

Heather Foster

From: David Prentice <David@plelawfirm.com>
Sent: Friday, August 05, 2016 7:42 PM
To: Heather Foster; Lee Adams
Subject: Fwd: codification services for small county
Attachments: CPCProposal_SierraCountyCA_8-16.pdf; ATT00001.htm

For our discussion

Sent from my iPhone

Begin forwarded message:

From: "Brooke Hanford" <Brookeh@codepublishing.com>
To: "David Prentice" <David@plelawfirm.com>
Subject: RE: codification services for small county

Hi David,

It was nice speaking with you yesterday. Attached is our proposal for Recodification and Online Hosting for Sierra County. Since there was not a lot of time, I just included a general page sample instead of one specific to the County. The double column format that it uses would reduce the amount of pages in the code by about 25%. Since pricing is per page, this format allows us to get the price under \$10,000 for the recodification. Note that this price can be split over two budget cycles, in case that helps. The legal review is optional, but usually recommended with a recodification, and especially in your case since it has been done in-house and sounds like it is a bit of a mess.

The Online Features and Enhancements page has links to examples of our online codes and features. I would be happy to give a demo to you and/or the county online or in-person. Our online codes are updated as ordinances are passed, in five days or on the effective date, whichever is later. They are quick and have so many great features, like being able to save sections of the code in different formats for sharing or creating new ordinances, that they would be much easier to access, navigate and search than the PDF the county currently has online.

Please let me know if this looks ok, and if you have any questions.

Have a great weekend!

Brooke Hanford
Codification Consultant
Code Publishing Company
9410 Roosevelt Way NE | Seattle, WA 98115
800.551.2633 | 206.527.6831

Heather Foster

From: David Prentice <David@plelawfirm.com>
Sent: Monday, August 22, 2016 10:06 AM
To: Heather Foster
Subject: FW: Codification

fyi

David A. Prentice, Partner



5424 N. Palm Ave, Suite 108
Fresno, CA 93704
559-500-1600
www.plelawfirm.com

From: Stephen Hall [mailto:SHall@municode.com]
Sent: Monday, August 22, 2016 9:57 AM
To: David Prentice <David@plelawfirm.com>
Subject: Codification

Hello David,

Did you receive the information you were researching regarding the codification for Sierra County?

Municipal Code Corporation consolidates the general and permanent legislation, then organizes it into a code of ordinances. The legislation is organized by topic (animals, business, etc.) or by department/title (Administration and Personnel, Revenue and Finance, etc.).

Our legal research includes a review for inconsistencies, duplications, proper grammar, conflicts in the code and additional legislation by one of our attorneys. We also review and compare the Code with the current state law. We then implement these suggestions as approved and publish the code in print and online.

One of our staff attorneys performs a legal review of the existing Code and subsequent ordinances of a general and permanent nature against state statutes and court decisions. Municode then provides a legal manuscript consisting of the recommendations in strike through and underline along with comments backing up the recommendations. Our attorney that reviews your legislation will discuss the recommendations contained within the legal manuscript.

Basic Services

- A listing of all sections within a chapter at the front of each chapter.

- Catch lines preceding each section which describes the subject of the section
- History notes, where possible, at the end of each section giving the ordinance number from which the section is derived
- State law references, which cite the applicable state statute
- Complete subject matter index
- Page formatting, numbering, graphics and tables

Once the Code is published, Municode provides supplements or electronic updates to the Code as additional legislation is passed.

Generally the fees run between \$5,000 to \$7,500.

If you have any questions please find my contact information below.

Stephen VZ Hall

California Representative

Office (310) 577-1000

Cell (310) 422-2095

shall@municode.com



Sierra County, California

Recodification and Online Hosting Proposal

**Submitted by
Code Publishing Company**

Contact:

Brooke Hanford
brookeh@codepublishing.com
Phone: 206-527-6831 / 800-551-2633
9410 Roosevelt Way NE
Seattle, WA 98115



August 2016

Table of Contents

	Page
Executive Summary	1
Services Provided.....	2
Recodification and Online Hosting Proposal.....	4
Online Features and Enhancements.....	5
Scope of Services – Recodification	6
Page Sample.....	14
Personnel Roster	15
Organization Chart.....	16
Benefits of Using a Professional Codifier.....	17
Timelines and Workflow.....	18
California Customers	19
Code Publishing Customers	21
Terms and Conditions.....	25
Authorization/Agreement.....	26

EXECUTIVE SUMMARY

Overview of Our Firm

- Code Publishing Company is a legal document publisher for local governments nationwide – we offer codification and publishing services in print and online mediums.
- For the past 27 years, we have provided our clients with a unique blend of expertise, innovation, and service.
- More than 510 cities, counties, service districts, towns, villages and Native American tribes across the continental U.S., Alaska, and Canada use our codification services. Their populations range from 150 residents to 1.5 million – we are equipped to manage any scale.
- The key to our success is exceptional customer service and product design, both in print and online. We will make your code look good.

Expertise

- CPC is a streamlined company of about 20 employees; our organizational structure is flat, so all of our employees work closely together to ensure projects are completed accurately and on schedule, every time.
- Skilled editors and proofreaders are at the core of what we do. With support from modern desktop publishing systems and custom software to maximize efficiency, our staff ensures that no detail goes overlooked.
- Our centralized location in Seattle, Washington, allows not only thorough and efficient communication between current employees, but also the promise of the most qualified future hires: projected as the next Silicon Valley, Seattle attracts a wealth of technical, editorial, and legal experts.

Innovation

- We have consistently led the industry in providing new features and options for municipal codes on the web because we are always searching for new ways to serve our customers.
- CPC's code format allows constant innovation; it is text-based and frameless, ADA compatible, and works seamlessly with all browsers and mobile devices.
- Our web offerings are designed to make browsing and searching the code easy, and we tailor the look and feel of web-based code to meet your needs.

Services and Support

- We are available to answer your questions from 6:00 a.m. to 6:00 p.m. (Pacific Time) every day.
- CPC staff can answer questions about codification, help with technical issues, and research older versions of the code. We archive everything, including print supplements, full code, and web content files.

How to Begin

- After a consultation where we determine the kind of service your municipality requires, we will send you an agreement. Once the agreement is signed, and you have sent Code Publishing any other required materials (lists of ordinances, contact information, etc.), we will create a project in our database for information tracking purposes. Weekly internal reports ensure that all projects are maintained and tracked, so your project never gets overlooked.

SERVICES PROVIDED

Summary

Codification is a highly technical and detailed process, and we have completed thousands of codification projects in our nearly three decades of business. Because we specialize in a particular range of services, our editors are able to review and provide material more quickly and accurately than is generally possible with in-house codification or other codifiers. Our staff works closely with yours so that questions are resolved easily, and we deliver consistently high quality.

We guarantee our editorial work; however, in the event any errors are discovered, we will correct the web-based code on the same day and print-based code per customer request.

We offer six main services:

- **Codification:** The editing, rearranging and/or grouping of ordinances under appropriate titles, parts, chapters and sections. Includes:
 - Organizing and editing ordinances to modernize and clarify language while preserving meaning.
 - Dividing long single sections into two or more sections and rearranging the order to ensure clarity and specificity.
 - Eliminating obsolete provisions, conflicts, and inconsistencies to preserve legislative intent.
 - Correcting manifest errors in reference to other ordinances, laws, and statutes, as well as spelling, clerical or typographical errors, additions, and omissions.
 - Changing the wording of or adding section captions to chapters and sections.
 - Substituting specific language for the term “this ordinance” where necessary; for example, this “section,” “part,” “code,” “chapter,” “title,” or numbered section or chapter.
- **Recodification:** Performed when an existing code requires an overhaul. Essentially a codification.
- **Republication:** A clean up of a printed code – reformatting, repaginating, and reprinting. Includes:
 - Repaginating to remove blank, partial, and point pages, and to create a new page format.
 - Creating consistent subsection numbering and lettering, as well as inserting citations to state and federal statutes.
 - Your choice of several page formats – we recommend the double-column format for legibility and space saving.
- **Supplements:** Additions to an existing code.
 - Varies on an individual basis, but can include statutory references, cross-references, a disposition table, and index updates. (See “Update Service” below for details.)
 - Performed according to a regular, predetermined schedule, or on request.
 - Printed supplements are delivered within two to six weeks, depending on quantity and complexity of the ordinances. Supplements are scrupulously reviewed for errors before publication.
 - No annual fees, storage fees, or minimums.

CODE PUBLISHING COMPANY

- **Web Hosting:** Use of our web interface to store your documents.
 - Can include municipal codes, comprehensive plans, ordinances, agendas, policies, etc. (See “Optional Services” below for details.)
 - Always up-to-date, and available as a mobile version and for Kindle, iPad, Nook, PDF and other downloads.
 - Advanced searching, including Boolean and thesaurus features.
 - Highly customizable to your specifications. Our website includes a comprehensive list of browsing and searching options.
- **Legal Review:** An attorney’s review of all sections of a code for consistency, archaic language, internal conflicts, as well as compliance with state and federal laws. The municipality will receive a detailed written report after completion. (Note: This is an optional service that generally accompanies codification, recodification, republication, and supplement services.)

Guaranteed Services

Every CPC customer will receive the following as we complete whichever main service(s) you select:

- Editorial review, including suggestions for changes, additions, or deletions to code or ordinance material.
- Editorial work, formatting, and printing of your completed book, including corrections to drafting errors.
- Periodic and reliable updates to both print and web-based code.
- Timely communication with your agency.

Optional Services

As a customer with CPC, you have the choice of the following additional services:

- A legal review of the code.
- Assistance with re-organizing titles or chapters.
- Recommendations for the consolidation of overlapping text (e.g., definitions, exemptions, etc.).
- Special requests.

You must also decide what form(s) your code will take. This means selecting whether your code will be print- or web-based, or both. If you opt for web hosting options, your documents can be hosted along with or separate from your Municipal Code, and all can utilize our web interface.

Web hosting options include but are not limited to:

- Municipal Codes (including Development Codes)
- Comprehensive Plans or General Plans
- Area Plans
- Ordinances
- Resolutions
- Council or Commission Minutes
- Agendas
- Policies
- Engineering Standards

RECODIFICATION and ONLINE HOSTING PROPOSAL

Sierra County, CA

August 5, 2016

Recodification:

Code Publishing Company shall recodify the Sierra County Code which includes editing, proofreading, adding new ordinances, and indexing. The complete text and new ordinances amending the existing code will be edited and proofread word-for-word and checked for typographical errors, incorrect section references, obsolete or conflicting text, and inconsistencies.

Editorial* (est. 570 pages, 2-column): 17.50 per page	<u>9,975.00</u>
New ordinances added after delivery of proof	<u>10.00 per page</u>
Graphics, maps, tables, diagrams	<u>Included</u>
Optional Legal review	<u>2,000.00</u>
Telephone support	<u>No charge</u>

* Includes non-substantive editorial changes to include proper style, grammar, and numerical consistency; comprehensive subject matter index; proofreading; maps, diagrams, charts, etc.; statutory references.

Online Access:

Creation of files for online access	<u>Included</u>
Monthly Internet hosting fee (first year at no charge)	<u>40.00</u>

Printing, Binding and Shipping:

Print and ship (est. 570 pages): 0.10 per impression	<u>57.00 per copy</u>
Binders: D-ring plastic, buckram; expandable post (min. 12)	<u>at cost</u>
Tab dividers: generic; custom (min. order 25)	<u>at cost</u>
PDF file for in-house printing/archival	<u>Included</u>

Supplement Service:

Editorial (includes online updates)	<u>21.45 per page</u>
Graphics, maps, tables, diagrams	<u>10.00 per page</u>
Printing and shipping	<u>0.10 per impression</u>
PDF file for in-house printing/archival	<u>Included</u>

Included Services:

Telephone support	<u>No charge</u>
Subscription service	<u>No charge</u>
Sample ordinance service	<u>No charge</u>
Archival (full code and supplements, PDF files and HTML files)	<u>No charge</u>

All prices are estimates; final invoice is based on actual number of pages converted.

ONLINE FEATURES AND ENHANCEMENTS

A Current, Up-to-Date Online Code 24/7

- **Standard Online Hosting Package, 40 per month**

- **Online On-Demand (OLOD)** – Ordinances codified online in 3 to 5 days. Save countless hours processing record requests and updating unwieldy codebooks. A great way to transition to a paperless code.
- **Our Standard Features** – Robust searching (including Boolean, advanced and saved searches); fastest loading and navigation; synchronized table of contents; mobile/ADA access.
- **Print/Save Selections** – Print or save sections as RTF, PDF, Kindle, iPad, HTML, text.
- **Bookmark and SHARE** – Share links to sections via email, Facebook, Twitter, etc.
- **Continuous Table Headers** – Headers remain fixed while scrolling through a long table. View [video](#) with comparisons.
- **OrdSearch** – Click the ordinance number to find all sections where it is codified.
- Links to **internal** and **state** code section citations, and to **Uncodified Ordinances**.
- **Scope Searching** – Search one or more titles or documents.
- **Custom Interface** – Customized look and feel, with banner, menus, colors and photos to match your website.
www.codepublishing.com/ca/berkeley
www.codepublishing.com/ca/hermosabeach

- **Additional Options, 65 per month***

- **Archival and Compare Versions** – View and search previous versions of the code, with:
Side-by-Side – Compare previous or current sections, OR
Redlined – Compare sections with markup (redlining) of changes.
- **CodeTips** – Hover over section cites to display pop-up text previews.
- **eNotes** – Add a “sticky note” to any code section and share with others.
- **Zoning Definitions** – Hover over terms to display pop-up box definition. Preferred by planners.
- **OrdTrak** – From the ordinance table or history note to the original ordinance on your website. Price applies when ordinance filenames are consistent and programmatic (e.g., ord1658.pdf, ord1689.pdf, etc.).

- **Tracking Ordinances and Updates**

- **OrdAlert** – Highlights sections affected by ordinances pending codification with an **“Amended”** yellow alert in the table of contents and the code. Alerts are hyperlinked to PDF files of new ordinances. PDF files and alerts are removed after codification. No searching for ordinances in a “Pending Ordinances” folder. **15 per ordinance**
- **CodeTrak** – Highlights sections containing recently codified ordinances with a **“Revised”** yellow alert in the table of contents and the code. Alerts are removed when the next supplement is printed. Pairs well with OLOD. **15 per month**

- **Municipal Document Hosting**

- **Document hosting options** include any municipal documents, from minutes and ordinances to plans and policies. (Call for pricing.)

**A la carte options available. The additional options price is added to the standard price.*

• Don't see it here? Call us to learn what our web team can do for you!

SCOPE OF SERVICES – RECODIFICATION

Recodification is the process of reviewing your code for textual errors and outdated provisions, reformatting, and repaginating it. To complete this extensive process, Code Publishing Company shall provide codification and updating services, including but not limited to: recodifying and republishing the existing code, a comprehensive legal review (optional), printing and print subscription services, creation of electronic files, publishing services for new amendments to supplement the printed code, and code archiving.

Once we receive all required materials for the initial project, our editorial staff begins reviewing the code for style and organization. Along with any suggestions on reorganization, we will develop a style sheet for your code to create a unified, professional look. After establishing column and margin formatting, we will also review capitalization, punctuation, and other style elements in the text. Our editorial staff will analyze commonalities among code chapters and create a consistent overall style for your code. We will send our completed style and organization proposal for your review and verification. (See Reformatting, Renumbering and Reorganizing below.)

After the style and organization are confirmed, we start editing and formatting your code. We will apply page formatting, repagination, and style changes; look for faulty language and provisions, from word usage to duplicate or conflicting language; and fix erroneous cross-references throughout the code. After adding, editing and proofreading any new ordinances, we will generate and/or continue historical footnotes describing the date and number of the legislation affecting a given law. We will also add to or create an ordinance table describing the action and listing the disposition of every ordinance passed since the establishment of your municipality. Our editorial review ensures accuracy and provides a holistic overview of your code.

At this point, the code is proofread word-for-word. The code is returned to the editor to make any changes, then sent back and forth between proofer and editor at least one more time, until we are confident that all errors have been caught. Finally, the code is checked for page style and to ensure everything is included. After this final proofreading process, we will create a draft proof copy, which will be sent to you for your review. These steps ensure that the manuscript undergoes several rounds of proofreading with our various departments – by the time you receive the document, it will have been reviewed by many expert eyes.

We will make any changes or revisions before publishing the final code, at a fraction of the cost of regular supplements. After you have finished your review, the final publication process for the printed code includes creating a subject matter index, which allows you to locate all instances of a topic in your code easily.

Around the same time, you will have a consultation about your goals for the online code. We will then begin converting the editorial files for webhosting. During this process, we will print and assemble copies of the code, with tab dividers and binders, if requested. When you receive the document, all you need to do is pass an ordinance adopting the new code as your official law. We will deliver the print copies, within four weeks of receiving the proof back from you.

Both our printed code books and online files are designed with the understanding that your code is a living document that will have many additions and revisions over time.

We understand the need for high editorial standards in your code and fully stand behind all of our work. Our entire staff operates in one central office, meaning that we can deliver consistent quality and thorough communication.

Code Publishing has the flexibility to give you personalized attention throughout the process, and will always be there to answer potential questions, every step of the way. We can split the initial costs over two budget cycles and work on your schedule. With Code Publishing, your code is in good hands.

Reformatting, Renumbering and Reorganizing

Consider the following items regarding our format when evaluating proposals:

- **Better use of space:** Why pay for more pages? Our standard layout fits more text on the page without sacrificing quality. Save on printing now and later.
- **Section listings:** Note the addition of our section listing (i.e., digest or table of contents) at the top of the chapter. This basic formatting difference saves time when reading.
- **Expandable numbering system:** CPC uses an expandable decimal numbering system to allow an easier insertion of new sections to the code. A non-expandable numbering system may result in a hard-to-follow or illogical sequence in future updates.

Reformatting – Page Design

Code Publishing offers many different options for your code's column style, formatting and font. Our most popular layout is the standard two-column with 11-point font. This maximizes the number of words on each page, reducing the page count (codification and pricing is based on the number of pages), thereby saving you money on both the initial product and revisions. It is also the easiest to read and most attractive. We also offer a one-column style. These layouts can always be customized to your liking.

Renumbering

The most versatile numbering format is the three-tiered system, providing a number for the title, chapter, and section (see description below). The expandable decimal numbering system allows for expansions within the code as new ordinances are added. For instance, inserting a new section between 3.04.010 and 3.04.020 (e.g., 3.04.015) is easier than placing one between 3-4-1 and 3-4-2.

When a reformatted code is renumbered, CPC provides parallel reference tables to original code numbers. This eliminates inconsistent section numbering. This system allows for flexibility when adding new provisions to the code.

Reorganizing

If you are not happy with your code's current organizational structure, we can reorganize it. CPC's standard code organization is based on subject matter, which is more accessible than an alphabetical

structure. Most codes today are organized by subject. A typical CPC code has three divisions: Title, Chapter and Section, which fit nicely with our standard numbering system (above):

- **Title:** A grouping of ordinances related by topic (business regulations, land use, traffic, criminal code, etc.). Some titles may consist of one single, comprehensive ordinance (typically subdivision, zoning/uniform development codes), depending on the length and organization of the ordinance.
- **Chapter:** Usually a single ordinance (with its amendments). A number of ordinances whose subject matter is related are codified as chapters within a title. The chapter may have one or more sections, depending on the length and nature of the ordinance it codifies.
- **Section:** Usually a single section of an ordinance. An individual section of an ordinance is codified as a section within the code chapter unless the section is unusually lengthy, in which case ordinance subsections will become separate sections in the code. Individual sections of the code should contain one principle, topic, or idea; this aids the user in quickly finding the subject or section being researched or referred to.

Optional Legal Review

Legal staff can also perform a review of your code if requested. The legal review applies principles of statutory construction and applicable common law. The review encompasses state and federal constitutional questions, case law conflicts, and court interpretations. The code is scrutinized for vagueness, fair notice to citizens, free speech infringement, danger of selective enforcement, and equal protection in view of fundamental rights. The attorney reviews all sections of the code for consistency, archaic language, and internal conflicts, and to ensure accurate references to state statutes. Outdated fees are noted. The municipality will receive a detailed written report, including a thorough analysis and basis for amending or revising ordinances as necessary. The report is formatted and proofread by an editor. We provide both print and electronic versions of the review.

Quality Control and Team Organization

Online publication is not just a method of cutting and pasting new material into an existing format. Though the process of supplementing municipal codes has not fundamentally changed in the past 40 years, online access has changed dramatically. Skilled editors and proofreaders are at the core of what we do, with support from modern desktop publishing systems. Updating the print and electronic versions of the code involve hundreds of details. Our job is to make sure these details are not overlooked, ever. We use custom software for repetitive work which is why we are so efficient in our deliveries, and why our products are of such high quality.

The individuals we hire, whose attention to detail is very keen, scrutinize the amendments and documents, making sure the ordinances have been codified correctly. Our guarantee is that when a correction is necessary, no matter the cause, we will make the correction that same day.

Update Service – Web Hosting and Supplements

“Update service” refers to a broad range of editing and formatting services that CPC provides. Code Publishing’s update service includes, but is not limited to: codification of new ordinances, creation of files for a web-based code, publishing of supplements to the printed code, subscription services and code archiving.

Web-based Code Updates

Web updates include ordinances, history notes, and the disposition table(s), as well as validating internal cross-references and citations to state statutes.

All of our customers receive online on-demand updates, meaning that new ordinances will be incorporated into the online code on their effective date or within a week of our receiving them. With Code Publishing, you can be certain your ordinances are always up to date online.

We are also able to host PDF files of the new ordinances, linked from the sections they will be affecting, with services like OrdAlert; or to highlight recently updated sections using CodeTrak. There are many other features and enhancements available. (See Electronic Publishing below.)

Print Code Updates – Supplements

The print supplement process adds updating of the preface, statutory references, and index. We will also create a direction page detailing how to remove obsolete pages and add new pages to reflect the changes. Formatting and editorial styles are kept consistent. There are no annual fees, storage fees, or minimums.

Turnaround time for a print supplement is two to four weeks, including shipping. Update schedules are set according to customer preference, for example, monthly, quarterly, etc. – the frequency is something you can determine during the initial consultation period (see How to Begin, above), or reevaluate later.

Procedure

As new ordinances are passed, a municipal staff member will upload new ordinances to a unique web site managed by CPC. Receipt is confirmed through email, and then the project is assigned to an editor. After checking with the municipality to ensure all ordinances have been received, the editor selects the affected areas of the code, changes the text, updates the index and ordinance table, assigns the revised code pages to a proofreader, notifies the municipality of any concerns, and provides a supplement proof copy if requested. At least three editors and proofreaders will have reviewed the ordinances and amended code by the end of this process, safeguarding against mistakes. Any concerns will be brought to your attention right away. Your staff can continue comfortably with its work knowing the code has been modified to reflect the new ordinance(s).

Tracking Ordinances

Our project management system provides for ordinances to be logged with applicable effective dates. If ordinances are not to be codified at time of upload, appropriate hyperlinks to the PDF files of pending ordinances are listed at the end of the ordinance table and marked as “Not Codified” or “Pending Codification.” Future projects are created for ordinances with unique circumstances (e.g., a

sunset clause) that require changes to the code. Please see www.codepublishing.com/wa/Bellevue/?BellevueOT.html#newords for an example.

Archiving Services

Code Publishing archives each version of the code as it is supplemented. Each time a print volume is updated, the supplement is archived as a PDF file. There is no additional charge for this service. Whole code PDF files are also created after each supplement.

Subscriptions and Public Access

Code Publishing does not assert the right to generate revenues by selling any part of our client codes, printed, electronic or otherwise, to outside subscribers unless a client so requests. Most CPC clients ask that we handle outside subscriptions, which are priced at \$0.10 per impression for copies. It is a service we provide for our customers; we do not make a profit from these sales. CPC provides the online version of the codes we publish free of charge to the public.

Recent trends in the publishing industry indicate that most users of local jurisdiction codes are using online versions, rather than relying on a printed copy. For that reason, we provide immediate updates to the online code, thus reducing the need for printed copies. Additionally, since printed copies tend to become obsolete quickly, lose their pages due to inattentive users who remove pages without replacing them, and require precious staff time for updating, we are now providing online users with the ability to print all or selected portions of the code directly from the web.

Your Code on the Web

Our codes feature the most user-friendly browsing and searching, allowing users to search with keyword(s) and Boolean technology. Search results are ordered by relevance and are highlighted in the results. There are many other features and enhancements (see Features below).

All CPC online codes are available at: <http://www.codebook.com/listing>

Online enhancements are available at: <http://www.codebook.com/enhancements>

An online tour of features is available at: <http://www.codebook.com/tour>

Electronic Publishing

CPC can post changes to the municipal code on the web at the same time that we send printed supplements or on a much faster schedule. Our "Print/Save Selections" feature (see Features below) allows users to print or save any sequential or nonsequential code portions to PDF, MS Word and more.

Desktop Version

Code Publishing provides reliable web hosting that is "always on" for over 500 client codes. Our web services are based in the Amazon Web Services (AWS) cloud, where several separate facilities in the Pacific Northwest provide redundancy and off-site backup. We can match the look and feel of your website to create a seamless transition when accessing the code. In addition, we will take into consideration any ideas you have to improve the web interface, and offer a full selection of unique tools. This means your code is easier to access, navigate and share.

CODE PUBLISHING COMPANY

The screenshot shows the Pierce County Code website. At the top, there is a navigation bar with icons for Government, Safety & Judicial, Community Services, Doing Business, and Visit & Play. The main header features the Pierce County logo, the title "Pierce County Code", a search bar, and a "Search" button. Below the header, there is a "Contents" sidebar on the left with a list of titles and sections, some marked as "Revised" or "Amended". The main content area displays the "PIERCE COUNTY CODE" title, a circular seal of Pierce County, and a disclaimer. At the bottom, there are links for the County Website and County Telephone, and a "Mobile Version" button.

Navigation:

Our online interface has been refined over the years to help you find the answers you need quickly and easily. An expanding table of contents of all titles, chapters, sections, tables and indexes is located on the left side of the screen, and will help you easily find anything you want. In addition, you can quickly scroll between documents or search results using the navigation bar at the top of the screen. A highlighted table of contents follows you as you browse, and code location information is provided at the top of the screen so that you can easily move among levels of the code. In addition, we provide linked cross-references and locked table headers (especially useful for large zoning tables) for easy scrolling.

This close-up shows the "Contents" sidebar. It includes a "Print/Save Selections" button and a "Clear all" link. The sidebar lists the following sections:

- + Home Rule Charter
- Municipal Code
 - Title 1 General Provisions
 - Title 2 Reserved
 - Title 3 Administration and Personnel
 - 3.24 Planning Commission
 - 3.24.010 Created - Statutory authority.
 - 3.24.020 Composition and terms of office.
 - 3.24.030 Qualification, restrictions and compensation.
 - 3.24.040 Organization, meeting and rules and regulations.
 - 3.24.050 Staff and finances.
 - 3.24.060 Powers and duties.
 - + 3.30 Code Enforcement Officer
 - Title 4 Reserved

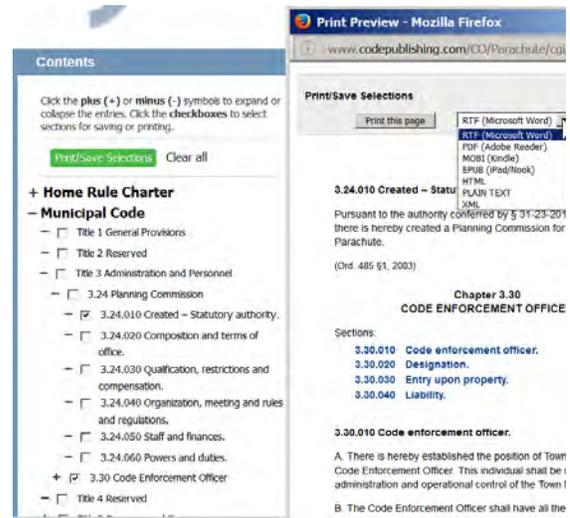
Searching:

Our web interface includes dtSearch, a powerful search engine that enables many different customization options for searching. Along with basic keyword and phrase searches, we also offer full Boolean capabilities, scope searching of specific sections within the code, and stemming and synonym searching, so words relating to your topic can be easily found. There are also several ways to display results. While the default result list is sorted by the most relevant hits (like Google), you can also sort by code section number, or show only those code sections with hits.



Features:

Our basic web hosting includes a "Print/Save Selections" feature, which allows users to download or print custom nonsequential titles, chapters and sections of your code. Since these printouts are generated from the web, they will differ from the printed book in small ways. However, we are able to include PDF titles of the book for printing or archival purposes on the web. Our "Share" feature allows sections of the code to be sent through email or posted on social media. Other standard features include linking from internal citations to the cited code section, and from state code citations directly to the state code. We have developed several special features and enhancements at the request of our clients. For a full list, please refer to the Enhancements page 3.



Mobile Versions

The mobile versions are designed specifically for touch screens and include all of the best features from our regular desktop version. Our mobile version is available on any device, including desktop computers, and is ADA compliant.

The "Print/Save Selections" feature also allows download of selected code sections in any format for any device, including native file types for all major tablets and eReaders. This makes it easier for staff, enforcement officers, and professionals to access the code on the go.



Contact Information

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

Web site: www.codebook.com
Product tour: <http://www.codebook.com/tour>

Margaret Bustion, President

Telephone: (206) 527-6831
Email: mbustion@codepublishing.com

Steven Jones, Project Manager

Telephone: (206) 527-6831
Email: sjones@codepublishing.com

Chapter 10.04

TRAFFIC REGULATION AND ENFORCEMENT*

Sections:

- 10.04.010 Enforcement authority.
- 10.04.020 Records of violations.
- 10.04.030 Investigation of accidents.
- 10.04.040 Accident studies.
- 10.04.050 Accident report – Filing.
- 10.04.060 Annual traffic report.
- 10.04.070 Law enforcement – Traffic direction authority.
- 10.04.080 Obedience required.
- 10.04.090 Coaster – Roller skates.
- 10.04.100 Authority to install traffic-control devices.
- 10.04.110 Obedience to traffic-control devices.
- 10.04.120 Establishment of crosswalks – Safety zones – Traffic lanes.

*For statutory provisions authorizing cities to adopt reasonable traffic regulations not in conflict with state law see A.R.S. 28-626 – 28-627.

10.04.010 Enforcement authority.

It shall be the duty of the police department to enforce the street traffic regulations of the city and of all of the state vehicle laws applicable to street traffic in the city, to make arrests for traffic violations, to investigate accidents and to assist in developing ways and means to improve traffic conditions and to carry out all duties specially imposed upon said department by this title. [Code 1981 §10.04.010.]

10.04.020 Records of violations.

A. The police department shall keep a record of all violations of the traffic laws of the city or of the state vehicle laws of which any person has been charged, together with a record of the final disposition of all such alleged offenses. Such record shall accumulate during at least a five-year period, and from that time on the record shall be maintained complete for at least the most recent five-year period.

B. All forms for records of violations and notices shall be serially numbered. For each month and year a written record shall be kept available to the public showing the disposal of all such forms.

C. All records and reports shall be public records. [Code 1981 §10.04.020.]

10.04.030 Investigation of accidents.

It shall be the duty of the police department to investigate traffic accidents, to arrest and assist in the prosecution of those persons charged with violations of law causing or contributing to such accidents. [Code 1981 §10.04.030.]

10.04.040 Accident studies.

Whenever the accidents at any particular location become numerous the chief of police shall conduct studies of such accidents and determine remedial measures. [Code 1981 §10.04.040.]

10.04.050 Accident report – Filing.

A. The police department shall maintain a suitable system of filing traffic accident reports. Accident reports or cards referring to them shall be filed alphabetically by location.

B. The police department shall receive and properly file all accident reports made to it under state law or under any law of the city, but all such accident reports made by drivers shall be for the confidential use of the police department and no such report shall be admissible in any civil or criminal proceeding other than upon request of any person making such report or upon request of the court having jurisdiction, to prove a compliance with the laws requiring the making of any such report. [Code 1981 §10.04.050.]

10.04.060 Annual traffic report.

The police department shall annually prepare a traffic report which shall be filed with the city clerk. Such report shall contain information on traffic matters in the city as follows:

A. The number of traffic accidents, the number of persons killed, the number of persons injured and other pertinent traffic accident data;

B. The number of traffic accidents investigated and other pertinent data on the safety activities of the police;

PERSONNEL ROSTER

Code Publishing maintains a lean structure and is dedicated to training every employee to service our clients. Below is a list of the senior representatives who will be assigned to the codification project. All employees work out of our Seattle, Washington office.

Margaret O. Bustion, Owner and President, 1989 – present.

B.A., University of Washington, Latin; M.B.A., C.P.A., Seattle University. 1975 – 1985, Managing Editor and Systems Manager, Book Publishing Company, Seattle, WA.

Margaret founded CPC in 1989 in response to local jurisdictions' need for electronic options for codes and improved customer service. She manages all operations and employees and is available to address any of your needs or concerns. She personally calls each client annually to ensure complete satisfaction with our services.

William Ferensen, Vice-President, 1989 – present.

B.S., Northern Illinois University, Marketing and Finance. 1970 – 1990, Federal Reserve Bank and Bank of America, Finance Officer. 1965 – 1969, U.S. Navy Pilot.

Bill is the main point of contact for all accounting, subscription, and operations questions. He has managed these duties since the founding of the company and has decades of prior experience in finance and banking.

Heidi Hanks, Lead Editor, Indexer, and Proofer, 2003 – present.

B.A., Carleton College, English, Magna cum Laude with Distinction in the Department. Editor and Proofreader, Book Publishing Company, 1994 – 1995; Editor, VersusLaw, Inc., 1996 – 1997; Amazon.com, 2000 – 2003, Copyeditor and Lead Copyeditor, Content Services Department.

Heidi is our lead editor, assigned to train new proofreaders and to work on our most challenging projects. She has worked on codes across dozens of states and on codification projects of all kinds.

Rosamund Hodge, Web and Custom Format Developer, 2007 – present.

B.A., University of Dallas, English, Summa cum Laude; M.St., University of Oxford, U.K., Medieval English Literature. Business IT Solutions World Wide, 2006 – 2007. Custom formats, custom features development, template development, formatting improvement, file conversion.

Rosamund has developed many of the online features which set Code Publishing apart from the competition. She will be your main point of contact regarding any technical questions when it comes to the online code.

Russell Joe, Legal Reviewer, 2014 – present.

B.A., Northwestern University; J.D., University of Colorado; Member, Washington State Bar Association.

Russell brings 20 years of municipal experience to his role as legal reviewer. He has served on the city council of Issaquah, Washington (pop. 30,434), as a Judge Pro Tem, and as the prosecuting attorney for several cities. His experience brings unique insight into the legal issues facing municipalities.

Steven Jones, Production Manager (since 2005); 1995 – present.

B.A., Rice University, English, Medieval Studies and Publishing. National Merit Scholar. Editor, IT Staff, and Proofreader.

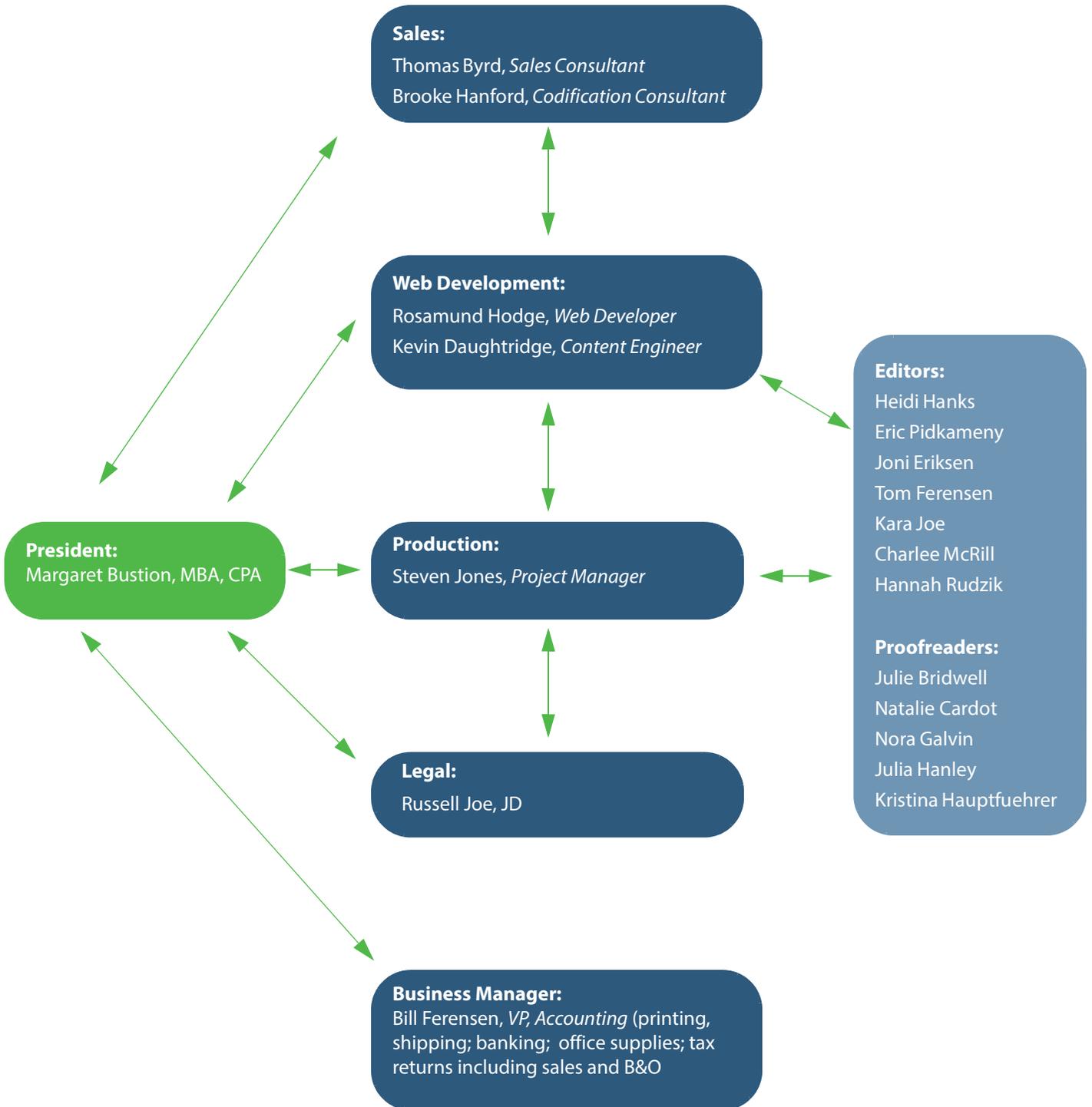
Steven is the project manager for all codification and supplement projects. All labor is delegated through him. He has two decades of experience in all aspects of codification. He is your main point of contact for all things related to your code and ordinances.

Kevin Daughtridge, Content Engineer; 2013 – present.

B.A., University of Washington, Linguistics. Content Engineer, Editor, and Proofreader.

Kevin designs, develops and maintains the technologies underlying Code Publishing's editorial process. He focuses on capturing and processing the information in codes in new ways to enable innovative web features and to maintain the speed and accuracy of our services.

Code Publishing Company Organization Chart



Key:
 = Line of communication

BENEFITS OF USING A PROFESSIONAL CODIFIER

Weighing the benefits of professional codification versus “in-house” updates?

The goal is an accurate and current municipal code book. In-house updates consume a significant amount of time and effort. Often prompted by budget concerns, the end result may not be cost effective or consistent.

Time

A significant portion of staff time may be spent supplementing, formatting, proofreading, publishing, and printing the code. How much is this time worth? The priority of a codifier is to keep the code up-to-date, allowing city staff to remain focused on other aspects of running the city. Generally, code editors are able to review material and provide supplements more quickly than in-house staff.

Skill

Specialized work attempted in-house may not display the level of accuracy or quality desired. Inconsistencies may be overlooked. A professional editor ensures that all appropriate material and legislation that impacts the code is incorporated. Editors uncover potential problems with cross-references, missing language, and conflicting provisions.

Consistency and Reliability

In-house supplements may be placed on the back burner resulting in late or missing supplements. Codifiers will send timely reminders to ensure the code is current. Professional editors create and maintain consistent formatting of the code.

Electronic Expertise

The staff may not have the experience to create a convenient electronic form of the code that is quick and easy to use. Expensive training may be required. A searchable code created by a professional will save a substantial amount of time when accessing information.

Third Party Review

The codifier acts as an outside third party to review the ordinances as a whole. Cities may lose track of the big picture if the drafting process is long and complicated. A codifier only sees the end result, so may catch inconsistencies overlooked by employees who get bogged down in the details of an ordinance. (“You can’t see the forest for the trees.”)

Solution-based Problem Solving

A codifier works with many different codes. This familiarity enables problem solving based on similar circumstances with other jurisdictions.

TIMELINES AND WORKFLOW

Recodification	Delivery
<p>Preparation</p> <ul style="list-style-type: none"> The municipality delivers the signed contract and materials. CPC provides page layout and consistent formatting style to be approved by the municipality. Any new files are converted to CPC’s publishing system. CPC editorial staff reviews entire code for formatting and missing material. 	<p>2 weeks from award</p> <p>4 weeks</p>
<p>Publishing the Recodified Code of Ordinances</p> <ul style="list-style-type: none"> Editor prepares proposed organization for review by the municipality. Customer-approved style sheet returned. Editor creates ordinance table, organizes code material, marks up manuscript; creates and reviews text files. Editor reads and edits code, looking for textual errors, prints a copy, sends to proofing. Proofer marks corrections, returns project to editor. Editor makes corrections, sends back to proofing. Final corrections made and checked. Editor prints code. Printed copy given a final check and stamped as “Proof Copy”; sent to the municipality with list of questions, comments. 	<p>3 months</p>
<p>Legal Review (Optional)</p> <ul style="list-style-type: none"> CPC attorney reviews the code as stated. Report of completed review sent to the municipality. Addressed by the municipality at its leisure. 	<p>3 months (concurrent with publishing)</p>
<p>Review of Proof</p> <ul style="list-style-type: none"> Regular contact maintained with the municipality while it is reviewing the proof copy. The municipality returns proof copy and answers to questions. Editor makes changes to code resulting from the municipality’s answers/requests, incorporates material passed since proof sent. Editor calls or emails customer to clarify questions. 	<p>3 months</p>
<p>Print and Bind</p> <ul style="list-style-type: none"> Code is reindexed. Code is given a final proof. Books shipped and invoiced to the municipality. Manuscript stored. Editor creates idiosyncrasy page to insert in the front of master copy of the code. 	<p>2 - 4 weeks</p>
<p>Internet Hosting: HTML Files Created</p> <ul style="list-style-type: none"> Code converted to HTML and uploaded to public server. Requested enhancements are added. Online code is proofed and customer is notified. Electronic files sent to customer if requested. Customer Relations contacts the municipality to ensure customer satisfaction. 	<p>One week</p>
<p>Updates and Traditional Supplements</p>	
<p>Preparation</p> <ul style="list-style-type: none"> The municipality uploads electronic files (in both word processing format and scanned PDF) of each new signed original ordinance/resolution or other document to CPC. Receipt of files is confirmed by CPC via email to the municipality prior to codification. 	<p>One day</p>
<p>Updates and</p> <ul style="list-style-type: none"> New ordinances are edited, proofed, codified into the online code as they are passed. 	<p>3 - 5 days of receipt or on effective date</p>
<p>Traditional Supplements</p> <ul style="list-style-type: none"> Editorial updates to the printed code version are prepared, including indexes, tables, history notes and cross-references. Scheduled per customer request. 	<p>4 - 6 weeks</p>

California

- **City of Aliso Viejo**
www.cityofaliso Viejo.com
- **City of Angels Camp**
www.angelscamp.gov
- **City of Arcata**
www.cityofarcata.org
- **City of Bell Gardens**
www.bellgardens.org
- **City of Benicia**
www.ci.benicia.ca.us
- **City of Berkeley**
www.ci.berkeley.ca.us
- **City of Biggs**
www.biggs-ca.gov
- **City of Burbank**
www.ci.burbank.ca.us
- **City of Calimesa**
www.cityofcalimesa.net
- **City of Calistoga**
www.co.calistoga.ca.us
- **City of Capitola**
www.ci.capitola.ca.us
- **City of Carmel-by-the-Sea**
www.carmelcalifornia.com
- **City of Carson**
www.ci.carson.ca.us
- **City of Cerritos**
www.ci.cerritos.ca.us
- **City of Chula Vista**
www.chulavistaca.gov
- **City of Cloverdale**
www.cloverdale.net
- **City of Clovis**
www.ci.clovis.ca.us
- **City of Concord**
www.ci.concord.ca.us
- **City of Coronado**
www.coronado.ca.us
- **City of Cotati**
www.ci.cotati.ca.us
- **City of Covina**
www.ci.covina.ca.us
- **City of Cudahy**
www.cudahy.ca.us
- **City of Dinuba**
www.dinuba.org
- **City of Dixon**
www.ci.dixon.ca.us
- **City of Dorris**
www.buttevalleychamber.com
- **City of Dublin**
www.ci.dublin.ca.us
- **City of Elk Grove**
www.elkgrovecity.org
- **City of Emeryville**
www.ci.emeryville.ca.us
- **City of Escalon**
www.cityofescalon.org
- **City of Etna**
etnacity@sisqtel.net
- **City of Fairfield**
www.fairfield.ca.gov
- **City of Folsom**
www.folsom.ca.us
- **City of Fort Bragg**
city.fortbragg.com
- **City of Fortuna**
www.friendlyfortuna.com
- **City of Foster City**
www.fostercity.org
- **City of Fremont**
www.fremont.gov
- **City of Galt**
www.ci.galt.ca.us
- **City of Gardena**
www.ci.gardena.ca.us
- **City of Gilroy**
www.cityofgilroy.org
- **City of Gonzales**
www.ci.gonzales.ca.us
- **City of Greenfield**
www.ci.greenfield.ca.us
- **City of Half Moon Bay**
www.half-moon-bay.ca.us
- **City of Healdsburg**
www.ci.healdsburg.ca.us
- **City of Hercules**
www.ci.hercules.ca.us
- **City of Hermosa Beach**
www.hermosabch.org
- **City of Highland**
www.ci.highland.ca.us
- **City of Holtville**
www.holtville.ca.gov
- **City of Hughson**
www.hughson.org
- **City of Kerman**
www.cityofkerman.net
- **City of La Habra Heights**
www.ci.la-habra-heights.ca.us
- **City of Laguna Hills**
www.ci.laguna-hills.ca.us
- **City of Lake Elsinore**
www.lake-elsinore.org
- **City of Lakeport**
www.cityoflakeport.com
- **City of Larkspur**
www.ci.larkspur.ca.us
- **City of Livermore**
www.ci.livermore.ca.us
- **City of Lynwood**
www.lynwood.ca.us
- **City of Marina**
www.ci.marina.ca.us
- **City of Marysville**
www.marysville.ca.us
- **City of Menlo Park**
www.menlopark.org
- **City of Millbrae**
www.ci.millbrae.ca.us
- **City of Monterey**
www.monterey.org
- **City of Mt. Shasta**
www.ci.mt-shasta.ca.us
- **City of Newman**
www.cityofnewman.com
- **City of Newport Beach**
www.newportbeachca.gov
- **City of Norco**
www.ci.norco.ca.us
- **City of Oakley**
www.ci.oakley.ca.us
- **City of Pacific Grove**
www.ci.pacific-grove.ca.us
- **City of Palmdale**
www.cityofpalmdale.org
- **City of Palos Verdes Estates**
www.palosverdes.com/PVE
- **City of Patterson**
www.ci.patterson.ca.us
- **City of Petaluma**
www.cityofpetaluma.net
- **City of Pittsburg**
www.ci.pittsburg.ca.us
- **City of Pleasant Hill**
www.ci.pleasant-hill.ca.us
- **City of Poway**
www.ci.poway.ca.us
- **City of Rancho Cordova**
www.cityofranhocordova.org
- **City of Rio Dell**
www.riodellcity.com
- **City of San Carlos**
www.cityofsancarlos.org
- **City of San Jacinto**
www.ci.san-jacinto.ca.us
- **City of San Juan Bautista**
www.san-juan-bautista.ca.us
- **City of San Luis Obispo**
www.ci.san-luis-obispo.ca.us

California

- **City of San Pablo**
www.ci.san-pablo.ca.us
- **City of Santa Clara**
www.cityofsantacruz.com
- **City of Santa Clarita**
www.santa-clarita.com
- **City of Santa Cruz**
www.ci.santa-cruz.ca.us
- **City of Sausalito**
www.ci.sausalito.ca.us
- **City of Seaside**
www.ci.seaside.ca.us
- **City of Sebastopol**
www.ci.sebastopol.ca.us
- **City of Solana Beach**
www.ci.solana-beach.ca.us
- **City of Sonoma**
www.sonomacity.org
- **City of South Gate**
www.cityofsouthgate.org
- **City of South Lake Tahoe**
www.cityofslt.us
- **City of St. Helena**
www.sthelenacity.com
- **City of Torrance**
www.ci.torrance.ca.us
- **City of Trinidad**
www.trinidad.ca.gov
- **City of Turlock**
www.cityofturlock.org
- **City of Ukiah**
www.cityofukiah.com
- **City of Vacaville**
www.cityofvacaville.com
- **City of Walnut Creek**
www.walnut-creek.org
- **City of Wasco**
www.ci.wasco.ca.us
- **City of Watsonville**
www.ci.watsonville.ca.us
- **City of Willows**
www.cityofwillows.org
- **City of Winters**
www.cityofwinters.org
- **Town of Atherton**
www.ci.atherton.ca.us
- **Alpine County**
www.alpinecountyca.gov
- **Amador County**
www.co.amador.ca.us
- **Colusa County**
www.colusacountyclerk.com
- **Santa Cruz County**
www.co.santa-cruz.ca.us
- **Solano County**
www.co.solano.ca.us
- **Tulare County**
www.co.tulare.ca.us
- **Castro Valley Sanitary District**
www.cvsan.org/
- **Dublin San Ramon Services District**
www.dsrdsd.com
- **Hi-Desert Water District**
www.hdwd.com
- **Marin County Sanitary District No. 5**
www.sani5.org
- **San Mateo County Harbor District**
www.smharbor.com/index.htm
- **Sausalito-Marin City Sanitary District**
www.sausalitomarincitysanitarydistrict.com
- **Twentynine Palms Water District**
www.29palmswater.org
- **West County Wastewater District**
www.wc wd.org
- **Western Municipal Water District**
www.wmwd.com
- **Valley Sanitary District**
www.valley-sanitary.org
- **IIMC**
www.iimc.com

CUSTOMERS

- **Alabama**

City of Columbiana

- **Alaska**

Akiachak Native Community

City of Barrow

City of Bethel

Bristol Bay Borough

City of Craig

Denali Borough

City of Dillingham

City of Emmonak

Fairbanks North Star Borough

Haines Borough

City of Homer

City of Houston

City of Ketchikan

Ketchikan-Gateway Borough

City of Kodiak

Kodiak Island Borough

Matanuska-Susitna Borough

City of Nome

City of North Pole

Northwest Arctic Borough

City of Palmer

City of Ruby

City of Saxman

City & Borough of Sitka

Municipality of Skagway Borough

City of Valdez

City of Whittier

City & Borough of Wrangell

- **Arizona**

City of Flagstaff

City of Goodyear

Town of Huachuca City

City of Kingman

City of Litchfield Park

Town of Oro Valley

City of Phoenix

Pinal County

Town of Pinetop-Lakeside

Town of Sahuarita

City of Sedona

Town of Taylor

City of Winslow

- **California**

City of Aliso Viejo

Alpine County

Amador County

City of Angels Camp

Town of Atherton

City of Bell Gardens

City of Benicia

City of Berkeley

City of Biggs

City of Burbank

City of Calimesa

City of Calistoga

City of Capitola

City of Carmel-by-the-Sea

City of Carson

Castro Valley Sanitary District

City of Cerritos

City of Chula Vista

City of Cloverdale

City of Clovis

City of Concord

Colusa County

City of Coronado

City of Cotati

City of Covina

City of Cudahy

City of Dinuba

City of Dorris

City of Dublin

Dublin San Ramon Services District

City of Elk Grove

City of Emeryville

City of Escalon

City of Etna

City of Fairfield

City of Folsom

City of Fort Bragg

City of Fortuna

City of Foster City

City of Fremont

City of Galt

City of Gardena

City of Gilroy

City of Gonzales

City of Greenfield

City of Half Moon Bay

City of Healdsburg

City of Hercules

City of Hermosa Beach

Hi-Desert Water District

City of Highland

City of Holtville

City of Hughson

City of Kerman

City of La Habra Heights

City of Laguna Hills

City of Lake Elsinore

City of Lakeport

City of Larkspur

City of Livermore

City of Lynwood

Marin County Sanitary District
No. 5

City of Marina

City of Marysville

City of Millbrae

City of Montague

City of Monterey

City of Mt. Shasta

City of Newman

City of Newport Beach

City of Norco

City of Oakley

City of Pacific Grove

City of Palmdale

City of Palos Verdes Estates

City of Patterson

City of Petaluma

City of Pittsburg

City of Pleasant Hill

City of Point Arena

City of Poway

City of Rancho Cordova

City of Rio Dell

City of San Carlos

City of San Jacinto

City of San Juan Bautista

City of San Luis Obispo

San Mateo County Harbor District

City of San Pablo

City of Santa Clara

City of Santa Clarita

City of Santa Cruz
Santa Cruz County
City of Sausalito
Sausalito-Marín City Sanitary District
City of Seaside
City of Sebastopol
City of Solana Beach
Solano County
City of Sonoma
City of South Gate
City of South Lake Tahoe
City of South Pasadena
City of St. Helena
City of Torrance
City of Trinidad
City of Tulelake
Tulare County
City of Turlock
29 Palms Water District
City of Ukiah
City of Vacaville
Valley Sanitary District
City of Wasco
West County Wastewater District
Western Municipal Water District
City of Willows
City of Winters

• **Colorado**

Town of Frederick
City of Glendale
Town of Granby
City of Grand Junction
City of Gunnison
City of Ouray
Town of Parachute

• **Idaho**

City of Donnelly
Garden City
City of Lewiston
Teton County

• **Illinois**

City of Harvey
City of Lewistown
Village of Riverdale

• **Indiana**

City of Angola

City of Attica
City of Evansville
Town of Highland
Jasper County
Town of Osceola
City of Plymouth
City of Rensselaer
City of Southport
Vanderburgh County
Town of Whitestown

• **Iowa**

Black Hawk County

• **Kansas**

City of Baxter Springs
City of Gardner
Miami County
City of Nickerson
Prairie Band Potawatomi Nation
City of Tonganoxie
City of Topeka

• **Maryland**

Takoma Park

• **Massachusetts**

City of Everett
Town of Northborough
Town of Southbridge

• **Michigan**

City of Pontiac
Port Huron Township

• **Montana**

Town of Scobey
Town of West Yellowstone

• **Nevada**

Humboldt County
Storey County

• **New Mexico**

Village of Cimarron
Town of Mesilla
City of Rio Rancho

• **North Dakota**

Three Affiliated Tribes (MHA Nations)

• **Oregon**

City of Albany
City of Beaverton
City of Bend
City of Brookings
City of Brownsville
City of Burns
City of Central Point
City of Coos Bay
City of Cornelius
City of Cottage Grove
City of Creswell
Crook County
City of Culver
City of Dundee
City of Eagle Point
City of Fairview
City of Garibaldi
City of Gladstone
City of Harrisburg
City of Hermiston
City of Hubbard
Jefferson County
City of Junction City
City of Lake Oswego
City of Lincoln City
City of Lyons
Marion County
City of Monmouth
City of Myrtle Creek
City of Newberg
City of North Bend
City of Philomath
City of Phoenix
City of Pilot Rock
City of Prineville
City of Rainier
City of Rogue River
Rogue Valley Sewer Services
City of Silverton
City of St. Helens
City of Sutherlin
City of Veneta
City of West Linn
City of Yoncalla

• **Pennsylvania**

Annville Township
Birdsboro Borough

Braddock Hills Borough
 Bristol Township
 Canton Borough
 Cornwall Borough
 East Pikeland Township
 Fairfield Borough
 City of Meadville
 Northampton Township
 Richland Township
 Selinsgrove Borough
 Smithfield Township
 Wolf Township
 Wright Township
 Yardley Borough

• **Utah**

City of Eagle Mountain
 Grand County
 Gunnison City
 City of Helper
 Town of Leeds
 Lindon City
 Town of Manila
 Town of Mayfield
 Midvale City
 City of Moab
 Naples City
 City of Provo
 City of Riverton
 City of Roosevelt
 City of Springville
 City of Syracuse
 City of West Point

• **Vermont**

City of Burlington

• **Virginia**

City of Staunton

• **Washington**

Adams County
 City of Aberdeen
 City of Airway Heights
 City of Algona
 Alderwood Water and Wastewater
 District
 City of Asotin
 City of Auburn
 City of Bainbridge Island
 City of Battle Ground

Town of Beaux Arts Village
 City of Bellevue
 City of Bellingham
 City of Blaine
 City of Bonney Lake
 City of Bothell
 City of Bremerton
 City of Brewster
 City of Bridgeport
 City of Brier
 City of Buckley
 City of Burien
 City of Burlington
 Town of Carbonado
 Cascade Water Alliance
 City of Cashmere
 City of Castle Rock
 Town of Cathlamet
 City of Centralia
 City of Chehalis
 Confederated Tribes of the
 Chehalis Reservation
 City of Chelan
 Chelan County
 Clallam County
 Clark County
 City of Clarkston
 City of Clyde Hill
 City of Colfax
 Columbia County
 City of Colville
 Town of Concrete
 City of Connell
 City of Cosmopolis
 Town of Coulee City
 Town of Coulee Dam
 City of Covington
 Cowlitz County
 City of Davenport
 City of Deer Park
 City of Des Moines
 Douglas County
 City of DuPont
 City of East Wenatchee
 Town of Eatonville
 City of Edgewood
 City of Edmonds
 City of Electric City
 City of Ellensburg

City of Elma
 Town of Elmer City
 City of Entiat
 City of Enumclaw
 City of Ephrata
 City of Everett
 City of Everson
 City of Federal Way
 City of Ferndale
 City of Fife
 City of Fircrest
 City of Forks
 Town of Friday Harbor
 City of Gig Harbor
 City of Goldendale
 City of Grand Coulee
 City of Grandview
 City of Granite Falls
 City of Harrington
 City of Hoquiam
 Town of Hunts Point
 City of Ilwaco
 Town of Index
 City of Issaquah
 Jefferson County
 City of Kelso
 City of Kenmore
 City of Kent
 City of Kirkland
 Kitsap County
 City of Kittitas
 City of La Center
 Town of La Conner
 City of Lacey
 City of Lake Forest Park
 City of Lake Stevens
 Lake Stevens Sewer District
 City of Langley
 City of Leavenworth
 Lewis County
 City of Longview
 City of Lynnwood
 City of Maple Valley
 City of Marysville
 City of Mattawa
 City of Medina
 City of Mercer Island
 City of Mill Creek
 City of Milton

CODE PUBLISHING COMPANY

City of Monroe
City of Montesano
City of Mount Vernon
City of Mountlake Terrace
City of Moxee
City of Mukilteo
City of Newcastle
City of Newport
City of Normandy Park
City of North Bend
City of Oak Harbor
City of Ocean Shores
Town of Odessa
City of Okanogan
Okanogan County
City of Olympia
City of Omak
City of Othello
City of Pacific
Pacific County
PUD No. 2 Pacific County
City of Palouse
City of Pateros
City of Pomeroy
City of Port Orchard
City of Port Townsend
City of Poulsbo
City of Prosser
City of Pullman
City of Puyallup
Puyallup Tribe
City of Rainier
City of Raymond
City of Redmond
City of Renton
City of Ritzville
City of Rock Island
Town of Rosalia
City of Roslyn
City of Roy
City of Sammamish
San Juan County
City of SeaTac
City of Sedro-Woolley
City of Sequim
City of Shelton
City of Shoreline
Skagit County
Skamania County

Town of Skykomish
Snohomish County
Snohomish County Hearing Examiner
City of Snoqualmie
City of Soap Lake
City of South Bend
Town of South Cle Elum
Southwest Suburban Sewer District
City of Spokane Valley
City of Stanwood
City of Sultan
City of Sumas
City of Sumner
City of Sunnyside
City of Tonasket
City of Toppenish
Tulalip Tribes
Town of Twisp
City of University Place
City of Walla Walla
City of Wapato
City of Washougal
Town of Waterville
City of Wenatchee
City of West Richland
City of Westport
Whatcom County
Town of Wilbur
Town of Wilkeson
City of Winlock
Town of Winthrop
City of Woodinville
Town of Woodway
City of Yakima
Yakima County
Town of Yacolt
Town of Yarrow Point
City of Yelm
City of Zillah

- **Wyoming**

Town of Byron
Town of Wheatland

- **Wisconsin**

Village of Arena
City of Brookfield
City of East Troy
City of Edgerton
City of Manitowoc
Town of Oregon
City of Richmond

TERMS AND CONDITIONS

Terms

In consideration for services, customer shall compensate the Code Publishing Company (CPC) the sum(s) set forth in the written proposal or services addendum, attached to and made a part of this Agreement. Additional service(s) provided by CPC following the execution of this Agreement shall be compensated at the current price(s) in effect for CPC's services at the time of performance of the services, unless otherwise agreed to between the parties and set forth in this Agreement.

Payment and Invoice Requirements

CPC shall invoice the customer upon delivery of the newly codified ordinances, printed supplements, and/or electronic services elected by the customer consistent with the terms set forth in the attached proposal or services addendum. Additional services agreed to between the parties shall be invoiced following service delivery. Payments shall be made by the customer to CPC within thirty (30) days of receipt of said invoice by the customer.

Code to Remain Property of Customer

The code produced by CPC shall be the exclusive and sole property of the customer and the customer may use said code for any purposes it deems appropriate, including copying, distributing, or selling copies of said code.

Indemnification

CPC shall indemnify, defend, and hold harmless the customer, its officers, employees, agents, assigns, and representatives from any and all costs, claims, judgments or awards of damages arising out of any negligent acts or omissions of CPC, its officers, employees and agents, assigns, and representatives in performing the terms of this Agreement.

The customer shall indemnify and hold harmless CPC, its officers, employees, agents, assigns, and representatives for any claims caused by delays to the codification process that may arise from the failure of the customer to supply CPC promptly with all necessary materials and/or information required for the completion of codification, supplementation, and webhosting services.

Insurance

CPC shall procure and maintain, for the duration of this Agreement, general commercial liability insurance for the benefit of CPC and the customer against claims arising from or in connection with the performance of the terms of this Agreement by CPC, its officers, employees, agents, assigns, and representatives. The general commercial liability insurance policy limit amounts shall be no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate coverage. Proof of insurance coverage shall be maintained by CPC and provided upon request by the customer.

Termination of Agreement

This Agreement may be terminated by either party upon sixty (60) days' advance written notice. The customer is required to remunerate to CPC payment for all services performed by CPC up to the date that the services performed by CPC are to discontinue. The customer acknowledges that CPC shall have a lien against all materials provided by the customer to CPC for codification to secure payment for services due until full payment for services performed by CPC has been received.

Effective Date

This Agreement is effective upon the signatures of both parties to this Agreement from the most recent date signed by either of them and shall remain in effect continuously until terminated by either party.

AUTHORIZATION/AGREEMENT

Sierra County, CA, hereby agrees to the procedures set forth in this proposal and authorizes Code Publishing Company to proceed with the recodification, supplementing and online hosting project for the Sierra County Code.

Initial project (includes conversion)	9,975*
Legal Review (optional)	2,000
Online hosting (per month, first year no charge)	40.00

The County agrees to submit ordinances for codification as they are passed.

CODE PUBLISHING COMPANY

SIERRA COUNTY

By: _____
Margaret O. Bustion, President
9410 Roosevelt Way NE
Seattle, WA 98115

By: _____
100 Courthouse Sq.
Room 11
P.O. Drawer D
Downieville, CA 95936

Dated: _____

Dated: _____

Please sign and return two copies of this page (via USPS) or email this page to:

Code Publishing Company
9410 Roosevelt Way NE
Seattle, WA 98115
OR
mbustion@codepublishing.com

On execution by the company, a copy will be returned to the Clerk of the Board.

**All prices are estimates; final invoice is based on actual number of pages supplemented in the code.*