

CODIFICATION SERVICES AGREEMENT

THIS CODIFICATION SERVICES AGREEMENT by and between CITYCODE FINANCIAL LLC, a limited liability company duly organized and existing under the laws of the State of Kansas (hereinafter referred to as “Citycode”) and the CITY OF BONNER SPRINGS, KANSAS, a municipal corporation of the State of Kansas (hereinafter the “Municipality”).

<p style="text-align: center;">PART ONE CODIFICATION SERVICES</p>

- 1) **CODIFICATION OF ORDINANCES.** Citycode will, under the supervision of the Municipality’s attorney, codify or recodify the Municipality’s ordinances (hereinafter referred to as the “Code”). The Municipality will forward any existing code and ordinances, including charter ordinances, subsequently enacted for inclusion in the new Code. Citycode requests that any previous code and ordinances be furnished electronically (e-mail, CD, etc.) in word processing format, if such format is available or can be obtained by the Municipality.
- 2) **LEGAL RESEARCH, REVIEW AND ORGANIZATION.** Citycode will assign an attorney to work with the Municipality’s attorney. All recommendations are intended for use by the Municipality’s attorney, and as such should not be considered legal advice to a non-attorney. Citycode’s attorney will:
 - a) Research and compare the existing code, if any, and subsequent ordinances to be included in the new Code, with existing state law to determine whether any conflicts, preemptions, or inconsistencies exist.
 - b) Update all state law references and append new references as necessary.
 - c) Research the provisions of the Code and subsequent ordinances to determine if there are inconsistencies, conflicts or obsolete provisions.
 - d) Make recommendations as to the inclusion, modification and organization of the existing code, if any, and subsequent ordinances.
 - e) Drafts of the Code will be available online, in hard copy (printed) form, or in digital format (PDF or Microsoft Word) upon request.
- 3) **CONFERENCE WITH ATTORNEY.** A Citycode attorney will travel to the Municipality for a conference with the Municipality’s governing body, attorney, and other interested officials, upon request.
 - a) The conference will be utilized to discuss issues relating to Citycode’s research, review and organization of the Code. Citycode’s attorney will make recommendations with respect to the issues discussed.

- b) Following the conference, Citycode's attorney will implement the changes to the Code agreed upon at the conference. A revised draft of the Code will be made available to the Municipality's attorney and interested officials along with a memorandum outlining such changes.
 - c) If travel exceeds one round trip, additional mileage will be reimbursed by the Municipality to Citycode.
- 4) **EDITORIAL WORK.** The Code will be prepared to include:
- a) Chapter arrangement. Each chapter of the Code shall include all ordinances of the same subject matter. Within each chapter, ordinances and sections thereof will be arranged in a logical and orderly fashion. Chapters will be broken down into articles and sections as appropriate.
 - b) Table of Contents. A table of contents will list the chapters and articles of the Code with references to the page number on which each begins.
 - c) Catchphrase. Each section will be preceded by a catchphrase describing the content of the section.
 - d) Phraseology. Citycode will review sections for modern and proper phraseology in addition to a review of spelling and sentence structure.
 - e) Historical notes. Where appropriate, historical notes will be added to the Code to reference the original source of a section, e.g., previous code section, ordinance number, state statute, etc.
- 5) **PRINTING AND BINDING.** When the final modifications are complete, Citycode will print and bind the Code.
- a) Copies. Ten copies of the Code will be provided to the Municipality on 8.5 x 11 inch paper. Additional copies will be provided for an additional charge.
 - b) Page Format. Citycode will provide a single column layout with headers and footers containing page numbers and descriptive text, where appropriate.
 - c) Binding. Citycode will deliver the ten copies of the completed Code in three-ring, D-ring or similar binders. Other binder types may be available and can be provided at no or some additional cost.
 - d) Separator Tabs. Citycode will furnish separator tabs for the bound Code indicating each chapter and other relevant sections.
- 6) **OFFICIAL ADOPTION.** Upon completion of the foregoing, Citycode will ship the Code as directed by the Municipality. Citycode's attorney will provide the Municipality with a suggested adopting ordinance. Upon approval of the adopting ordinance, the Municipality will send a copy to Citycode for its files.

- 7) **CODE IN DIGITAL FORMAT.** Upon request, Citycode will provide the Code in digital format (on CD or via email). Digital formats include PDF and Microsoft Word versions.
- 8) **CODE ON THE INTERNET.** Upon adoption of the Code, Citycode will include the Municipality's Code on Citycode's affiliated website, www.citycode.net or www.countycode.net, where appropriate. The Code on the Internet will be available to anyone with Internet access. A search engine will allow for easy access to relevant sections of the Code.

PART TWO ALWAYS UP-TO-DATE SERVICE

- 1) **INTERNET SUPPLEMENTATION.** Upon adoption of each subsequent ordinance (after adoption of the Code described in Part One), the Municipality shall forward said ordinance to Citycode. Electronic format via email is preferred. If the ordinance is applicable to the Code, and it properly amends existing sections or properly creates new sections of the Code, Citycode will update the Code on the Internet as soon as reasonably possible (typically within 48 hours).
- 2) **PRINT SUPPLEMENTATION.** Citycode will keep the Code up-to-date by publication of Supplements that contain pages of the Code affected by subsequently adopted ordinances. Supplements will be provided on an annual basis.
- 3) **DIGITAL SUPPLEMENTATION.** Upon request, Citycode will provide the latest version of the Code in digital format (on CD or via email). Digital formats include PDF and Microsoft Word versions.
- 4) **REVIEW OF SUBSEQUENT ORDINANCES TO BE CODIFIED.** Citycode will review each subsequent ordinance forwarded by the Municipality as part of the Always Up-to-Date Service. Pages of the Code containing provisions that are specifically repealed or amended by ordinance shall be reprinted to remove such repealed or amended provisions and to insert the new ordinance sections. Should Citycode detect conflicts, inconsistencies or duplications in the Code as a result of the new ordinances, the Municipality will be notified so that remedial action may be taken.
- 5) **ANNUAL RENEWAL; ALTERATION; TERMINATION.** The Always Up-to-Date Service provided under this Part Two shall be in full force and effect for a period of one year after adoption of the Code. Thereafter, the Always Up-to-Date Service will be renewed annually upon payment by the Municipality of the annual fee. Terms may be altered during the annual renewal upon agreement of both parties. The Always Up-to-Date Service may be cancelled at any time by either party upon sixty (60) days' written notice.

QUOTATION SHEET

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

Base Cost	\$ 3,000.00
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Total for Codification Services	\$ 3,000.00

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

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

Terms of Payment for Codification Service: Due upon signing.

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

Please make checks payable to “**Citycode Financial LLC**”

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

Submitted by:

CITYCODE FINANCIAL LLC

By 
Larry Kleeman, President

January 31, 2020

Accepted by:

CITY OF BONNER SPRINGS, KANSAS

By: _____

Title: _____

Attest:

By: _____
City Clerk

Date: _____