

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

## Board of Town Commissioners

### WORK SESSION

February 22, 2022 – 7:00 p.m.

### AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://uppermarlboromd-gov.zoom.us/j/87175383930?pwd=MjdrOW1ZQzJPNHkwY0pGODRQWEp4Zz09>

Passcode: 812985

Audio Dial-in only: 301 715 8592

**Participants must sign-in with the Town Clerk**

**Work Sessions are open to public observation, however, public participation is at the discretion of the Board**

#### 7:00 PM - Roll Call

#### Pledge of Allegiance

#### Business

- Approval of Community Garden Shared Use Agreement (Board Vote)
- Structure of Government (Board Discussion)
- Committee By-laws (Board Discussion)
- Annexation Plan (Board Discussion)
- FY23 Budget (Board Discussion)
- Codification Firms (Board Discussion)
- Resolution 2022-08 ARPA Spending (Board Discussion)
- Intern Program

#### Approval To Go Into Closed Session:

##### **NOTICE OF CLOSED SESSION**

Tuesday, February 22, 2022, Virtual Meeting,  
Following the February Board Work Session

*Under General Provisions Article 3-305(b)(1)\_\_\_\_ “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals” & (8)\_\_\_\_ “To consult with staff, consultants, or other individuals about pending or potential litigation”.*

**The Board of Commissioners propose to go into Closed Session on Tuesday, February 22, 2022, following the Board Work Session to discuss the Town Attorney & Annexation.**

***Video of the Work Session will be posted to the Town YouTube Channel within 7 business days of the meeting.***

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217*

**Sarah Franklin**  
President

**Janice Duckett**  
Commissioner/Treasurer

**Thomas Hanchett**  
Commissioner

**Karen Lott**  
Commissioner

**COMMUNITY GARDEN SHARED USE AGREEMENT**  
**Between**  
**The Town of Upper Marlboro (the “Town”) and**  
**the Providence Saint John Baptist Church (the “Church”)**

WHEREAS, the Church, owner of certain land, agrees to enter into a shared use agreement for a portion of the property at 5607 Old Crain Highway in Upper Marlboro, Maryland free of charge with the Town of Upper Marlboro for a the purpose of creating a community garden; and

WHEREAS, the entire property zoned R-R and known as Lot 1 is 2.9 acres having a legal description of “PT LOT 1 EQ 2.9018 AC,” (the “Property”) but the area to be subject to this agreement with the Town is for the exclusive use as a community garden by participating residents includes a roughly 80’ by 160’ area located at the northwest end of the paved parking area; and

WHEREAS, the property is to be used as a public community garden with the right of entry and egress into the lot included with sublicensed or assigned plots or areas, to be administered by the Upper Marlboro Green Team, a committee formed under the Town government.

NOW, THEREFORE, for certain in-kind consideration, such as improvements in the quality of life and the provision of community fellowship for each party’s residents or members, the enhanced beauty and tranquility derived from forming community gardens, the productive use of the land resulting in community good will and other consideration, which is recognized as valuable, pleasing and adequate, the parties hereto enter into this Shared Use Agreement according to the terms and conditions stated below:

**TERMS AND CONDITIONS**

- A. This shared use agreement shall commence on February 9, 2022 and continue through the end of the growing season or February 9, 2023, subject to automatic renewal each year unless and until either party gives the other written notice to terminate the agreement. The Church agrees that any termination on its part will permit the shared use to continue until the end of the current growing season; otherwise, this agreement will end within 30 days. The Town agrees that any termination on its part will permit the continued use of scheduled funding and staff resources until the end of the current growing season.
- B. The Town and Church agree to sublicense plots or areas and division and payment of water costs in accordance with the Community Garden By-laws that have been approved by the Town and the Church and in accordance with state and federal regulations Green Team, in coordination with a representative from the Church.
- C. The Town through the Green Team agrees to coordinate the placement, planting and maintenance of perennial and other plants around the garden area, with boundaries described as follows: a roughly 80’ by 160’ area located at the northwest end of the paved parking area.

- D. The Town and its Green Team will remove brush, grub and mow the walking paths, maintain landscaping and plants near the gates or boundaries of the Community Gardens and will maintain landscaping and plants inside the gates or boundaries, according to a map attached hereto and incorporated herein as Exhibit 1.
- E. The Green Team and the community gardeners participating in the Community Garden may hold at least one community party/event on the property each year.
- F. The Town and the Upper Marlboro Community Garden users shall agree to act lawfully and will operate at all times in accordance with the Community Garden By-laws Town ordinances, bylaws, and County zoning codes. The garden "Rules and Regulations," as adopted from time to time by the Town will not conflict with this shared use agreement and will be considered part of this agreement.
- G. The Garden's Rules and Regulations or a fair summary thereof with an internet link to the full document will be visibly posted at the entrance of the garden. If any member of the public acts in violation of these Rules and Regulation, they will be given a preliminary warning. If a further violation occurs the individual will be asked to leave the property for the remainder of the day. If repeated violations occur, the individual will be officially banned from the garden and Church property.
- H. All garden users will be required to sign a "waiver of liability" clause as well as an agreement to abide by the Garden Rules and Regulations as part of the area or plot sublicense application. The "Rules and Regulation," "Liability Waiver Forms," and "Community Gardener Application" documents shall be consistent with this agreement and shall be subject to the consent and approval of the Church provided such consent is not unreasonably or arbitrarily withheld. Silence lasting 30 days or more shall mean consent.
- I. The Town agrees to defend, indemnify, and hold the Church harmless from all claims for damages, including attorney fees, arising from the Town's or its gardeners' activities or maintenance of the Garden area and parking lot or from performance of this agreement, except to the extent the damages are caused by the sole negligence of the Church's employees or agents, or by conditions of the real property not related to the garden or its improvements. The Town further releases and waives all claims against the Church with respect to or arising out of (a) any death or any injury of any nature whatsoever that may be suffered or sustained by the Town or its authorized personnel or volunteers from any causes whatsoever, except to the extent that such injury or death is caused by the gross negligence or willful misconduct of the Church; or (b) the condition of the land and suitability of the lot for use as a community garden. Subject to the prior provisions, the Church shall not be liable for any damage or damages of any nature whatsoever to the Town or the garden area caused by explosion, fire, theft, crime, or negligent behavior, by sprinkler, drainage, plumbing, electric or irrigation systems, by failure for any cause to supply adequate drainage, by the interruption of any public utility or service, by gas, water, rain, or other substances leaking, issuing, or flowing into any part of the Property, by

natural occurrence, riot, court order, requisition, or order of governmental body or authority, or for any damage or inconvenience which may arise through repair, maintenance, or alteration of any part of the lot, or by anything done or omitted to be done by the Town or its gardeners or any other person on the land.

- J. The Town agrees to carry and maintain, throughout the life of this Agreement and for a period of three (3) years thereafter, adequate general liability and regular liability insurance of at least \$500,000 coverage for the garden and common areas and shall further add the Church as an Additional Insured on its applicable insurance policies and provide proof thereof to the Church.
- K. The Town and its Green Team will not discriminate against any individual or group on the basis of sex, race, sexual orientation, religion or political affiliation.
- L. At the termination of this agreement the garden site and Property will be returned to the owner in a neat and orderly condition. Any property of the Town or Green Team shall be returned to the Town. The terminating party relinquishes the right to the property acquired specifically for the use of the garden.

This License Agreement is signed by the Town's authorized representative and the Church's authorized representative as of the date stated below.

PROVIDENCE SAINT JOHN BAPTIST CHURCH

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

THE TOWN OF UPPER MARLBORO:

By: \_\_\_\_\_  
Sarah Franklin, Mayor Date



# Structure of Government

## Forms of Government

MML provides an overview: <https://www.mdmunicipal.org/415/Forms-of-Municipal-Government>. Upper Marlboro currently has a variation of the Strong Mayor-Council form.

- a. Strong Mayor-Council
- b. Weak Mayor-Council
- c. Council-Manager
- d. Commission

## Elected Officials

*Currently, the Town Commissioners are elected by the residents of Upper Marlboro every two years. From the Commissioners elected, a President/Mayor is chosen by vote of the elected Commissioners. There are no term limits and no way to remove an elected official from office.*

### How often are they elected?

- i. Typically it is either two years or four year terms.
- ii. Staggered terms prevent complete board turnover.
- iii. Uniform terms allow for less frequent elections.

### How is the Mayor selected?

- iv. Appointed by the Board.
- v. Elected by the People as a separate office during the election.
- vi. Elected by the People by highest vote count.

## Board of Commissioners

- vii. What are some roles Roles typical of Board members?
  - President
  - Mayor Pro-tem/Deputy Mayor
  - Treasurer
  - Secretary
  - Department oversight (ie. Public Works, Public Safety, Admin, Finance, Park, etc...)

## Measures for removal from office

- viii. For cause
- ix. Recall election
- x. Hearing and expulsion by peers

***What are some of your other discussions and issues with regards to the Charter and Town Ordinances and Resolutions and Government structure?***



## **BYLAWS OF COMMUNITY EMERGENCY RESPONSE TEAM OF UPPER MARLBORO, MD**

### **ARTICLE I. Name and Location**

**Section 1.** The name of this volunteer organization shall be the Upper Marlboro Community Emergency Response Team of the Town of Upper Marlboro, Prince George's County, MD, hereinafter referred to as "CERT."

**Section 2.** The Upper Marlboro CERT shall be based and meet at the Town of Upper Marlboro Town Hall or as where the elected officers shall determine. All meetings shall be in compliance with the Open Meetings Act of the State of Maryland.

### **ARTICLE II. Purpose**

**Section 1.** The Upper Marlboro CERT is organized exclusively for educational purposes and public service to the citizens and communities of the Town of Upper Marlboro, MD, and more specifically to:

- Educate citizens of the community on the subject of disaster/emergency preparedness, mitigation, response, and recovery;
- Provide assistance to the residents during disasters and emergencies;
- Provide trained assistance to professional responders in case of community-wide emergencies and crisis incidents outside the Town at the request of the Prince George's County Office of Emergency Management; and to
- Provide trained assistance during planned events within and outside of the Town.

### **ARTICLE III. Membership**

**Section 1.** Qualification: Membership in the Upper Marlboro CERT shall be individuals who will or have completed the required training and certification as mandated by the Federal Emergency Management Agency (FEMA) and/or the Prince George's County Office of Emergency Management (OEM). Training courses include, but not limited to CERT Basic Training Course, FEMA IS-100, IS-200, IS-700, and IS-800.

**Section 2.** Types of Membership: There will be two types of memberships in the Upper Marlboro CERT team; Active and Inactive.

**Active members** will be authorized to vote, hold elective office, and participate in all Upper Marlboro CERT activities.

**Inactive members** will be any person (to include the Board of Directors) who has missed more than four general meetings in a calendar year, unless the member is excused by the President for just cause. Inactive members will not be allowed to vote or hold elective office; however, they may attend meetings, take training, and participate in events. Attendance of three consecutive meetings shall reinstate active member status.

**Section 3.** Duration of Membership. An individual may remain a member so long as they maintain the requisite skills, and does not discredit the organization.

**Section 4.** Resignation. Any Upper Marlboro CERT team member may resign at any time by giving written notice to the Board of Directors. Resignation shall be effective upon receipt unless otherwise noted therein. Acceptance shall not be required to make it effective. Upon resignation the member shall return all team issued items and equipment as requested. Examples include, but are not limited to: credentials/identification, clothing issued by OEM.

**Section 5.** Removal. Any Upper Marlboro CERT member may be removed for cause (including being determined inactive) by the Board of Directors or OEM for conduct determined by the Board of Directors and/or OEM to be contrary to the best interest of CERT, OEM or the jurisdictions they serve and represent.

**Section 6.** Reinstatement. Any Upper Marlboro CERT member may request reinstatement to membership by the Board of Directors. A decision to reinstate will be at the sole discretion of the Board of Directors with the decision being final.

**Section 5.** Fees. A one-time fee of Twenty-five dollars (\$25.00) may be required upon joining the Upper Marlboro CERT.

#### **ARTICLE IV. The Board of Directors**

**Section 1.** The Board of Directors shall consist of the elected officers and the standing committee chairperson(s). See Article XIII for Committees.

**Section 2.** The Board of Directors shall handle the regular business of the Upper Marlboro CERT.

**Section 3.** Regular meetings of the Board of Directors shall be held as required and established by the Board of Directors.

**Section 4.** A quorum for conducting the business of the Board of Directors shall be a majority of all Board Members. A member of the Board not present may vote by absentee ballot.

**Section 5.** The Board of Directors is authorized to make expenditures of up to One Hundred dollars (\$100.00) without the approval of the membership.

**Section 6.** The Board of Directors shall submit a Budget Request to the Town of Upper Marlboro every March, listing previous year's accomplishments and costs, and anticipated projects/events for the year ahead to include expected costs (Town fiscal year runs July 1 through June 30).

**ARTICLE V. Officers (Board of Directors) consist of A) President, B) Vice-President, C) Secretary, and D) Treasurer, and Standing Committee Chairpersons of Community Relations, Logistics and Training.**

**Section 1.** There shall be the following elected officers:

A.) President, B.) Vice-President, C.) Secretary, and D.) Treasurer.

**Section 2.** An officer who does not comply with assigned responsibilities may be relieved of office by the President or a majority vote by the membership after notification to the individual involved. Appointment of a replacement shall be made by the President of the Upper Marlboro CERT with the approval of the Board of Directors, pending the annual election.

**Section 3.** Committee Chairpersons and Committee Members shall be appointed by the President of CERT; subject to approval by the Board of Directors.

**Section 4.** A Committee Chairperson and Committee Member may be removed for a good cause by the President, if in the President's judgment, the chairperson or member is not properly performing or will not properly perform the duties of the position; subject to approval by a majority of the Board of Directors.

***THE BOARD OF DIRECTORS RECIEVES NO COMPENSATION***

**ARTICLE VI. Elections**

**Section 1.**

a) Nominations: Any Active Member may place into nomination an Active Member for elected office. The Nominating Committee will compile a list of all Nominations, present the list in the form of a ballot for the election of officers under Article V Section 1.

b) Nominating committee: The Nominating committee shall verify eligibility of voting members. They may organize the election at their discretion with procedures that guarantee fairness and legality.

- c) Report of the Nominating Committee shall be made at the last meeting of the year; and
- d) Nominations from the floor will be at the last meeting of the year and prior to elections and installation of the new officers at the first meeting of the New Year; with the consent of the nominee.

**Section 2.** The Nominating Committee will consist of no less than the Chairperson plus two Active Members.

**Section 3.** Election shall be by secret ballot (electronic voting process will be established if circumstances preclude membership from meeting in-person).

**Section 4.** Each eligible Active Member shall cast one vote per office.

**Section 5.** Term of office: Officers shall be elected for a term of two years. Officers may be elected for a consecutive term in the same office.

**Section 6.** Immediately following installation, the outgoing officers shall turn over to the newly installed officers all files, monies and historical materials and equipment.

## **ARTICLE VII. Duties of Officers**

**Section 1.** The President shall: a) Preside at all meetings of the Board of Directors and general meetings of CERT, and at any special meetings; b) Sign checks with the Treasurer or another authorized signer, c) Sign all contracts, letters, etc. as required; d) Serve as an ex-officio member of all committees except that of the nominating committee; and, e) Call special meetings when necessary.

**Section 2.** The Vice President shall perform the duties of an absent President and perform such duties as are assigned by the President.

**Section 3.** The Secretary shall record the minutes of all proceedings of the Board of Directors and membership meetings. The Secretary shall handle the correspondence of the Upper Marlboro CERT. Should the President and Vice-President not be available for a general meeting, the Secretary will preside over the meeting.

**Section 4.** The Treasurer shall: a) Have charge of all the funds of the Upper Marlboro CERT; b) Make financial reports to the membership at meetings; c) Sign all checks with the President or another authorized signer; d) Keep dues collected in advance for the next administration; and, e) Keep funds in a bank account to be audited annually and kept orderly.

## **ARTICLE VIII. Meetings**

**Section 1.** Regular meetings shall be scheduled on the second Saturday of each month from 9:00 a.m. – 10:30 a.m., unless there is a scheduling conflict with the Town Hall. The Board of Directors may elect to host general and special meetings online or at an alternative location, when a conflict exists with the Town Hall's availability. Meetings will be announced verbally during the general meetings, through the meeting minutes, and by email to the membership.

**Section 2.** General membership. A quorum shall be a minimum of seven (7) active members at a regular or special meeting of the membership.

**Section 3.** Special meetings may be called by the President, the Board of Directors or a majority of the Active Members. Notice of a special meeting shall be given as early as time allows, but no less than 3 days. This notice shall be written, oral or electronic mail.

**Section 4.** Public notification of all meetings of the Board of Directors shall be posted according to Maryland Open Meetings Act requirements through the Town of Upper Marlboro website, social media outlets and official publications in which calendars are employed.

## **ARTICLE IX. Amendments**

a) The Bylaws may be amended or revised by an affirmative vote of a majority of Active Members. The Bylaws shall be in effect for a period of no less than one year before any changes can be made, unless an urgent change is required based on an enacted law or regulation, or substantial urgency or defect in current bylaws.

b) This vote will be by written ballot. Amendments to the Bylaws shall be given to Active Members in writing by the next regularly scheduled meeting and voted upon on the next following meeting.

c) An electronic voting process will be established if circumstances preclude membership from meeting in-person.

## **ARTICLE X. Rules of Order**

"Roberts Rules of Order, Newly Revised" shall be the basis of conducting meetings.

## **ARTICLE XI. Standing Rules**

Regular meetings will be called to order at 9:00 a.m.

## **ARTICLE XII. Standing Committees**

1. Community Relations
2. Logistics
3. Training

## **ARTICLE XIII. Temporary Committees**

Temporary committees are established at the direction of the President in order to accomplish a specific task. Such committees include:

1. Nominating
2. Bylaws

## **ARTICLE XIV. EFFECTIVE DATE**

These Bylaws were approved and adopted by the Upper Marlboro CERT membership on **October 28, 2021**. They supersede any and all prior versions. These revised bylaws were forwarded to the Town of Upper Marlboro for review, approval and filing on October 31, 2021.

Michael H. Weekley \_\_\_\_\_ Date 10/28/2021

Vice President, Upper Marlboro CERT  
(Acting in the position of president)

Alonzo F. Joy, Jr. \_\_\_\_\_ Date 10/28/2021

Secretary, Upper Marlboro CERT

## **ARTICLE XV. EFFECTIVE DATE**

These Bylaws shall become effective \_\_\_\_\_.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular monthly Town Meeting, on this \_\_\_\_\_ day of \_\_\_\_\_, by:

\_\_\_\_\_



# **By-laws of the Town of Upper Marlboro Green Team**

## **ARTICLE I— NAME, LOCATION**

This Committee shall be known as the Town of Upper Marlboro Green Team (Green Team). The Green Team is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

## **ARTICLE II— MISSION**

The purpose of the Town of Upper Marlboro Green Team is to collaborate with our residential, business, and public communities to educate, promote, and implement environmentally sound practices to safeguard and enhance our natural ecosystem, broaden nature-based recreational opportunities, maximize sustainable utilization of renewable energy, foster a healthy local economy, and preserve our town's dynamic character for future generations.

## **ARTICLE III— MEMBERS**

Section 1: In December of each even-numbered year the Board of Commissioners appoints three members for two year terms, effective January 1 of that year. The Green Team will elect a Chairperson, Vice Chairperson, and Projects Chairperson from their membership. Any additional roles and responsibilities will be chosen by a majority vote of Green Team members.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership by submitting a letter to the Chairperson which shall be read into the official minutes. Vacancies occurring in any office shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

## **ARTICLE IV— ASSOCIATE MEMBERS**

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the Green Team.

## **ARTICLE V— MEETINGS**

Section 1: Meetings will be held at the Town Hall or virtually unless the Chairperson announces in advance another location.

Section 2: Quarterly Meetings: General, quarterly meetings will be held the second (2nd) Thursday of February, May, August and November. Planning meetings shall be held on the second Thursday of every month to implement the actions decided in in General meetings.

Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: The Committee shall meet thirty (30) minutes before the general quarterly meetings to discuss the agenda. A proposed agenda will be provided to the Committee, in advance.

Section 5: Quorum: A quorum for the meetings shall be two (2) Green Team members. Green Team members absent for personal or family crisis may elect to vote by proxy ballot. The Chairperson shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

## **ARTICLE VI— ASSIGNED DUTIES**

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a quarterly report of the activities to the Board of Town Commissioners, and submit a budget request each March. Committee expenditures will be processed through the Board of Commissioners or the President, as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

Section 2: Vice-Chairperson -- The Vice-Chairperson shall perform such duties as the committee or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson.

## **ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

## **ARTICLE IX: AMENDMENTS**

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or

rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town Board of Commissioners before becoming effective.

#### **ARTICLE X - DISSOLUTION**

In the event of the dissolution of the Committee, the Committee's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

#### **ARTICLE XI - EFFECTIVE DATE**

These by-laws shall become effective on \_\_\_\_\_.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by:

# **By-laws- Draft**

## **Town of Upper Marlboro Sustainable Communities Work-group**

### **ARTICLE I— NAME, LOCATION**

This Workgroup shall be known as the Town of Upper Marlboro Sustainable Communities Workgroup (SCW). The Work-group was established in 2014 when the Town of Upper Marlboro was designated as a Sustainable Community. The SCW is a brain trust created to maintain the integrity of the Sustainable Communities Designation that was given under the authority of the State of Maryland's Department of Housing and Community Revitalization. These by laws and any amendments thereto, become effective when approved by the Town Board.

### **ARTICLE II— MISSION/PURPOSE**

- (1) The mission of the Town of Upper Marlboro Sustainable Community Workgroup (SCW) is to maintain the Sustainable Community Designation awarded by the State of Maryland; seek grants; partner with organizations; provide support, education, and assistance to the town's government, business community and its people.
- (2) The purpose and function of the Workgroup is to maintain the Sustainable Community Designation for the Town of Upper Marlboro. Prepare for approval by the Board of Commissioners the renewal application, summarize and submit reports to the Town of Upper Marlboro Board of Commissioners regarding its activities. To coordinate and facilitate the Action Plan of the Town. To comply with requests from the Board of Commissioners, State of Maryland and/or Local Government as required.

### **ARTICLE III— SWC CHAIRPERSON**

Section 1: The Board of Commissioners appoints a chairperson, who must be a town resident, for a one year term on March of each year. The chairperson hereafter referred to as the Chair; may serve an additional one year term as requested.

The Chair appoints the Vice-Chair from the membership rolls.

Section 2: Resignation and Vacancy: The Chair may resign by submitting a letter to the SCW within 30 days, if possible, of the expected date. The letter shall be read into the official minutes. The Chair may retain membership in the SCW. The Vice Chair may be appointed temporary Chair until a new Chair has been appointed.

Section 3: Vacancies occurring in any office other than Chair shall be filled for the remainder of the term by electing a substitute at a regular meeting following the resignation.

## **ARTICLE IV— MEMBERSHIP**

A member of the SCW can be any individual who expresses an interest in and who participates and contributes to the mission of the SCW.

## **ARTICLE V— MEETINGS**

Section 1: Meetings shall be held at the Town Hall unless the Chair announces in advance, another location.

Section 2: Meeting Frequency: SCW meetings will be held the fourth Monday of each month except November and December where the meetings will be held the 3<sup>rd</sup> Monday. Special meetings may be called by order of the Chair. Members shall be notified in advance.

Section 3: The following month's Agenda will be proposed at the end of each monthly meeting. The current months Agenda will be submitted to members at least a week before the meeting is held.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chair in advance.

Section 5: Quorum: No quorum is required.

Section 6: All meetings shall be open to the public, with notice to the public given in advance pursuant to the Maryland Open Meetings Act.

## **ARTICLE VI— ASSIGNED DUTIES**

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the SWC within the scope provided by these bylaws. The Chair or in the absence of the Chair, the Vice-Chair, shall preside at all meetings. A summary report of activities shall be presented during Town Hall meetings.

Section 2: Vice-Chairperson -- The Vice-Chair shall perform such duties as the committee or the Chair may direct and shall assume the duties of the Chair in the event of absence, incapacity, or resignation of the Chair.

## **ARTICLE VII - PARLIAMENTARY PROCEDURE**

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The SCW is considered to be a committee of the whole. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Review of previous meetings if needed
- Reports by break out groups
- Unfinished business
- New business
- Adjournment

## **ARTICLE VII: AMENDMENTS**

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town board before becoming effective.

## **ARTICLE VIII - EFFECTIVE DATE**

These by-laws shall become effective on \_\_\_\_\_.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this \_\_\_\_\_ day of \_\_\_\_\_, 20, by:

\_\_\_\_\_  
Wanda Leonard, Commissioner

\_\_\_\_\_  
Linda Pennoyer, Commissioner

\_\_\_\_\_  
Tonga Turner, President

Attest:

\_\_\_\_\_  
M. David Williams  
Town Clerk

# **The Upper Marlboro Events Committee Organizational Rules**

**DRAFT-4**

## **ARTICLE I — NAME, LOCATION**

This Committee shall be known as the Upper Marlboro Events Committee (UMEC). The UMEC is a committee formed by the Board of Town Commissioners for the Town of Upper Marlboro pursuant to Town Charter Section 82-17 and Ordinance 2019-02. These bylaws, and any amendments thereto, become effective once approved by the Board of Town Commissioners.

## **ARTICLE II — MISSION**

The purpose of the UMEC is to bring together those people interested in planning and executing events for the Town and its people. The major function is to develop events that will promote the Town of Upper Marlboro and offer community engagement.

The activities of this Committee include developing an events calendar for the Town of Upper Marlboro. The UMEC will be primarily responsible for the Town events with volunteers participating with additional responsibilities and day of facilitation of events. The UMEC will then plan, coordinate and execute these events. The purpose of these events will be to encourage community engagement, further relationships with Town businesses and promote the Town of Upper Marlboro as a destination for events, town businesses and community.

## **ARTICLE III — ~~T~~UMEC CORE MEMBERS**

Section 1 - Core Committee Members: The UMEC will have a three-person governing executive board with one member serving as the committee Chairperson and will serve from July - June. One committee member shall serve as Treasurer for the UMEC. Any of the three core members may represent the UMEC at town meetings and events; however, the committee Chairperson will be the primary point of contact between the UMEC and the ~~Town-town~~. The Core Committee members are appointed by and serve at the pleasure of the Board of Town Commissioners as recommended by a vote of the committee. Additional roles and responsibilities will be assigned by a majority vote of the committee.

Section 2 - Resignation and Vacancy: A Core Member may resign the office while not necessarily resigning membership of the UMEC by submitting a letter to the UMEC which shall be read into the official minutes. Vacancies shall be filled for the remainder of the term by electing a substitute at the regular ~~C~~ommittee meeting following the resignation.

## **ARTICLE IV — ASSOCIATE MEMBERS AND VOLUNTEERS**

Associate Members and Volunteers are individuals who express an interest in and who participate and contribute to the mission of the UMEC, and are approved by the Board of Town Commissioners.

## **ARTICLE V — MEETINGS**

Section 1: Meetings will be held at the Town Hall unless the Chairperson announces, in advance, another location.

Section 2 - Monthly Meetings: General, monthly meetings will be held the first (1st) Thursday of each month. As needed, additional meetings for special events will be held after the monthly meeting. Such meetings are subject to the Maryland Open Meetings Act.

Section 3: The Core Committee shall discuss and prepare the agenda online before each meeting. A proposed agenda will be provided to the Committee, in advance, and posted pursuant to the Maryland Open Meetings Act.

Section 4 - Additional Meetings: Additional meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 5 - Quorum: A quorum for the meetings shall be FOUR (4) of the UMEC members. UMEC members absent for personal or family crisis may elect to vote by telephone participation. The UMEC chairperson shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

## **ARTICLE VI — ASSIGNED DUTIES**

Section 1 - Chairperson: The Chairperson shall have primary supervision over the activities of the UMEC, along with the other Core Committee members, within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a monthly report of the activities of the UMEC to the Town's Board of Commissioner's at monthly town meetings, and submit a budget request each March to the Town's Board of Commissioners. If the Chairperson is unavailable, any Core Committee member may submit the monthly report.

Section 2 – Second Core Committee Member: The second Core Committee member shall perform such duties as the UMEC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The second Core Committee member shall serve as Treasurer of the UMEC.

Section 3 – Third Core Committee Member: The third Core Committee member shall perform such duties as the UMEC or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson. The third Core Committee member shall serve as the primary point of contact for all UMEC volunteers.

## **ARTICLE VII — PARLIAMENTARY PROCEDURE**

Except as otherwise specified in these bylaws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the UMEC shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment



## **ARTICLE VIII — TUMEC BUDGET AND EXPENSES**

Section 1 - Budget: The Core Committee Members shall be responsible for developing an annual budget to support the planned events throughout the Town's fiscal year. Upon approval of the final budget by the Board of Town Commissioners, the Committee shall begin implementing the fiscal year events.

Section 2 - Expenses: UMEC expenditures will be processed by the Treasurer through the Board of Town Commissioners or the President, as required, by the Town's Procurement Ordinance.

Section 1 - Reporting: The Treasurer shall be responsible for submitting a budget report at each regular monthly UMEC meeting. The report shall include a running list of expenses by event and remaining UMEC budget funds.

## **ARTICLE IX — AMENDMENTS**

These bylaws may be amended or revised by proposal of the UMEC members and approved by a majority vote at a UMEC regular meeting. The proposed amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the ~~membership~~ UMEC. Bylaw revisions must be approved by the Board of Town Commissioners before becoming effective.

## **ARTICLE X — DISSOLUTION**

In the event of the dissolution of the UMEC, the Committee's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

## **ARTICLE XI — EFFECTIVE DATE**

These bylaws shall become effective on \_\_\_\_\_.

APPROVED by the Board of Commissioners for the Town of Upper Marlboro, Maryland at their regular Town Meeting, on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by:

\_\_\_\_\_  
Wanda Leonard, Commissioner

\_\_\_\_\_  
Linda Pennoyer, Commissioner

\_\_\_\_\_  
Tonga Turner, President

Attest:

\_\_\_\_\_  
M. David Williams, Town Clerk

# **By-laws of the Town of Upper Marlboro Historical Committee**

## **ARTICLE I— NAME, LOCATION**

This Committee shall be known as the Town of Upper Marlboro Historical Committee (TUMHC). The TUMHC is a committee formed by the Town of Upper Marlboro's Board of Commissioners pursuant to Town Charter Section 82-17 and Ordinance 2012-02. These by-laws, and any amendments thereto, become effective when approved by the Town Board.

## **ARTICLE II— MISSION**

The purpose of the Town of Upper Marlboro Historical Committee is to bring together those people interested in the history of the town and its people. The major function is to discover, collect, advance, help preserve and disseminate knowledge of the Town of Upper Marlboro.

The activities of this committee include researching, compiling and promoting the history of the town and town government, locating and making recommendations for marking historical sites and structures, informing the community of historical activities, the preservation of the historical heritage of the Town of Upper Marlboro, the involvement of the community in historical preservation, and the interaction with other related agencies, groups and civic organizations involved in preserving historical heritage.

## **ARTICLE III— TUMHC MEMBERS**

Section 1: In October of each even-numbered year the Board of Commissioners appoints seven TUMHC members, of which the majority must be town residents, for two year terms, effective November 1 of that year. The Board also appoints the Chairperson and Vice-Chairperson. Additional roles and responsibilities will be assigned by a majority vote of the committee.

Section 2: Resignation and Vacancy: An officer may resign the office while not necessarily resigning membership of the TUMHC by submitting a letter to the TUMHC which shall be read into the official minutes. Vacancies occurring in any office other than Chairperson shall be filled for the remainder of the term by electing a substitute at the regular meeting following the resignation.

## **ARTICLE IV— ASSOCIATE MEMBERS**

Associate Members are individuals who express an interest in and who participate and contribute to the mission of the TUMHC.

## **ARTICLE V— MEETINGS**

Section 1: Meetings will be held at the Town Hall unless the Chairperson announces in advance, another location.

Section 2: Quarterly Meetings: General, quarterly meetings will be held the third (3rd) Saturday of February, May, August and November. Special meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 3: The Committee shall meet thirty (30) minutes before the general quarterly meetings to discuss the agenda. A proposed agenda will be provided to the Committee, in advance.

Section 4: Additional Meetings: Additional meetings may be called by order of the Chairperson. Members shall be notified in advance.

Section 5: Quorum: A quorum for the meetings shall be 4 of the TUMHC members. TUMHC members absent for personal or family crisis may elect to vote by proxy ballot. The TUMHC chairperson shall be the final rule on the presence of a quorum.

Section 6: All meetings shall be open to the public, with notice to the public given in advance.

#### **ARTICLE VI— ASSIGNED DUTIES**

Section 1: Chairperson -- The Chairperson shall have executive supervision over the activities of the TUMHC within the scope provided by these bylaws. The Chairperson shall preside at all meetings, submit a quarterly report of the activities of the TUMHC to the Board of Town Commissioners, and submit a budget request each March to the Board of Town Commissioners. Committee expenditures will be processed through the Board of Commissioners or the President, as required by the Procurement Ordinance of the Town of Upper Marlboro. The fiscal year shall be July 1 through June 30.

Section 2: Vice-Chairperson -- The Vice-Chairperson shall perform such duties as the committee or the Chairperson may direct and shall assume the duties of the Chairperson in the event of absence, incapacity, or resignation of the Chairperson.

#### **ARTICLE VII— COLLECTION POLICY**

Section 1: The TUMHC shall, at their discretion, collect all documents, photographs, and related items, donations of historical records, documents, and photos relevant to the Town's history.

Section 2: Due to the lack of space, the focus of the collection shall be on records, documents, photographs, and other types of small items. However, if space allows and the significance of the item warrants inclusion, large items may be accepted upon the approval by the Board of Town Commissioners, if necessary, prior to acceptance.

Section 3: A completed donation/loan form to clarify legal ownership or loan conditions of the item(s) must accompany all donations or loans.

#### **ARTICLE VIII - PARLIAMENTARY PROCEDURE**

Except as otherwise specified in these by-laws, all meetings shall be conducted according to Robert's Rules of Order, relaxed. The order of business at any regular meeting of the membership shall be:

- Attendance will be taken by signing an attendance roster
- Reading or disposal of the minutes of the previous meeting
- Reports by officers and committees
- Unfinished business
- New business
- Adjournment

## ARTICLE IX: AMENDMENTS

These by-laws may be amended or revised by proposal of the Committee members and approved by a majority vote at a regular meeting. The amendment shall then be adopted, modified or rejected at the succeeding regular meeting of the membership. By-law revisions must be approved by the Town board before becoming effective.

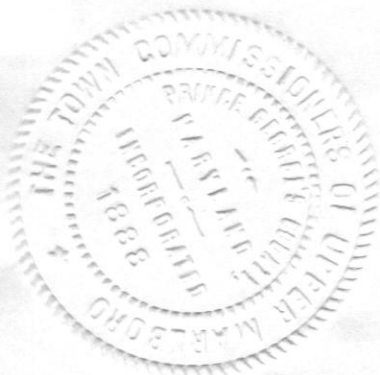
## ARTICLE X - DISSOLUTION

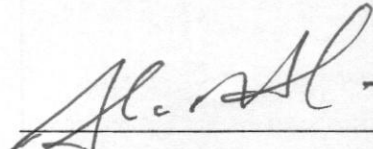
In the event of the dissolution of the Committee, the Committee's collections, assets, properties, and records shall be turned over to the Board of Town Commissioners.

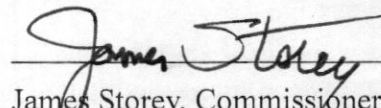
## ARTICLE XI - EFFECTIVE DATE

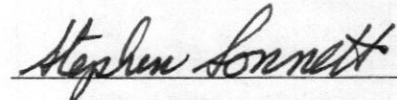
These by-laws shall become effective on February 12, 2013.

APPROVED by the Board of Commissioners of the Town of Upper Marlboro, Maryland at their regular, monthly Town Meeting, on this 12<sup>th</sup> day of February, 2013, by:




  
Joseph Hourclé, Commissioner

  
James Storey, Commissioner

  
Stephen Sonnett, President

Attest:

  
M. David Williams  
Town Clerk

REVISED:



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

Tel: (301) 627-6905  
Fax: (301) 627-2080

[info@uppermarlboromd.gov](mailto:info@uppermarlboromd.gov)  
[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

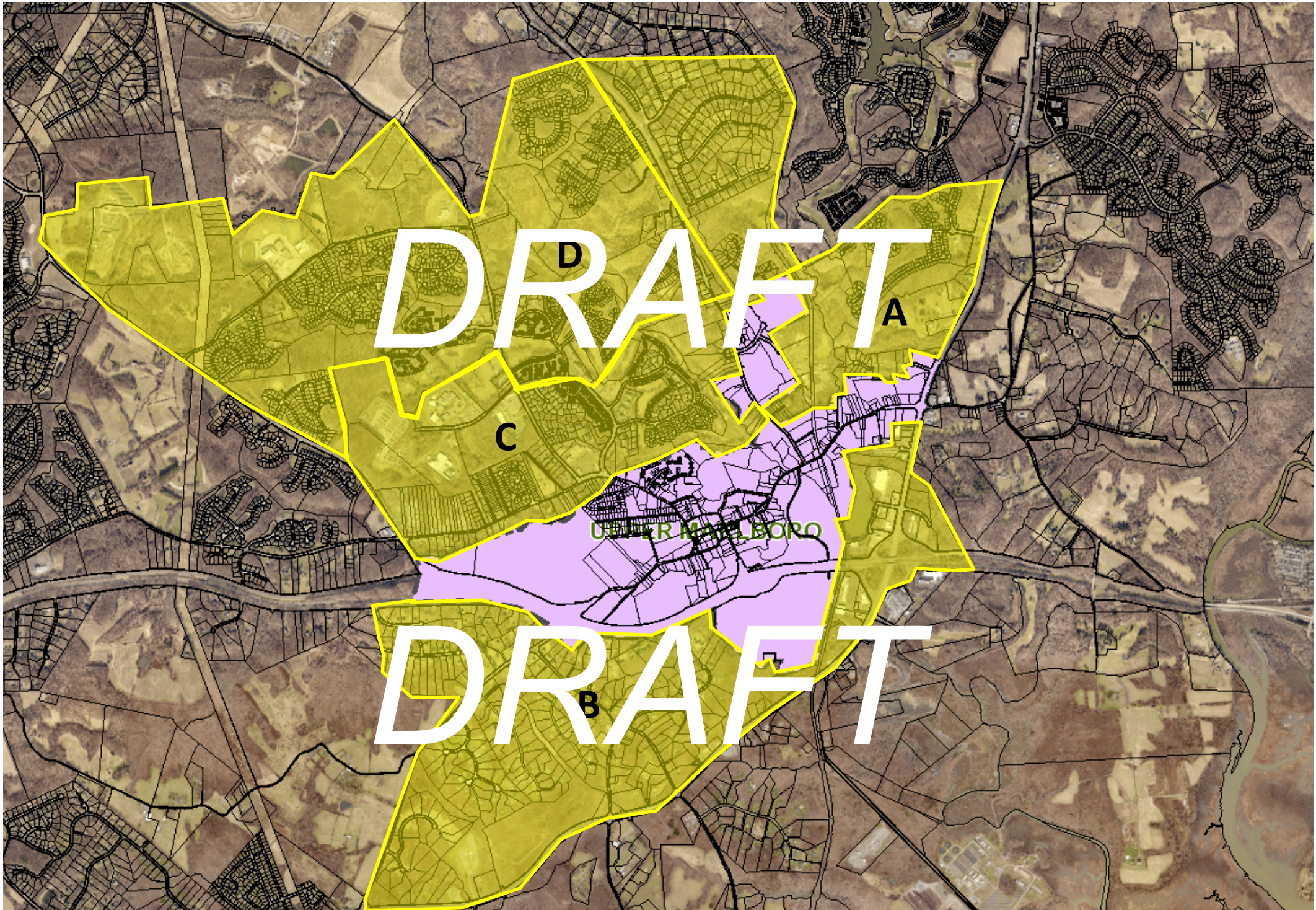
To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Monday February 14<sup>th</sup>, 2022  
Re: Future Annexation Plan Discussion

Commissioners,

As the Town begins to finalize Annexation Phases 2 & 3 over the coming weeks, it is time to begin the preliminary discussions on what areas the Town should begin looking as the next phases of annexation.

The following map is a DRAFT document that is meant to serve as a STARTING POINT for the Town's elected officials and staff to discuss potential future annexation areas and the timelines and processes of bringing these areas into Town. The areas that the Town will annex will differ from this map based on these discussions.









# Town of Upper Marlboro

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Upper Marlboro, MD 20772

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[www.uppermarlboromd.gov](http://www.uppermarlboromd.gov)

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners

From: Kyle Snyder, Town Administrator & William Morgan, Director of Finance

Date: Monday February 14<sup>th</sup>, 2022

Re: FY2023 Budget Priorities Discussion

Commissioners,

As we enter into budget season, prior to the meeting, it would be helpful for Commissioners to think of and bring 1-2 goals or priorities they would like to see included in the FY2023 Budget Planning to the work session.

And just as a reminder, below are the goals selected by the Board for their term of office (2021-2023, which covers both Fiscal Years FY2023 and FY2024.

1. **A Sustainable Government.** The Commission wishes to have policies and procedures in place to ensure the Town is following best practices. A sustainable government includes a budget in which recurring expenses are relatively equal to recurring revenues and capital improvements are planned for and budgeted.
2. **Expanded Town Boundaries.** The Commission wishes to expand the Town's boundaries to improve public participation and ensure its long-term sustainability.
3. **Flooding mitigation and safety.** The Commission wishes to ensure safe travel during storm events.
4. **Safe and modern roadways.** The Commission wishes to see the Town's roadways paved, modernized, and connected for multiple modes of transit. The commission seeks to improve safety for all, but particularly our youngest residents.
5. **Increased recreation opportunities.** The Commission wishes to strengthen the Upper Marlboro Community with more recreation opportunities for residents creating spaces and events that serve as gathering places.



# Town of Upper Marlboro

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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator & Town Clerk John Hoatson  
Date: Monday February 14<sup>th</sup>, 2022  
Re: Codification Firms Overview

Commissioners,

As you are aware, General Government have been advocating for the selection of a codification/code firm to manage the Town's legislation. Codification is "the action or process of arranging laws or rules according to a system or plan." Currently, the Town has dozens of individual ordinances in PDF form for residents to access and comb through in search of the information they want, taking hours rather than minutes to understand their own laws. Codification is when a specialized legal team combines all the ordinances into one searchable website that they will link to the Town website. This online code will be updated as new legislation is passed and sent to the codification firm by the Town Clerk.

As this procurement will be under \$10,000 (upfront) for FY22, and because of the very specialty of the legal company needed, staff is recommending the Board utilize the proposal acquisition method. Town Clerk Hoatson has reached out to and received proposals from three companies that are regularly used for codification. A breakdown is below, and their detailed proposals attached.

### General Code

- One-time set up fee \$7,670
- Annual Maintenance Fee \$995

### Municode

- One-time set up fee \$8,950
- Annual Maintenance Fee \$395 (Standard Online Code Hosting)

### Board Docs

- \$3,500 per year

Depending on the discussion at the February Board Work session, staff hope the Board will bring the selection of a Codification firm up for Board approval by introducing Resolution 2022-08 for a vote at the March 22<sup>nd</sup>, 2022, Regular Town Meeting.





## RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

**Upper Marlboro, Maryland**

*January 5, 2022 – Quote valid for 90 days*



**Tracy Stevanov**

Legal Account Executive

Phone 800-262-2633 ext. 7105

Direct: 828-280-2219

Email [tstevanov@municode.com](mailto:tstevanov@municode.com)

PO Box 2235 Tallahassee, FL 32316

# LETTER OF INTEREST

January 5, 2022

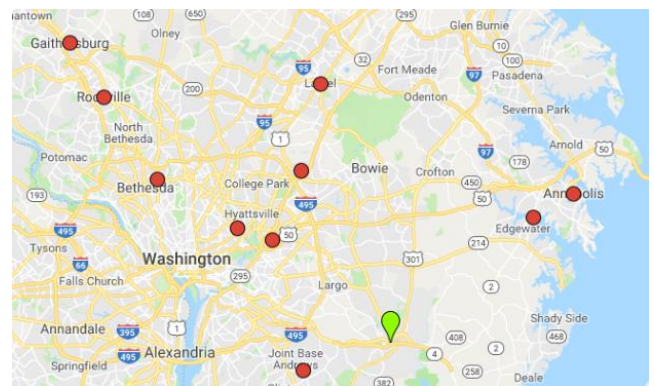
Mr. John Hoatson  
Town Clerk  
Town of Upper Marlboro  
14211 School Ln.  
Upper Marlboro, MD 20772

via email: [jhoatson@uppermd.gov](mailto:jhoatson@uppermd.gov)

Mr. Hoatson:

Thank you for your interest in Municode's recodification services. The goal of recodification is to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies; free of errors in spelling and grammar; formatted in a manner that allows for continued growth and expansion; in conformity with the laws of the State of Maryland and readily accessible to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide.

With over 70 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 and host over 3,700 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at <https://www.municode.com/> to explore our full suite of government services.



**Municode provide Code publishing services to 24 municipalities in Maryland, including many near Upper Marlboro.**

**In addition to codification services, we provide a “circle of governance” that offers website design, meetings management and document archival tools in one seamless experience.** Customers who trust Municode with their online codes, meetings software, and municipal website enjoy a unified search engine and integration of the Meetings, Web, and Code Hosting platforms. From the Meetings platform, agendas and minutes can automatically be uploaded to the website and ordinances can be sent to Municode for codification with permanent links created within the code for the ordinances and the specific meeting from which the legislation was adopted, via our OrdBank service.

Please contact Legal Account Executive Tracy Stevanov ([tstevanov@municode.com](mailto:tstevanov@municode.com), 828-280-2219) if you have any questions regarding this proposal!

Sincerely,



A handwritten signature in blue ink, appearing to read 'B Geiger'.

Bob Geiger  
Vice President of Sales  
Phone: 850-692-7132  
[bgeiger@municode.com](mailto:bgeiger@municode.com)

EXECUTIVE SUMMARY

Recodification, Supplementation and Online Hosting

Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**

- ★ **Recodification** ..... **\$8,950<sup>1</sup>**  
Timeline ..... **10-12 months**

The recodification base cost of \$8,950 is based on a 300-page, single column 10-point code. Additional format and font options are provided on the following page.

A full-time, Municode attorney will legally review the ordinances, 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 Code 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.

- ★ **Supplement Service** (single column per page rate)..... **\$19**

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 hosting = MunicodeNEXT! (first 3 months of online service at no charge!) ..... \$395<sup>2</sup>**

The online code is only \$395 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 \$995 annually, with the first 3 months of online service at no charge!

<sup>1</sup> Please see page 3 for additional pricing details.  
<sup>2</sup> Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

# RECODIFICATION QUOTATION SHEET

**Recodification base cost, includes Zoning** **\$8,950<sup>3</sup>**

- ★ 300 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
- ★ Tables<sup>4</sup>, Graphics<sup>5</sup> & tabular matter<sup>6</sup>
- ★ Final proofreading and corrections
- ★ Quality control review and printing
  - ★ 3 printed copies, to include 3-post stamped binders and tabs
- ★ Sample 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 (300)        ☐ 11-point (339)        ☐ 12-Point (375)

**Binder Color:**                      ☐ Semi-Bright Black    ☐ Dark Blue        ☐ Green        ☐ Burgundy

**Ink 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 charge<sup>7</sup>**

**Optional Services**

- ☐ Gender Neutralization of Code **\$300**
- ☐ Archival OrdBank, per ordinance **\$10<sup>8</sup>**

**Items not included in base cost**

- ★ Pages over 300 10-point, single column pages per page (or equivalent) **\$26**
- ★ Freight **Actual**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 5**

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

- ★ Execution of Agreement **\$3,130**
- ★ Submission of the Legal Memorandum **\$2,240**
- ★ Submission of Draft Code **\$2,240**
- ★ Delivery **Balance**

<sup>3</sup> Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

<sup>4</sup> The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table or schedule other than those enumerated in this footnote. This includes Traffic and Fee tables or schedules.

<sup>5</sup> Includes printing all copies.

<sup>6</sup> Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>7</sup> For the initial 3-hour session, then \$150 per hour thereafter.

<sup>8</sup> Post historical ordinances to your online OrdBank repository, filed in annual folders and linked in the Code's history notes. Applicable ordinances to be provided by the municipality.

# SUPPLEMENTATION QUOTATION SHEET

## Supplement Service Base Page Rate<sup>9</sup>

Page Format	Base Page Rate
Single Column	\$19 per page

### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you<sup>10</sup>
- ★ Updating electronic versions<sup>11</sup> and online code
- ★ Printing 3 copies

### Base page rate above excludes:

- ★ Freight
  - ★ State sales tax
  - ★ Images, Graphics<sup>12</sup> & tabular<sup>13</sup> matter, each
  - ★ MyMunicode or online code
- Actual  
If applicable  
\$10  
Selections on page 5**

### Electronic media options for Code of Ordinances (sent via download)<sup>14</sup>

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

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

<sup>9</sup> All prices quoted in this section may be increased annually by 3% or negotiated to the then current Consumer Price Index (CPI) for All Urban Consumers.

<sup>10</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>11</sup> We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>12</sup> Includes printing of all copies.


<sup>13</sup> Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>14</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.





# ONLINE CODE HOSTING QUOTATION SHEET (MunicodeNEXT)

Online features can be purchased on an a la carte basis, or through our budget-friendly, feature-rich MyMunicode bundle for the best value. Please visit our online library of nearly 4,000 codes on MunicodeNEXT [here](#). Please check the appropriate box (es) to indicate your selection:

## STANDARD ONLINE CODE HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually  **First 3 months of service at no charge! \$395**  
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. Post public notes, external links or documents within the contents of your online Code to keep your citizens informed of current issues pertinent to specific sections of your Code.


## OPTIONAL SERVICES

- ☐ **CodeBank** annually  **\$150**  
Permanent online collection of previous versions of the code.
- ☐ **CodeBank Compare + eNotify<sup>15</sup>** 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.
- ☐ **OrdBank** annually (or per ordinance)  **\$315 (\$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) **\$465 (\$60)**  
Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended.
- ☐ **MuniPRO** Service annually (*sample Ordinance Service*)  **\$295**  
Search nearly 4,000 codes/ordinances in our online library. 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<sup>16</sup>** annually, upgraded self-loading capabilities  **\$350<sup>17</sup>**  
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

## My Municode - Value Pricing!

- ☐ **MyMunicode** annually. **First 3 months of service at no charge!** **\$995<sup>18</sup>**  
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**
- ☐ Add **OrdLink** to the MyMunicode bundle for only **\$150** annually!

## RECOMMENDED ADDITIONAL SERVICES (See Additional Services)

- ☐ **MunicodeMEETINGS**, annually  **(\$2,400 if bundled with other Municode services) \$2,600**  
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.

<sup>15</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>16</sup> Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [ords@municode.com](mailto:ords@municode.com).

<sup>17</sup> Includes up to 25GB data storage. Quote for additional document storage is available upon request.

<sup>18</sup> Total value if each item were to be purchased a la carte would be approximately \$1,460 per year with participation in our OrdBank service.



# COMPANY PROFILE

## History, Mission, and Team

With over 70 years of experience nationwide, Municode's mission is to strengthen democracy by connecting public sector organizations to 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 and financially sound corporation. Our leadership focuses on improving Municode through investments in its people and its technology.

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 Oregon and Utah. Other office locations include Arizona, California, Georgia, Kentucky, Minnesota, New Hampshire, North Carolina, South Carolina, Texas, Virginia, and Washington.

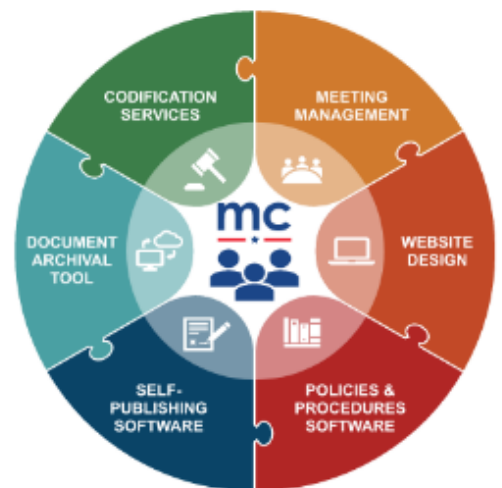


## Our Vision: Simple, Seamless Integration

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



# SCOPE OF SERVICES

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## Recodification & Republication Summary

During the recodification process, the attorney assigned to your project will organize and examine every Chapter, Title and Section of your Code in order to ensure that it is free from internal conflicts and inconsistencies and conforms to the laws of the State of Maryland. Your Municode attorney will be available to consult with you and your staff at any time during the recodification 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.

**Ordinances.** All legislation of a general and permanent nature, passed in final form by you, as set forth in this proposal, will be included in the analysis. 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 the Code and all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to Code content in order to determine if there are any 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.

**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 cross 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 recommendations to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter (if applicable). This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification 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. We will insert the graphics you have provided into the printed and electronic versions of the code.

**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. After the code draft is provided additional material can be added to the project for an additional charge.

**Adopting Ordinance.** Our attorney will provide a sample adopting ordinance upon completion of the recodification.

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

The time frame for completion of the recodification project is within **10 to 12 months**, excepting any delays occasioned in our receipt of material or your return of the draft Code. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and republished. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and your convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats. We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

**A recent analysis of our printed supplement services indicated an editorial error rate of less than .1%,** which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined 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 ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.



3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. 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, and ship your supplement to you 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 (MunicodeNEXT)

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

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

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

With MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. With delivery available in Word, PDF or Folio format, the Code can be viewed and researched offline.

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

Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host MunicodeNEXT in Microsoft's Azure Government secure cloud environment and guarantee an SLA of 99.95% uptime. SSL encryption is used by default to secure access to the site and the entire platform is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

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

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

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

## ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

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

### Website Design and Hosting Services

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

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



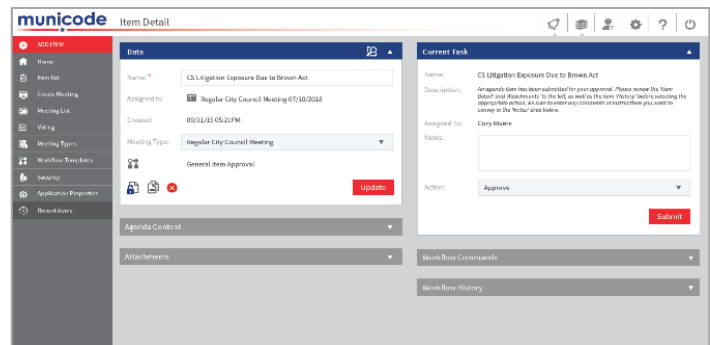
 **Request MunicodeWEB  
Demo/Proposal**

### Meeting and Agenda Management

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

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

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



 **Request MunicodeMEETINGS Demo/Proposal (see pricing page 5)**



## 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**

## SIGNATURE PAGE

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This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Town of Upper Marlboro, Maryland. Municode shall not be responsible for the legal sufficiency or copyright infringement of any material initially or subsequently published.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and continue for a period of three (3) years. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

**MUNICODE, LLC**

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

Title: Bob Geiger, Vice President of Sales

Date: January 5, 2022

Accepted by:

**TOWN OF UPPER MARLBORO, MARYLAND**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

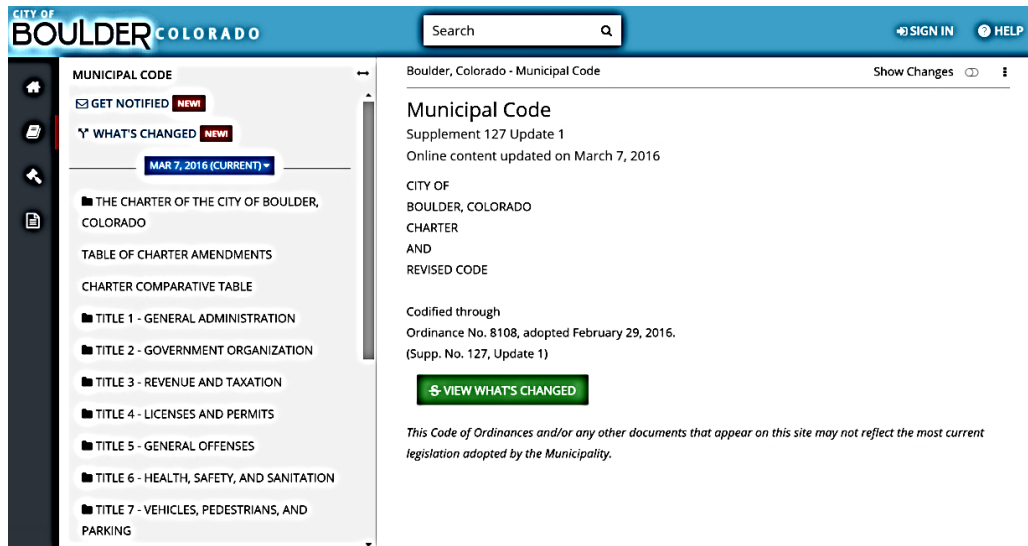


## **ATTACHMENT A**

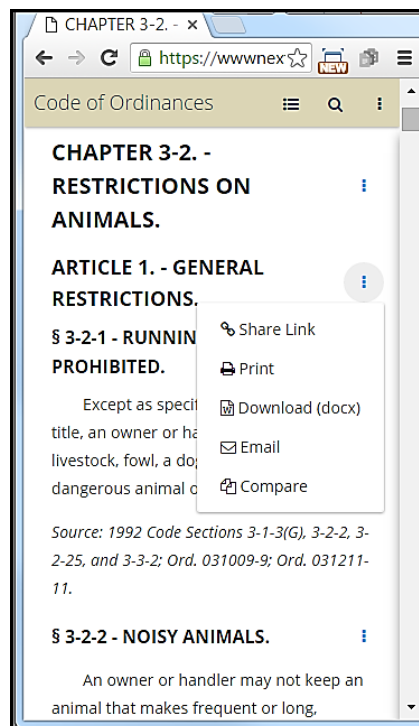
### **MunicodeNEXT Standard & Premium Features**

# Standard Features of MunicodeNEXT

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



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

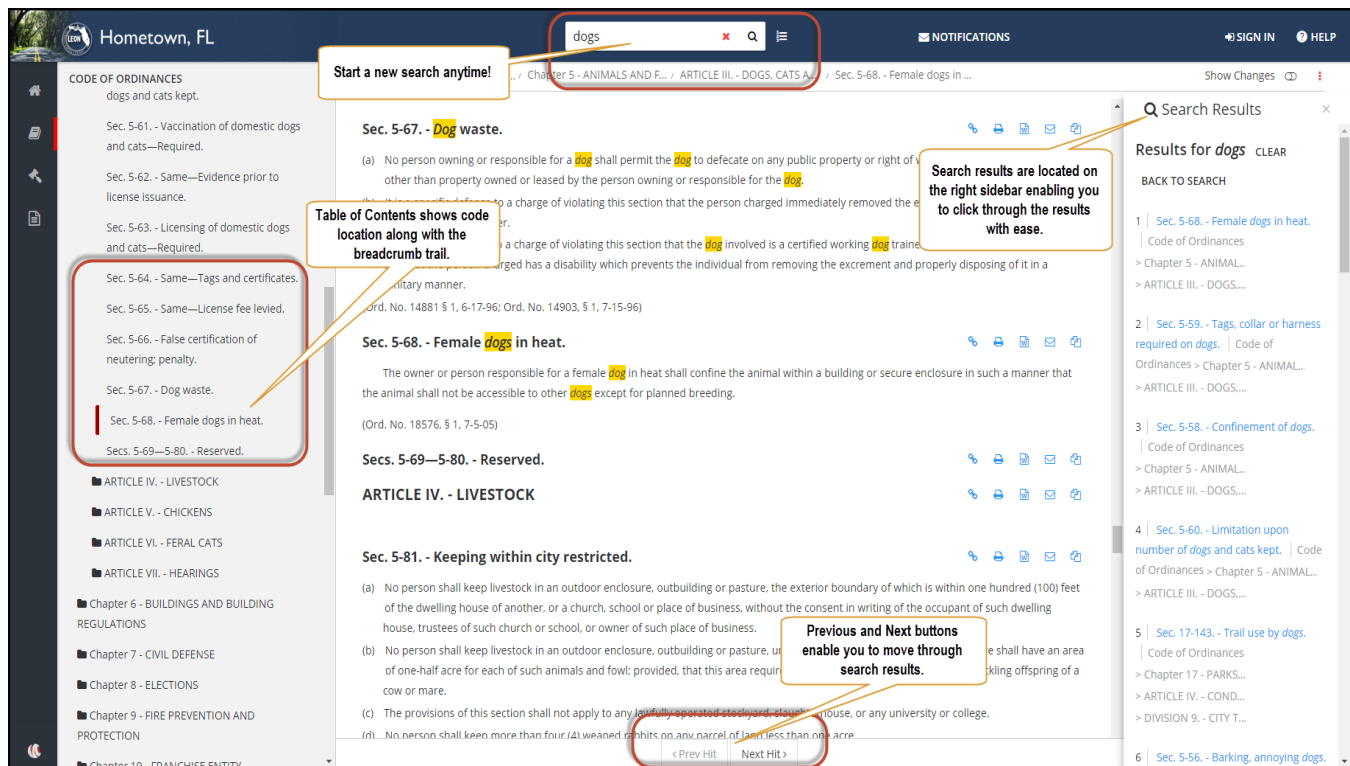




# Standard Features of MunicodeNEXT

**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.

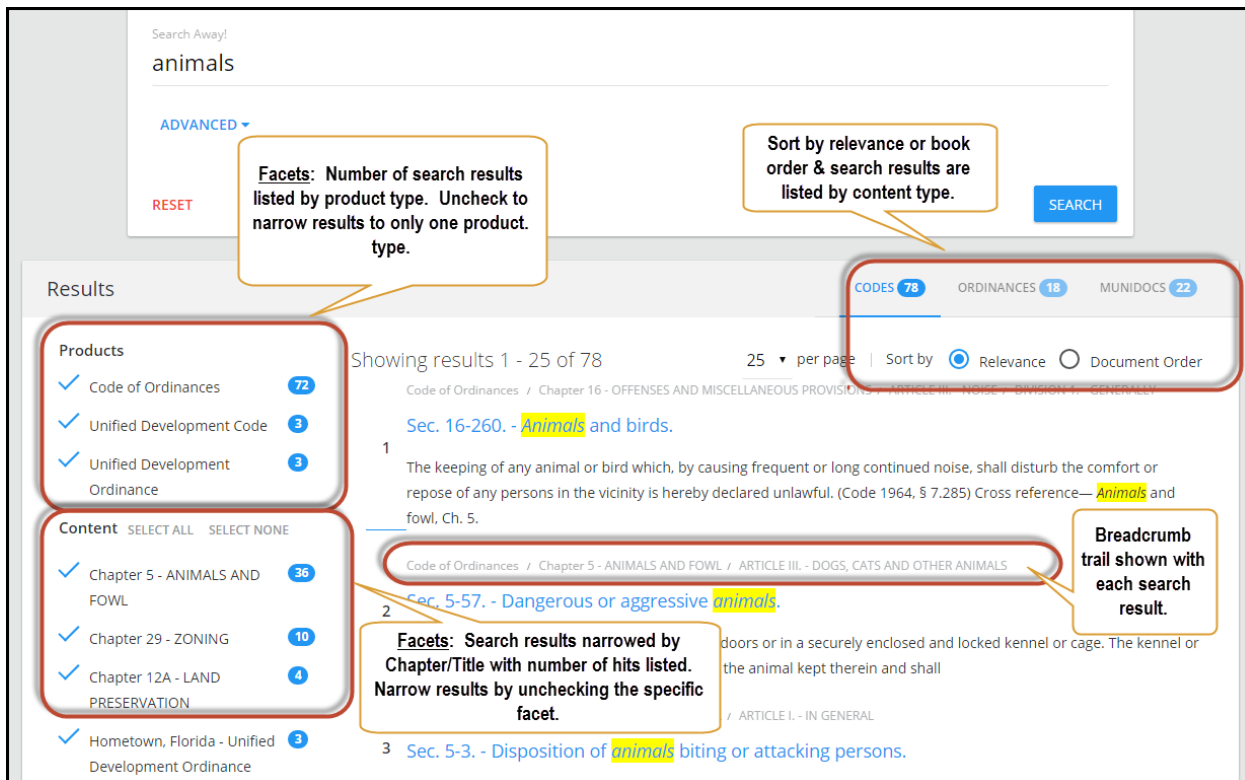
**Searching** – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search 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:

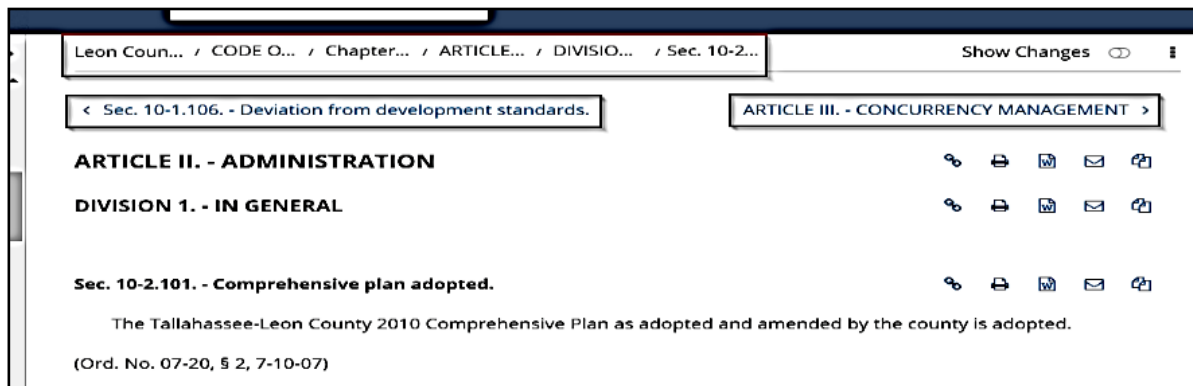
- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With 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):**

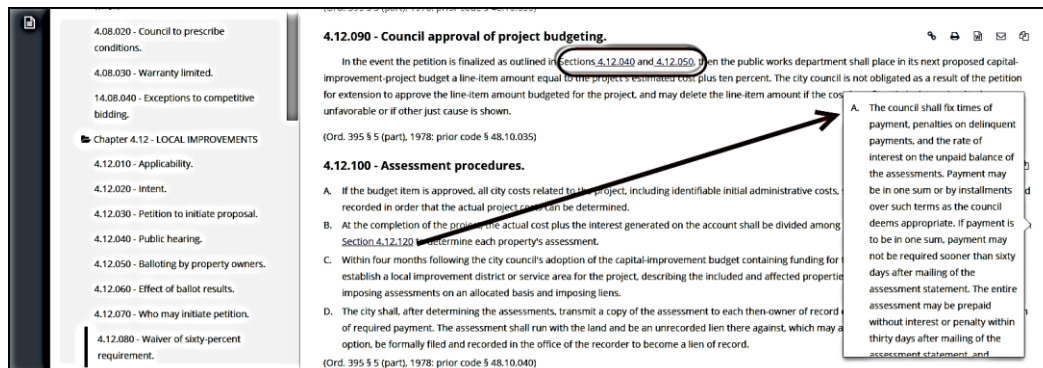
**Browsing** – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **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.

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

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

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

# Premium Features of MunicodeNEXT

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

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

*Hyperlinked ordinance in text)*

City of Arvada Code of Ordinances

Arvada, Colorado - Code ... / Chapter 102 - UTILITIES / ARTICLE II. - WATER A... / DIVISION 6. - WATER F...

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

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

Sec. 102-161.6. - Residential water fees within the Mountain Shadows Subdivision. **modified**

Sec. 102-162. - Same—Waiver.

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

\*A larger or smaller meter and equal tap size may be purchased and installed when approved by the Utilities Director if the total peak demand flow of the property being served, as calculated by the latest edition of the AWWA Manual M22, "Sizing Water Service Lines and Meters," which is hereby adopted by reference, justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3723, § 1, 10-16-2001; Ord. No. 3723, § 1, 10-21-2002; Ord. No. 3820, § 1, 10-12-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3950, § 1, 10-10-2005; Ord. No. 4027, § 1, 10-16-2006; Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008; Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009; Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010; Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011; Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013; Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014; Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015; Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016)

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

Pursuant to the Intergovernmental Agreement approved on April 4, 2005, by Ordinance 3943, the Jefferson Center Metropolitan District is responsible for the procurement of water supplies and the construction of major water infrastructure within the District boundaries. The city is not to charge the Jefferson Center Metropolitan District the initial capital cost of water rights or facilities conveyed at no cost to the city by the district.

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

City of Arvada Code of Ordinances

Ordinance No. 4999

Ordinance No. 4226

Ordinance No. 5000

Ordinance No. 5001

Ordinance No. 5002

Ordinance No. 5005

Regulation No. R07-038

Regulation No. R07-049

Regulation No. R07-061

Resolution No. R07-001

Resolution No. R07-002

Resolution No. R07-003

Resolution No. R07-004

Resolution No. R07-005

Resolution No. R07-006

Resolution No. R07-007

Resolution No. R07-008

Resolution No. R07-009

Resolution No. R07-010

Resolution No. R07-011

Resolution No. R07-012

Resolution No. R07-013

Resolution No. R07-014

Resolution No. R07-015

COUNCIL BILL NO. 07-038

ORDINANCE NO. 4009

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

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

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

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

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

(1) Tapping fee ..... \$ 60.00

(2) Inspection fee:

a. 5/8", 3/4" and 1" meters ..... \$45.00

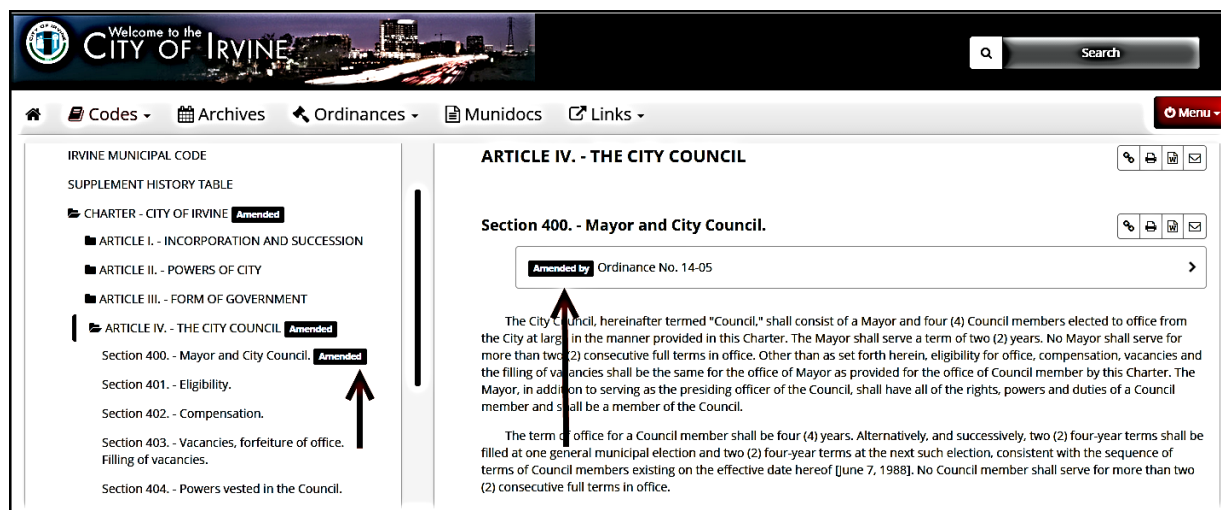
b. 1 1/2" and larger meters ..... \$80.00

(3) Tap fee determined from the following schedule:

Type of Residence	Amount per Unit
a. Single-family.....	\$10,920.00
b. Duplex.....	\$6,190.00
c. Multifamily:	

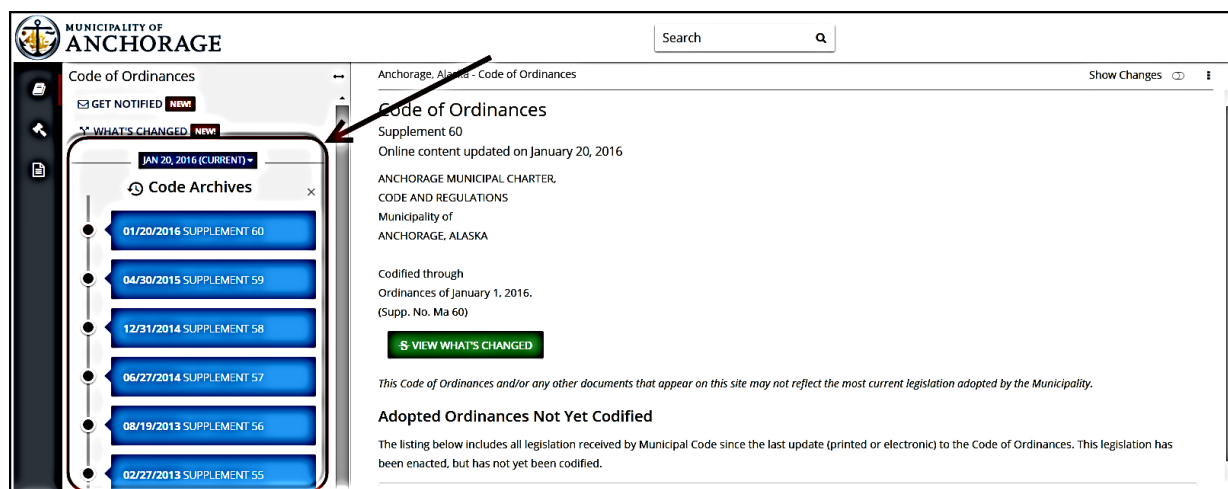
# Premium Features of MunicodeNEXT

**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.

The screenshot shows a 'Get Notified' form with the following elements:

- Get Notified** (header with a close button)
- Text: "Filling out this form will allow you to receive an email notification every time select publications are updated."
- Note**: "If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email."
- Email** field: "Enter email" (An arrow points to this field with the text: "Sign up to be notified for all publications or narrow notifications to only one product.")
- Profession** dropdown: "Select One"
- Codes** section (highlighted with a red box):
  - ☐ Unified Development Code
  - ☐ Unified Development Ordinance
  - ☒ Code of Ordinances

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)*

The screenshot displays the 'Municipality of ANCHORAGE' Code of Ordinances page. The left sidebar lists various sections, with '2.30.030 - Meetings' highlighted. The main content area shows the text of the ordinance, with several changes highlighted in yellow. A 'Show Changes' button is visible in the top right corner. The right sidebar contains a 'P CHANGED SECTIONS' list, including 'ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS' and 'TITLE 2 - LEGISLATIVE BRANCH Chapter 2.30 - RULES OF PROCEDURE 2.30.030 - Meetings'.

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

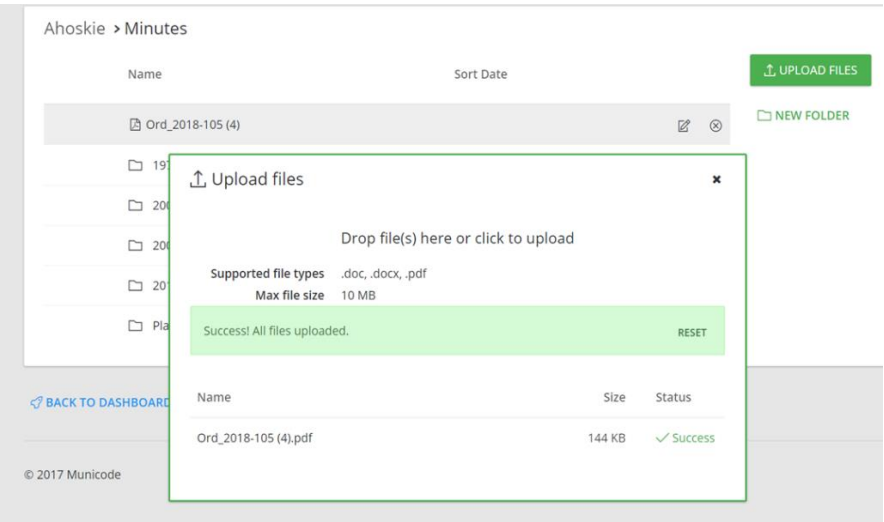
The screenshot shows the 'City of Bonita Springs Florida' Code of Ordinances page. The left sidebar lists sections, with 'BONITA SPRINGS CITY CODE' and 'SUPPLEMENT HISTORY TABLE' highlighted. The main content area displays the 'Code of Ordinances Supplement 2' and 'BONITA SPRINGS CITY CODE'. A 'Show Changes' button is visible in the top right corner. A custom banner at the bottom reads: "This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality."

# 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

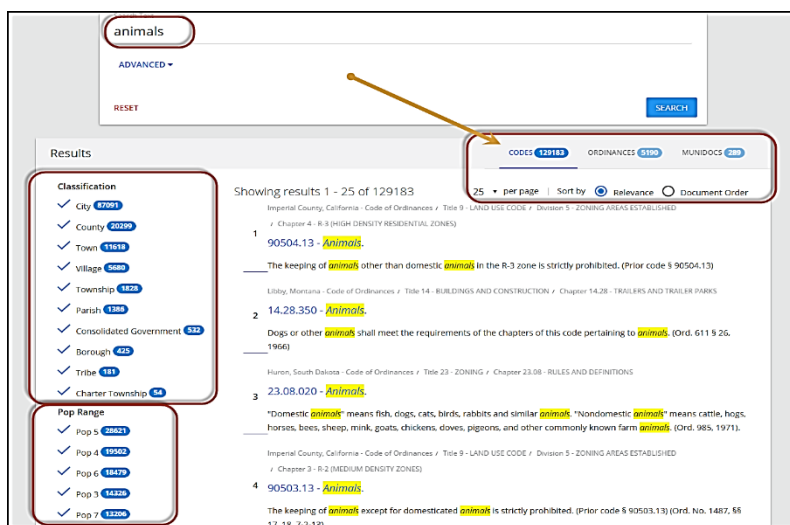
Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents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



## 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.







## Proposal for Codification Services

PREPARED FOR:

Town of Upper Marlboro, Maryland

PREPARED BY:

**LORIANN SHURA**

CODIFICATION ACCOUNT MANAGER

[lshura@generalcode.com](mailto:lshura@generalcode.com)

800.836.8834

DATE:

February 14, 2022  
(Valid for six months)

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# Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Town of Upper Marlboro's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Town achieve its goals.

## Situation Analysis

The Town of Upper Marlboro has not yet codified its legislation. As a result, your community may not be able to easily find the Town's laws, and your legislation may contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant Maryland statutes.

It is our understanding that the Town would like to codify its legislation, including a comprehensive review, to include all legislation of a general and permanent nature to Ordinance No. 2021-06. This process would ensure that legislation is up-to-date and is in line with Maryland statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The Town would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled *eCode360* platform.

## Our Solution

Our comprehensive codification solution for Upper Marlboro includes:

- > **Create a Code**  
General Code® will provide the Town with a Code that is clear and easy for your community to access and use.
- > **An Editorial and Legal Analysis**  
This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with Maryland statutes.
- > **An online Code housed on our innovative eCode360 platform**  
Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.
- > **2 custom printed Code books, with an option for additional printed volumes**  
We will provide you with 2 fully customized print copies of your new Code, with additional copies as requested.

## Solution Benefits

A comprehensive codification solution from *General Code* will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Upper Marlboro's Code enforceable
3. Improve transparency with constituents
4. Save Upper Marlboro's staff time and resources by empowering constituents to find Code information independently

## Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

## Upper Marlboro's Investment

The price of *General Code*'s recommended solution will be \$7,670.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 11.

## The American Rescue Plan

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. This \$1.9 trillion stimulus package is a huge opportunity for municipalities as the Plan includes \$360 billion in direct financial relief for state and local governments, including \$65 billion for America's cities, villages and towns, as well as \$65 billion for counties. While the new law outlines the allocation process and authorized use of funds, the U.S. Department of the Treasury is charged with issuing related regulations, guidance and allocation amounts.

The U.S. Department of Homeland Security (DHS) has determined code enforcement is essential to the U.S. response to the coronavirus pandemic. Federal funding available under the recently enacted American Rescue Plan can be used by governments to continue their essential operations and by addressing their digital (virtual) needs for remote work. **According to the U.S. Treasury, this funding can be used for municipal and building code department hardware and software investments.** The investments that establish digital (virtual) capabilities, including the deployment of technology that enables online access to codes, will help mitigate the challenges ahead for vital governmental services. When considering how to use available American Rescue Plan funds keep in mind:

- > Federal funding to maintain operations and develop digital (virtual) capabilities is essential
- > The lack of digital (virtual) capabilities risks the safety and efficacy of departments' work
- > Code officials are essential to health and safety during the pandemic
- > Inadequate operations and digital (virtual) capabilities slow construction essential to response and recovery

For more information regarding *General Code's* Coronavirus advocacy resources use the following links:

General information

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

FAQ

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

<https://www.naco.org/resources/featured/naco-recovery-fund-faqs>

Allocations

<https://www.naco.org/resources/featured/state-and-local-coronavirus-fiscal-recovery-funds#table>  
<https://www.nlc.org/resource/local-allocations-in-the-american-rescue-plan/>

# General Code, America's Next-Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At *General Code*, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

## Our Experience

For 60 years, *General Code* has worked with more than 3,800 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 17 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

## A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

*General Code's* partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives *General Code* even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

## Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With *General Code*, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff's and community's needs. Using the data from your Code as a basis, *General Code* provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

## Our Process

*General Code's* process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.



# The *General Code* Recommended Solution and Process

## *General Code*'s Approach to Codification



*Codification Powered by Code Review* brings your code project to life during the milestones of your project. Code Review is a revolutionary legal review platform, shared interactively between the *General Code* project team and your review committee, that guides you through the stages of your Codification project.

Code Review, a secure, searchable platform, gives your codification stakeholders the ability to manage milestones, share and assign questions, and expedite the decision-making process. With digital access to all your relevant project documentation throughout the project, including the analysis, drafts and reference documents, our technology eliminates the need for paper reports, printed legal memorandums or Legal Workbooks.

*Codification Powered by Code Review* is a collaborative process that will guide you through each project stage. We will prepare your Organizational Analysis, evaluate your legislation, prepare the Editorial and Legal Analysis, and create your Digital Manuscript, so that you can easily access the project documents and make decisions.

This streamlined process allows users to collaborate, annotate, print and share comments among all committee members, while staying connected with your *General Code* Legal Editor. It also will provide, as the project moves forward, a record or memorandum of the changes to be made, as users agree upon and make those decisions.

### So how does it work?

When the Digital Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your *Code Review* site and provide your review committee with a secure link to the online version of your in-process Code. We will facilitate a dedicated e-Learning workshop for your municipal officials, led by our *General Code* training specialist, to guide you through the features

and functionality of the platform. *Codification Powered by Code Review* will include these supporting documents as the project progresses through the codification stages:

- > Code Project Contract
- > Code Project Guidelines
- > Organizational Analysis
- > Digital Manuscript
- > Editorial and Legal Analysis
- > Record of any changes to be made
- > Code Adoption Ordinance
- > Disposition List
- > Digital Drafts of your Code

Upon completion of the codification project and adoption of your new Code, the Code will seamlessly transition from the private *Code Review* platform to your public *eCode360* site and will house the adopted version of your Code, which is available to the public.

## **Below is an outline of the process for completing your recodification project.**

### **Project Launch**

*General Code* will consult with Upper Marlboro's designated contact person to review the project generally and to clarify any initial questions for both *General Code* and the Town. To begin the project, the Town and *General Code* shall confirm the source materials for the project. For more detail, see the source materials listed on page 11.

### **Organizational Analysis**

We will prepare an Organizational Analysis of your legislation for the Town to review, which will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The Town will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

### **Editorial and Legal Analysis with Manuscript**

We will prepare a Manuscript using the materials provided by the Town. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Town officials, including

the Town Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- > Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- > Identification of duplications, conflicts and inconsistencies with Maryland statutes
- > Any practical recommendations to make your legislation more enforceable
- > Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

### Your Responsibilities

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

### Code Review

*Code Review* is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and Disposition List. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear. Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public. The posting of *Code Review* is considered the first posting of *eCode360*.

### Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- > Proofread all copy to correct typographical and spelling errors

Using *Code Review*, *General Code* will submit a Draft of the Code for final review by the Town. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the Town requires any additional changes, further charges will apply.

## Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Comprehensive Index**

We will provide you with an index that is designed to let you quickly and easily locate information in the Code.

- > **A Disposition List**

Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

- > **Code Adoption Legislation**

We will prepare adoption legislation for the proposed Code and give it to the Town Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Town and establish the Code as the permanent enforceable system of law in the Town. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

## Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, *General Code* will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Upper Marlboro's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

### **eCode360 Benefits:**

**A centralized solution**—laws, regulations and related documents are integrated into a dynamic, centralized resource

**Simple to use**—*eCode360* is easy and intuitive and offers powerful time-saving features

**Always up-to-date**—We will update your *eCode360* site with each supplement to your Code

**A trusted, “go-to” resource**—Empower staff to answer questions with clarity and confidence

**Always evolving**—We consistently release innovative functionality based on communities' needs

eCode360 Service Level included in this Project: **Standard**

	eCode360 Lite	Standard eCode360	Premium eCode360
Annual Maintenance Fee	\$695	\$995	\$1,195
New Laws	x	x	x
Easy and Flexible Searching	x	x	x
Dynamic Table of Contents	x	x	x
Email or Share Links	x	x	x
Printing	x	x	x
Bookmarking Searches	x	x	x
Archive View	x	x	x
"Sticky" Table Headers	x	x	x
Administrative Tools	x	x	x
Translate	x	x	x
eCode360 Search App	x	x	x
Linked New Laws		x	x
Public and Private Notes		x	x
Sample Legislation (Multicode Search)		x	x
Download to Word		x	x
Download to PDF			x
New Laws Indicator			x
Advanced Search			x
Customizable Titles			x
eAlert			x
Public Documents Module			x

For more information about eCode360 and the service levels we offer, see page 17.

## Publish a Custom Printed Code

*General Code* will publish 2 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

*General Code* lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also emboss the Town's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

## Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Town keeps the Code up-to-date after initial publication. *General Code's* supplementation services are designed to make the process easy, fast and accurate.

For more information about *General Code's* Supplementation Services, see page 25.

# Project Materials

## Source Materials

The Town of Upper Marlboro has provided *General Code* with the following documents, which will be used as the source materials for the codification project:

- > Uncodified legislation adopted from Ordinance No. 76-1 to Ordinance No. 2021-06 as downloaded from the Town's website on February 11, 2022

## Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Upper Marlboro set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

## Special Considerations

*General Code* has identified the following specific special considerations that will be addressed by our staff as the project progresses:

- > Please note that it was not clear from our initial review that all of the Town's legislation was submitted and considered; for example, we noted no adopted legislation for 2010. *General Code* will work with the Town to confirm that all Code-relevant legislation is included or, if not, to secure copies of any uncodified ordinances for inclusion in the Code.



# Investment Details and Options

## Codification Project Price

**\$7,670**

### Services included with the codification project:

- > Project Launch
- > Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 2021-06
- > Editorial Work
- > Code Review Launch
- > Proofreading
- > Shipping

### Code Review deliverables:

- > Organizational Analysis
- > Editorial and Legal Analysis
- > Manuscript
- > Draft
- > Comprehensive Index
- > Disposition List
- > Code Adoption Legislation

### Final deliverables included with the codification project:

- > Standard eCode360
- > eCode360 Search App
- > Publication of 2 Code Volumes in Standard Imprinted Post Binders
  - Customizable Tabs

## Administrative Fees

**\$0**

*General Code* does not charge administrative fees; you will only pay for products and services you actually use

## Optional Components

### Estimated Price to Implement Gender-Neutral Language in Code

**\$262**

A *General Code* Editor will assess your goals and work with you to develop a strategy to make your Code language gender neutral and more inclusive. Typical solutions include direct pronoun replacement. Solutions that are more complex, such as an analysis of gendered terms in your Code or the re-writing of Code text to eliminate the use of pronouns, may be deemed outside of the scope of this project. An estimate for any additional charges will be provided upon request.

The following is available to you at an additional charge:

\$(300)	Substitute eCode360 Lite instead of Standard eCode360 <i>Annual Maintenance: \$695</i>
\$200	Upgrade to Premium eCode360, Including PubDocs Module <i>Annual Maintenance: \$1,195</i>

*Please note: Code books in addition to the 2 Code books included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.*

## Ongoing Services

### Standard eCode360 Annual Maintenance

**\$995**

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of eCode360. Therefore, we recommend that the Town budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

## Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
<b>Contract Signing</b>	Within 30 days of contract signing	20% of total project price due
<b>Submission of the Organizational Analysis</b>	Within 45 days of contract signing and receipt of the materials; the Town has 20 days for review	20% of total project price due
<b>Submission of the Editorial and Legal Analysis with Manuscript</b>	Within 120 days of receipt of the responses to the Organizational Analysis; the Town has 90 days for review	30% of total project price due
<b>Submission of Draft</b>	Within 100 days of receipt of responses to the Editorial and Legal Analysis; the Town has 30 days to review	20% of total project price due
<b>Delivery of the Code</b>	Within 30 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

# Authorization and Agreement

The Town of Upper Marlboro, Codification, February 14, 2022

## Codification Project Price

**\$7,670**

## Optional Components

- |   |         |
|---|---------|
| <input type="checkbox"/> Substitute eCode360 Lite instead of Standard eCode360<br>Annual Maintenance: \$695   | \$(300) |
| <input type="checkbox"/> Upgrade to Premium eCode360, Including PubDocs Module<br>Annual Maintenance: \$1,195 | \$200   |
| <input type="checkbox"/> Estimated Cost to Implement Gender-Neutral Language in Code                          | \$262   |

## Total Investment

Including all of the options selected above, the total project price will be: \$ .....

The Town of Upper Marlboro, Maryland, hereby agrees to the procedures outlined above, and to *General Code's* Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

### Town of Upper Marlboro, Prince George's County, Maryland

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

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

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

### GENERAL CODE, LLC

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

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

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

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to *General Code* to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Upper Marlboro for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also fax the completed form to *General Code* at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

# Appendix

## Maryland Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 80 municipalities in Maryland that have trusted *General Code* to codify their laws:

### Counties

Allegany County	Town of Denton
Baltimore County	Town of Edmonston
Calvert County	Town of Federalsburg
Charles County	Town of Forest Heights
Dorchester County	Town of Galena
Harford County	Town of Hampstead
Government	Town of Indian Head
Kent County	Town of Leonardtown
Talbot County	Town of Manchester
Wicomico County	Town of Mount Airy
Worcester County	Town of Myersville

### Cities

City of College Park	Town of New Windsor
City of Crisfield	Town of North Beach
City of Glenarden	Town of North Brentwood
City of Hagerstown	Town of Oakland
City of Havre de Grace	Town of Princess Anne
City of New Carrollton	Town of Ridgely
City of Seat Pleasant	Town of Rock Hall
City of Taneytown	Town of Smithsburg
City of Westminster	Town of Snow Hill
	Town of St. Michaels

### Towns

Town of Bel Air	Town of Sykesville
Town of Brentwood	
Town of Centreville	
Town of Chesapeake Beach	

## Municipal Contacts

The following municipalities have completed similar projects with *General Code*. Please feel free to contact anyone on the list.

### **City of College Park, MD**

Janeen Miller, Clerk

(240) 487-3501

jsmiller@collegeparkmd.gov

eCode360: <https://www.ecode360.com/CO0032>

### **City of New Carrollton, MD**

Douglass Barber, Clerk

(301) 459-6100

dbarber@newcarrolltonmd.gov

eCode360: <https://www.ecode360.com/NE1381>

### **Calvert County, MD**

John Norris, Attorney

(410) 535-6323

norrisjb@co.cal.md.us

eCode360: <https://www.ecode360.com/CA1802>



## eCode360 Platform

Our eCode360 platform is designed specifically to house codified laws and municipal information. eCode360's intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

### Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

### 24/7/365 Access and Security

*General Code* supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

### Maintenance and Updates

eCode360 is maintenance- free for our users. *General Code* employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happycode/>.

### Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate eCode360's powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

### “Multi-purpose” your Code Content—and better serve your community.


Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With eCode360 Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at [sales@generalcode.com](mailto:sales@generalcode.com).



## eCode360 Service Levels

eCode360 Lite includes the following features:	
<b>New Laws</b>	Between regular Code supplements, <i>General Code</i> will temporarily post PDF copies of new legislation to your online Code
<b>Custom Settings for Admin Users</b>	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
<b>Easy and Flexible Searching</b>	Search by key words, phrases, section numbers and more
<b>Electronic Index</b>	A comprehensive list of key words and phrases to speed searching
<b>Dynamic Table of Contents</b>	Users can find the information they need and see their current location with a table of contents that moves as users browse
<b>Email or Share Links</b>	Email a link to a specific Code section or share via social media
<b>Printing</b>	Print with user-friendly functionality and a variety of user options
<b>Bookmarking Searches</b>	Save “favorites” to quickly return to sections of the Code
<b>Archive View</b>	View a permanent archive of your Code, updated with each supplement
<b>“Sticky” Table Headers</b>	Table headers remain stationary as you scroll
<b>Translate</b>	Users can view your Code in more than 100 additional languages
<b>eCode360 Search App</b>	Use your mobile device to search your Code
Standard eCode360 includes all of the above Lite features plus:	
<b>Linked New Laws</b>	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
<b>Public and Private Notes</b>	Create personalized links and annotations within the Code
<b>Multicode Search</b>	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
<b>Download to Word</b>	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Premium eCode360 includes all of the above Lite and Standard features plus:	
<b>Download to PDF</b>	Public users can directly download Code text to a PDF document
<b>New Laws Indicator</b>	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
<b>Advanced Search</b>	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
<b>Customizable Titles</b>	Administrative users can add customized titles and comments to your legislation in New Laws
<b>eAlert</b>	Public users can sign up to receive notifications of changes in the Code
<b>PubDocs Module</b>	Post non-Code documents along with your online Code

## Sample eCode360 Screens



CITY OF

TOWNSVILLE

[Settings](#)
[Log Out](#)

[Home](#)
[Admin](#)
[Help](#)

[Advanced](#)
[Multicode](#)

Charter

**Code**

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Misc. Documents

Resolutions



City of Townsville, NY / General Legislation

### Chapter 295 Swimming Pools

2

#### Swimming Pool Application



A City Building Permit is required along with requirements in this chapter before any installation or construction of a swimming pool. [City Building Permit link.](#)

Created on 2018-10-08 by Jeanie Sanders; Last modified on 2019-02-21 by Jeanie Sanders

[HISTORY: Adopted by the Common Council of the City of Townsville as Ch. 35 of the 1975 Municipal Code. Amendments noted where applicable.]

5

#### Find Codes

#### Add Codes

Municipality Name

State

Counties

Government Type

Within of Zip Code

Population

+ Add All Codes (2264)

Add	Type	Name	County	State	Population
+	County	Adams County, WI	Adams	WI	20843
+	County	Albany County, NY	Albany	NY	297556
+	County	Allegany County, MD	Allegany	MD	72831
+	County	Allegheny County, PA	Allegheny	PA	1223411
+	City	Appleton City, MO	St. Clair	MO	1127
+	County	Appomattox County, VA	Appomattox	VA	14128
+	City	Atlantic City, NJ	Atlantic	NJ	39958
+	County	Atlantic County, NJ	Atlantic	NJ	271620

#### Search Codes

Enter search term...

Cancel

Search

1 Custom Banner

2 Public and Private Notes

3 View Archived Codes

4 Public Documents Portal

5 Multicode

6 New Laws

6

Title	Adopted	Subject	Affects
<b>L.L. No. 19-2018 - Sewer Amendment</b> <p><i>This goes into effect 1/1/2019.</i></p>	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20
<b>L.L. No. 20-2018</b> <p><i>goes into effect 1/1/2019</i></p>	2018-08-23	Zoning Amendment	Ch 05
<b>L.L. No. 21-2018</b>	2018-08-23	Zoning Amendment	Ch 05
<b>L.L. No. 22-2018</b>	2018-09-13	Neighborhood Preservation Amendment	Ch 02
<b>L.L. No. 23-2018</b>	2018-09-13	Building Construction Administration Amendment	Ch 16
<b>L.L. No. 24-2018</b>	2018-09-13	Zoning Amendment	Ch 05
<b>L.L. No. 25-2018</b>	2018-09-13	Zoning Amendment	Ch 05

## Additional Online Services

### MapLink™ powered by ZoningHub™

*MapLink* is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Town, which can help grow your community.

*MapLink* uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

### eCode360® Enhanced Graphics™

*eCode360 Enhanced Graphics* can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. *Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

### Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Town only has one set of printed books.

### Application Programming Interface

Application Programming Interfaces (API) make it possible for your Code in *eCode360* to "talk" with additional external systems to share information. *General Code* has APIs that deliver structured Code information contained in *eCode360* to external systems, including legislation drafting, parcel management, municipal websites, enterprise content management (ECM), permitting, GIS-based interactive maps, code enforcement, law enforcement, and more.

**For more information on our additional online services please contact us at**  
[sales@generalcode.com](mailto:sales@generalcode.com)

# Formatting & Style

*General Code* takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

## Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

## Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

## Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

## Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

## Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.



## Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

## Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

## Printed Code Sample Page

Page heads indicate which sections appear on a particular page, making sections quick to locate.

**§ 204-1**

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

**Chapter 204**

**INSURANCE**

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

**§ 204-3**

**ARTICLE I**

**Fire Damage Claims**

**§ 204-1. Enforcement authority.**

**§ 204-2. Claim payment restrictions.**

**§ 204-3. Payment procedure.**

**§ 204-4. Regulatory authority.**

**[HISTORY: Adopted by the Board of Commissioners of the Township of Municipality as indicated in article histories. Amendments noted where applicable.]**

The History indicates the specific legislative source from which the chapter is derived.

**ARTICLE I**

**Fire Damage Claims**

**[Adopted 1-16-1995 by Ord. No. 294 (Ch. 83, Art. I, of the 1982 Code)]**

**§ 204-1. Enforcement authority.**

For precision of reference, section titles are repeated as headings in the text.

The Secretary/Administrator of the Township of Municipality, Berks County, Pennsylvania, or such official's designee is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.

**§ 204-2. Claim payment restrictions. [Amended 3-20-1995 by Ord. No. 299]**

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

No insurance company, association or exchange (hereinafter the "insuring agent") doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within the Township of Municipality, Berks County, Pennsylvania (hereinafter the "municipality") where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insuring agent is furnished by the Municipal Treasurer with a municipal certificate pursuant to Section 508(b) of Act 98 of 1992 and unless there is compliance with Section 508(c) and (d) of Act 98 of 1992 and the provisions of this article.<sup>1</sup>

**§ 204-3. Payment procedure. [Amended 3-20-1995 by Ord. No. 299]**

Where, pursuant to Section 508(b)(1)(i) of Act 98 of 1992,<sup>2</sup> the Municipal Treasurer issues a certificate indicating that there are no delinquent taxes, assessments, penalties or user charges against real property, the insuring agent shall pay the claim of the named insured; provided, however, that if the loss agreed upon by the named insured and the insuring agent equals or

Editor's Notes provide supplementary information for the Code user.

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

The dateline indicates when the page was printed.

**1. Editor's Note: See 40 P.S. § 638.**

**2. Editor's Note: See 40 P.S. § 638.**

**204:1**

**Publication, Nov 2019**

# Ongoing Code Maintenance

## **Your Code is always evolving and is an investment you need to protect.**

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, *General Code* offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, *General Code* provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

### **Rapid Delivery**

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

### **Materials**

After the enactment of new legislation, the Town can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

*General Code* will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

### **Posting of New Laws**

Between regular Code supplements, *General Code* will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, *General Code* will remove the link to that new legislation.

### **Schedule**

Code supplements will be provided on a schedule designed to meet the needs of Upper Marlboro. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Town prefers.

## Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- > Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- > Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- > Impose or utilize the adopted flexible section numbering system that allows for later changes
- > Create/modify chapter, article and/or section titles
- > Add historical annotations
- > Add any necessary cross references
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised
- > Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- > Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- > Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- > Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- > Create an Instruction Page so that Code holders can properly update the Code
- > Notify client of any issues and concerns noted and work together to determine appropriate resolution

### **Printed Supplements**

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

### **Electronic Updates**

Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

### **Delivery**

Printed supplements to the Code will be delivered in bulk to Upper Marlboro, unless it chooses to utilize *General Code's* Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions





### Prepared For: Town of Upper Marlboro

COST SUMMARY	
<b>BoardDocs Pro Document Management System –</b> One-time start-up fee	\$1,000
<b>Option 1</b> <b>BoardDocs LT Document Management System –</b> Recurring Cost: (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization)	\$3,500 per year
<b>Option 2</b> <b>BoardDocs Pro Document Management System –</b> Recurring Cost:  (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization)	\$7,000 per year

## BoardDocs LT

### FEATURES

- Create, manage and publish meeting agendas and supporting documents
- Archive meetings, minutes and related documents for access by all stakeholders
- Manage policies and procedures through the entire lifecycle
- Take minutes notes and record voting
- Search publicly shared agenda and policy information from other public governing bodies
- Easily associate video or audio with each meeting and index individual agenda items to any part of the video

## BoardDocs Pro

### FEATURES

#### Everything in BoardDocs LT and more:

- Advanced workflow to distribute agenda item creation, approval and collaboration throughout your organization
- Track progress on strategic plans and goals
- Powerful Meeting Control Panel to track, share and record board actions including motions and voting in real time through the Scoreboard
- Provide access to reference documents in the library
- Utilize the actions collected during the meeting to generate minutes, attach them for adoption by the board and automatically release to stake holders





BoardDocs®  
A DILIGENT BRAND

## BoardDocs Proposal

Your contact at BoardDocs is Jeff Lee II – please see contact details below.



BoardDocs®

A DILIGENT BRAND

**Jeff Lee II**

*Sales Advisor | BoardDocs*

**Direct:** 301.751.8239

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# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator & William Morgan Director of Finance  
Date: Monday February 14<sup>th</sup>, 2022  
Re: Resolution 2022-08 ARPA Spending Discussion

Commissioners,

As you are aware, back at the December 2021 Regular Town Meeting the Board of Town Commissioners approved a spending plan for the Town's Federal American Rescue Plan Funding Plan, which allocated \$25,000 to each of the Town's three department to make purchases and upgrades that have been placed on hold over the past few years due to COVID-19 budgeting concerns. To comply with the Town's current procurement ordinance, the Board needs to approve all purchases of \$2,000. Below is an overview of what the Resolution would authorize to be spent:

### General Government

- Codification of Town Ordinances & Charter (Est \$10,000)
- Update Cable Access Channel to Digital (Est \$2,600)
- Commissioner iPad Purchase & Zoom Webinar Subscription (\$5,900)
- Phone System Upgrade to IP/Hosted (\$1,500) *already purchased*

### Public Works

- Purchase of a used pick-up truck (\$22,500)
- Purchase of a new salt spreader (\$2,500) *already purchased based off Board vote*

### Public Safety

- Miscellaneous Police Office Equipment
- Computers
- Motorola Police Radio (\$6,500)
- Coin Counting Machine \$1,500) *for parking meter collections*

Depending on the discussion at the February Board Worksession, staff hope the Board will bring this Resolution up for a vote at the March 22<sup>nd</sup>, 2022, Regular Town Meeting.



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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Monday February 14<sup>th</sup>, 2022  
Re: Summer 2022 Town Internship Program

Commissioners,

Back in 2019, the Town of Upper Marlboro partnered with Employ Prince George's KEYS (Knowledge Equals Youth Success) program to host four interns over the summer. These interns were assigned to each of the Town Departments, Gen Gov, Public Works, and Police. The interns were paid a small sum by the KEYS program, and the Town provided the on-the-job experience. These interns ranged in ages 18-25. This was a great learning experience for both the interns, and the staff & elected officials.

Town Staff are interested, pending any developments with COVID-19, to hosting some interns (2-3) again this summer, either through the KEYS program, or a mix of local/Upper Marlboro applicants and County-level KEYS program.

We look forward to discussing this topic with the Board at the work session.



Figure 1 2019 Interns Group Shot

