation of animal bites and bite confinement procedures.
8. Develops, administers and enforces the County’s rabies vaccination program.
9. Investigates animal attacks, animal cruelty, and dangerous and vicious dog determinations, which may require interviewing witnesses; collecting evidence, preparing reports and recommendations, and referring charges to the Kendall County State’s Attorney’s Office.
10. Prepares and issues warnings or citations in connection with animal-related offenses; contacts law enforcement when appropriate; and provides assistance to law enforcement in investigating, and the Kendall County State’s Attorney’s

Kendall County Job Description

- Office in prosecuting alleged violations of local ordinances and state and federal law.
11. Appears, testifies, and provides truthful testimony in court, at coroner's inquests, at depositions, and at similar proceedings.
 12. Develops and oversees document management and retention procedures for impoundments and dispositions of animals in the custody of Animal Control.
 13. Advises law enforcement and other government officials on animal-related topics and issues.
- B. Customarily and regularly directs the work of at least two (2) or more full-time employees (or their equivalent) working in Animal Control.
- C. Customarily and regularly performs management duties at Animal Control including, but not limited to the following:
1. Interviewing, selecting and training Animal Control staff and volunteers;
 2. Setting and adjusting employees' and volunteers' hours of work;
 3. Providing recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
 4. Maintaining production and operations records for use in supervision and control of Animal Control's services;
 5. Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 6. Handling employee, volunteer, and public complaints and grievances;
 7. Providing recommendations regarding the hiring, firing, and discipline of staff, which recommendations are given significant weight by the final decision-maker;
 8. Apportioning the work among Animal Control employees and volunteers;
 9. Providing for the safety and security of the employees, volunteers, visitors, and County property;
 10. Planning, organizing, and supervising the activities of staff and volunteers.
 11. Developing and implementing a training orientation program for staff and shelter volunteers;
 12. Developing and overseeing all public relations for Animal Control including but not limited to managing community and adoption events; preparing and disseminating press releases; developing and distributing newsletter; and overseeing Animal Control's website and social media accounts to ensure information is current and accurate;
 13. Creating and maintaining a budget for Animal Control; approving expenditures for Animal Control; projecting overtime requirements; and providing recommendations regarding capital expenditures for Animal Control;
 14. Serving as Animal Control's liaison with Kendall County's elected officials, department heads, and local community leaders;
 15. Coordinating staff efforts to place animals with rescue groups; and
 16. Issue work orders for necessary routing maintenance.

Kendall County Job Description

- D. Provides Animal Control related education to schools, community groups, and the general public and serves as Animal Control's liaison with such organizations.
- E. Be on-call overnight and on weekends and responds to emergency calls received by Animal Control.
- F. Drafts routine correspondence and other Animal Control documents.
- G. Comply with all applicable state and federal laws and regulations.
- H. Comply with all applicable State and County policies and procedures
- I. Maintain regular attendance and punctuality.
- J. Performs other duties and responsibilities as assigned.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, volunteers, outside entities, law enforcement personnel, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
- Ability to communicate effectively in writing and over the telephone.
- Requires good knowledge of the English language, spelling, and grammar.

B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules, etc.

C. Reasoning Ability:

- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

D. Certificates, Licenses, and Registrations:

- Current and valid Driver's License.
- Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

-
- Ability to excel under pressure and in stressful situations.

Kendall County Job Description

- Ability to maintain best practices for animal handling skills, responding to animal behavior, and animal care.
- Strong leadership skills and the ability to lead by.
- Display a positive, cooperative, and team orientated attitude, and a commitment to working in a safe and quality environment.
- Ability to comply with all applicable local, state, and federal laws and regulations and all County policies and procedures, and adhere to set standards.
- .
- Excellent prioritization skills and the ability to meet deadlines.
- Ability to carry out duties with minimal supervision.
- Ability to maintain confidentiality.
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
- Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

- Bachelor's Degree in Animal Science or related field, or commensurate experience. Master's degree, preferred.
- Three years of experience in animal care and/or investigations.
- Three years of management experience.

Experience with Chameleon Software Products, preferred.

G. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally lift and/or move up to 120 pounds, with or without assistance, including live animals;
- Lift and/or move up to 40 pounds, including live animals;
- Occasionally handle large, active, aggressive, and/or vicious animals;
- Use hands to finger, handle, or feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, and depth perception; and
- Travel independently to other County office buildings and to various sites, public hearings, meeting, and other locations both within and outside Kendall County, Illinois to perform assigned job duties.

H. Work Environment:

County of Kendall, Illinois
ORDINANCE # 2021-_____

KENDALL COUNTY ANIMAL CONTROL FEES ORDINANCE

WHEREAS Kendall County has the authority to regulate animals and the possession thereof within the County limits. 510 ILCS 5/24, and

WHEREAS in 2019 the General Assembly amended 510 ILCS 5/8 to include, “A veterinarian who inoculates a cat that is a companion animal shall issue an inoculation certificate to the owner which shall comply with any registration requirements adopted by the county under Section 3 of this Act. The owner shall pay any fee imposed by the county under Section 3 of this Act”; and

WHEREAS that authority includes the ability to establish fees to support the requirements established by the County and the services provided by the County. *See* 55 ILCS 5/5-1005; 510 ILCS 5/7; 510 ILCS 5/8; 510 ILCS 5/10; and

NOW, THEREFORE, BE IT ORDAINED by the County Board of the County of Kendall, State of Illinois that hereafter the following animal control fees are established in Kendall County and shall be collected by the Kendall County Animal Control Department. These fees will then be remitted to the Kendall County Treasurer in accordance with section 7 of the Illinois Animal Control Act (510 ILCS 5/7), unless required otherwise by applicable state statute or regulation.

Section 1: Rabies Tags. The following fees shall be imposed on all individuals obtaining rabies vaccination tags for dogs and cats that are companion animals from the Kendall County Animal Control Department:

Rabies Tags Fee for 2021:

- a. One-year tags: \$10 for an altered animal, and \$25 for an intact animal;
- b. Three-year tags: \$25 for an altered animal, and \$60 for an intact animal; and,
- c. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

Rabies Tags Fee for 2022 and future years:

- d. One-year tags: \$12 for an altered dog or cat, and \$27 for an intact dog or cat;
- e. Three-year tags: \$30 for an altered dog or cat, and \$65 for an intact dog or cat; and,
- f. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

Section 2: Relinquishment Fees. The following fees shall be imposed on all individuals seeking to relinquish ownership of a dog to the Kendall County Animal Control Department:

- a. \$50 for a dog older than four months;
- b. \$25 for a puppy, four months or younger;
- c. \$50 for a nursing mother with puppies; and,
- d. \$25 for the first puppy in a litter of puppies, four months or younger, and \$5 for each additional puppy in the litter.

Section 3: Reclaiming Fees. The following fees shall be imposed on all individuals seeking to reclaim an animal, owned by them, but taken into the custody of Kendall County Animal Control Department, for whatever reason:

- a. *Impoundment fees:* \$45 for a first offense, \$95 for a second offense, and \$125 for each subsequent offense;
- b. *Public Safety Fee:* \$25 fee or the amount required pursuant to Section 8 of the Illinois Animal Control Act (510 ILCS 5/10), whichever is greater. This fee, however, shall be waived for a first offense, but only if (i) the animal has been altered or (ii) the animal is altered within fourteen (14) calendar days after being reclaimed and the owner submits proof thereof to the Kendall County Animal Control Department within a timely manner;
- c. *Boarding fees:* \$12 per day for each calendar day the animal is boarded by the Kendall County Animal Control Department or an authorized agent of Kendall County. A boarding fee will not be charged for the day the animal arrived at Kendall County Animal Control Department (if the animal arrived during the Department's regular business hours), or the following day (if the animal arrived after regular business hours);
- d. *Rabies Vaccination Refundable Deposit:* If an individual seeking to reclaim a dog does not present documentation to verify the dog is current with its rabies vaccination, the individual shall submit a rabies vaccination deposit before the dog may be reclaimed from the Kendall County Animal Control Department. The rabies vaccination deposit may only be refunded if proof of rabies vaccination is received by the Kendall County Animal Control Department within five (5) business days after the dog is reclaimed. The rabies vaccination deposit amount shall be \$40 for a first offense and \$80 for each subsequent offense;

- e. *Spay/Neuter Refundable Deposit:* If an intact animal is impounded by the Kendall County Animal Control Department more than once, the individual seeking to reclaim that animal must submit a \$40 spay/neuter deposit each time the intact animal is impounded after the first offense. No intact, impounded animal shall be released by the Kendall County Animal Control Department prior to receipt of the spay/neuter deposit. The spay/neuter deposit may only be refunded if proof that the animal has been altered is received by the Kendall County Animal Control Department within thirty (30) calendar days after the animal was reclaimed.

No animal will be released to the owner until all fees set forth in Section 3 have been paid in full.

Section 4: Adoption Fees. The following fees shall be imposed on all individuals who adopt an animal from Kendall County Animal Control Department:

Animal	Animal Age	Days Available for Adoption at KC Animal Control	Adoption Fee
Puppies	6 months or less	ANY	\$ 135.00
Dogs	more than 6 months	0-59	\$ 120.00
Dogs	more than 6 months	60-89	\$ 60.00
Dogs	more than 6 months	90+	Waive Fee
Kittens	3 months or less	ANY	\$ 95.00
Cats	more than 3 months	0-59	\$ 70.00
Cats	more than 3 months	60-89	\$ 35.00
Cats	more than 3 months	90+	Waive Fee

No adopted animal shall be released by the Kendall County Animal Control Department until the adoption fees are paid in full.

Section 5: Superseding Prior Ordinances. Upon its effective date, this Ordinance replaces and supersedes all previous ordinances which establish fees for the specific circumstances identified above.

Section 6: Effective Date. This Ordinance and the regulations contained therein shall be in full force and effect on and after the date signed below.

ADOPTED and APPROVED this DATE.

Approved:

Attest:

Scott R. Gryder
Kendall County Board Chairman

Debbie Gillette
Kendall County Clerk

DRAFT