

Northfield Township Workshop  
July 23, 2013, 7:00 p.m.

1. Pledge of Allegiance
2. Roll Call
3. First Call to the public
4. Correspondence and Announcements
5. Old Business
  - a. Website presentation by Revize Software
  - b. Sewer assessment district:
    - i. Presentation of liability issues by Steve Mann, Miller Canfield
    - ii. Engagement proposals by Miller Canfield, Tetra Tech, and Benzinski and Associates
    - iii. Next Steps / Timeline
  - c. Codification contracts
  - d. Investment update and presentation
  - e. Sewer backup ordinance review
    - i. 9226 Hillcrest sewer backup
  - f. 75 Barker Road
  - g. 9142 Main Street title insurance update
  - h. Future workshop agenda items
6. New Business
  - a. Blight and Code Enforcement Review
    - i. Overview
    - ii. Staffing
    - iii. Civil infractions ordinance vs. municipal court proceedings
    - iv. Hearings authority
    - v. International property maintenance code
    - vi. Next Steps
  - b. Attorneys presence at board meetings
7. Second call to the public
8. Adjourn

# NORTHFIELD TOWNSHIP

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## MEMO

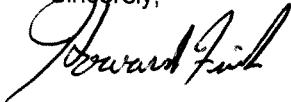
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 7/18/2013  
**Re:** Website

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Dear Township Board,

We have discussed the website a bit previously. I have attached a proposal by Revize Software which I recommend using for our new design / website. The key to our needs is a easy to use interface / content management system. This precludes us from just asking multiple IT companies to quote a new design, as we would have difficulty with updates and changes. As you will see in Joe's presentation, Revize content management system is intuitive and easy to use. There are other companies that offer such a service, but are more expensive. They include E-gov solutions and Civic Plus, to name a few. I had E-Gov quote for Merrillville last year, and while their technology is impressive, it would not fit within our budget. Please let me know if you have any questions.

Sincerely,



Howard Fink, Township Manager



**Superior Web Design and  
Content Management**

**Proposal Created Exclusively For:**

**Northfield Township, Michigan**

Website Design & Content Management System

[www.twp-northfield.org](http://www.twp-northfield.org)

May 2, 2013

This proposal is valid for 30 days

By: Revize LLC - Michigan

Joseph J. Nagrant

Phone: 248-766-9562

Fax: 866-346-8880 or 206-350-0163

e-mail: [joseph.nagrant@revize.com](mailto:joseph.nagrant@revize.com)

[www.revize.com](http://www.revize.com)

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Thank you for considering Revize for your New Website Project. We understand this is a very important project that you are about to undertake and it is important to select the right vendor that will work with you through all the details of building a new website and so that you may provide high quality on-line services to the users of your website.

Revize Software Systems has been building websites and content management systems for government organizations and municipalities for **over 12 years!**

We understand that your website is "the" public face of your city...for good or for bad, and it is seen by thousands more people than those who physically walk into your offices!

Through our many years of working with government and municipal leaders, as well as surveys conducted nationwide, we have learned that government managers must *balance both costs and quality of design, and functionality.*

Revize is able to provide high quality design, functionality, and ease of use for a price point that is unmatched in the industry today. We are able to do this because we have built *extremely efficient and streamlined processes* to design, develop and enable our websites with content management software.

Revize is able to roll-out websites in less time than our competitors and our clients are able to *train their employees in half the time that it takes our competitors.*

*"We considered many solutions. We looked at Contribute but it was more of a web page editing tool for small web sites use rather than a web content management system for a city. We also looked at other larger solutions but all of them were too complex for the non-technical end users. Most of them, including Contribute, had training sessions that started from 45 minutes and up. Revize® was the only solution where I was able to train the non-technical content editors in approximately 15 minutes with Word-like editing environment that the content editors were already used to. The common sense approach Revize uses to edit web content has proven itself because I rarely get a support call from the end users."*

*An Interview with Nina McNeilly,  
Webmaster, City of High Point, NC*

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*"Feeling a bit skeptical, I had that old adage, "If it is too good to be true, then it is" running through my mind. But Revize delivered on all of its promises, and my dream of a new web site for the Town of West Hartford came true with no glitches or unexpected surprises". Renée B. McCue, Public Relations Specialist, Web Master, Town of West Hartford, Connecticut*

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We have all seen the power of a vibrant and dynamic web presence in creating the desire to visit again and again. The key to such vibrancy is the ability to easily and quickly add and change the web's content, for it is the content that drives the success of any web site!

Through the implementation of a new web CMS and redesigned website powered by Revize, you will not only improve the websites look, layout and navigation, but also provide a 24/7 Communication Center for **residents, businesses, and visitors!**

## Why Choose Revize?

### Experience You Can Trust!

With more than 12 years of experience working with government organizations and municipalities and hundreds of successful website implementations proves that you can rely on Revize to deliver.

We will provide a customized site that improves layout, navigation, usability and content.

Not only that, your website will be reliable, W3C compliant, and enable easy integration with existing or future web applications and third-party software.

*"Our decision to purchase Revize was driven by the flexibility and ease-of-use of its software. What has impressed us the most since implementation of this CMS has been their people. Revize management and staffs have been extremely responsive to our day-to-day needs and suggestions and have proven to be outstanding when it comes to providing solutions for the most difficult issues."*

*--Stacie Deng, Webmaster,  
Contra Costa County Library,  
California*

### Value through lowest cost of ownership!

What is the single factor that sets Revize apart from other companies?

We understand the financial and manpower resource constraints on local government, and we deliver the lowest Total Cost of Ownership in the industry. You receive a website that, dollar for dollar, gives the greatest value: full functionality, exciting look and feel, on-time delivery, and responsible stewardship for the taxpayer.

Your new website will be built on open standards and you own the template source code and the content, an easy CMS to train employees quickly, a modern, progressive design, a new website deployed at a fraction of the time than our competitors, and at a cost savings that your both city council and citizens will appreciate.

### Reliable Service!

All this, and a reliable IT partner too!

Revize will build your site based on open standards, and you keep the code and the content. Our content management system is easy for your nontechnical employees to learn and administer.

Our 24/7 technical support and sophisticated backup infrastructure allow us to guarantee 99.9 percent uptime. And regular updates and improvements ensure that your site will keep up with industry standards.

## Awards & Accolades!



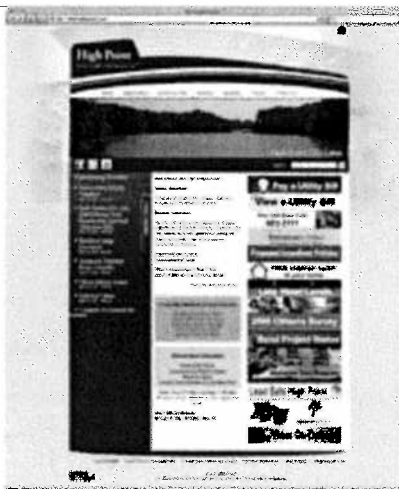
City of High Point,  
North Carolina

2010 & 2011 Digital  
Cities Survey Winner



Clearwater County, Idaho

2011 Communicator  
Award Winner



**HORIZON**  
INTERACTIVE AWARDS

City of Greer, South Carolina,  
2011 Horizon Interactive Award Winner

**PRSA** Public  
Relations  
Society of  
America

City of Covington, Washington, Winner of  
Public Relations Society of America Award



## About Revize

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM and in video productions. In September, 1996 as the Internet was just becoming a world-wide reality, the Product Development Group at Revize Software Systems started developing a web content management system that would enable non-technical contributors to quickly and easily update content on Web Sites. The result of this initiative was the state-of-the-art **Revize Web Content Management System**.

Today, our mission remains the same: to enhance the communications of corporations, government organizations, educational institutions and non-profit organizations with their varied and valued audiences. This is based on our vision statement, which reads "The empowerment of people through simplified information management technologies."

Focused exclusively on Creative Web Design and Web Content Management technologies, Revize Software Systems continues to invest in its technology adding capabilities and features that embody our vision. While each year many clients choose Revize to design and cost-effectively manage the Web Site content, more and more clients are using Revize as an information-sharing platform. Our suite of Revize Web based Solutions is proving valuable as a powerful Web technology that assist clients to build and maintain sophisticated web sites. All this while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information - ensuring the right people have the right information at the right time.

We are proud of our technologies and capabilities. And we are committed to continuing the evolution of both to provide increased value to our clients. As of today, we have 20 full-time employees and more than 650 government clients in addition to scores of academic, corporate and non-profit clients. We are financially strong and have zero debt. We will not use any subcontractors.

### ✦ Organization Chart:





## Proposed Team Members



### Joseph J. Nagrant, Business Development Director

Joseph is an accomplished professional internet consultant with over 18 years of excellent business development and account management leadership. He has worked with over 375 townships, cities, counties, educational institutions, and non-profits. He's an expert in translating technical solutions into compelling online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group, and participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective long lasting client relationships.

<b>Education:</b> <ul style="list-style-type: none"> <li>✓ <b>BS</b> in Electrical Engineering, Lawrence Tech</li> <li>✓ <b>MS</b> in Business, Central Michigan Univ.</li> <li>✓ <b>15+ years</b> of project, sales and marketing experience</li> </ul>	<b>Expertise:</b> <ul style="list-style-type: none"> <li>✓ Government/Non-Profit Website Consulting</li> <li>✓ Internet Marketing Consulting</li> <li>✓ Web Content Management</li> <li>✓ Business Intelligence Data</li> <li>✓ Project Management</li> </ul>
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### Ray Akshaya, Revize Technology Team & Technical Manager

When working on a project, Ray always sits himself in the chair of the end client and makes sure that all the decisions made on a project are in the best interest for the client using the system. Ray has worked on numerous organization web sites over the last ten years and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran to Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted in over 500 web sites.

<b>Education:</b> <ul style="list-style-type: none"> <li>✓ <b>MS</b> In Engineering Science Louisiana State University, Baton Rouge</li> <li>✓ <b>15+ years</b> of experience</li> </ul>	<b>Expertise:</b> <ul style="list-style-type: none"> <li>✓ Deploy Web Content Management and Web Hosting Solutions</li> <li>✓ Familiarities with Windows, Linux, Solaris</li> <li>✓ Java/JSP, Java Script, PHP, Oracle/MSSQL</li> <li>✓ SSL Installation/Overall understanding</li> </ul>
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### Sandy Kocsis, Revize Technology Team & Project Manager

Sandy has vast experience in managing web site design projects. She has deployed over 65 municipal websites. With a solid background in web design and latest web technologies, Sandy is equipped to handle any kind of sophisticated web projects. She is a good very listener and excellent communicator for which our clients love to work with Sandy.

<b>Education:</b> <ul style="list-style-type: none"> <li>✓ <b>BS</b> Computer Science University of Michigan, Dearborn</li> <li>✓ <b>10 years</b> of experience</li> </ul>	<b>Expertise:</b> <ul style="list-style-type: none"> <li>✓ Web Project Management</li> <li>✓ Graphic Design Skills</li> <li>✓ Photoshop, Illustrator</li> <li>✓ Strong HTML/CSS Skills</li> </ul>
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## Account References & Testimonials

### Nina McNeilly

Web Manager  
nina.mcneilly@highpointnc.gov  
(336) 883-3113

**City of High Point, NC**  
[www.high-point.net](http://www.high-point.net)

Award Winning Website

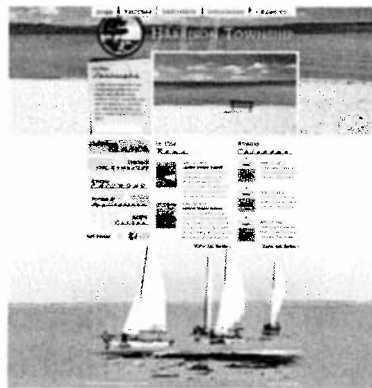


"We have been using Revize® now for over 3 years and have over 150 non-technical content editors on over 1,400 web pages. Data is maintained in a common manner so staff can get to it. Support from Revize Software Systems has never been a problem. When I need them they are always available via phone or email. In summary, Revize® has saved the city money internally, the department is doing more with the web site and saved the cost of another developer's salary, and all of the departments are more efficient updating their own portion of our web site."

### Andrew M. Dymczyk

Deputy Supervisor  
adymczyk@harrison-township.org  
(586) 466-1445

**Harrison Township, MI**  
[www.harrison-township.org](http://www.harrison-township.org)



"The web site has created an overall change in attitude about the picture of the Harrison Township. The website is no longer a cold tablet of factual information, but an interactive medium that opens the visual senses of what Harrison Township is all about. The new layout is colourful, filled with pictures, blocked in easy to find and read information links, updated easily with current programs and general information, all the while being very easy to navigate through. It has become a living, growing and evolving organism in the township's administrative tool box."

### Dorothy Sochowicz,

Deputy Clerk  
dsochowicz@brucetwp.org  
(586) 752-4585 ext. 113

**Bruce Township, MI**  
[www.brucetwp.org](http://www.brucetwp.org)



"We are very pleased with our relationship with Revize. Our city's website was out dated, static, and difficult (and costly) to update in a timely manner. We severely needed a new website, but had no new funding to do it. We worked closely with Revize and were able to develop a new website within our existing budget! We've received many compliments about the new design and navigation and our staff is able to make updates immediately from any computer whether in the office or offsite. We couldn't be happier with our new website and the service Revize has provided us."

**Angela Vanderpass**

Director of Information  
Technology  
avanderpass@clearwatercounty  
.org  
(208) 476-7262

**Clearwater County, ID**  
[www.clearwatercounty.org](http://www.clearwatercounty.org)



"Working with Revize to re-create the Clearwater County website has been a real pleasure. The new website is a hub for County businesses and residents, providing up to date information that they utilize on a daily basis. From beginning to completion the Revize team really grasped the atmosphere of our area. The website reflected in style what Clearwater County is. The project went smoothly and finished on time. At each stage of the process from development to training and maintenance the Revize team put to use the County input and it is reflected in the finished product." -- Angela Vanderpas , PIO, Clearwater County, Idaho

**Steve Owens,**

Communications Manager

**City of Greer, SC**  
[www.cityofgreer.org](http://www.cityofgreer.org)



"Transparency is becoming an expectation of government entities at all levels, so it was a key component for the City of Greer when planning a new website. We selected Revize not only because it allows us to easily post financial information for the public to view, but also made available a variety of interactive elements, such as links to social media, to engage visitors to the site. Revize has met and exceeded all of our expectations." --Steve Owens, Communications Manager, City of Greer South Carolina

**Curtis W. McCoy**

Mayor

**City of Mansfield, LA**  
<http://cityofmansfield.net>



"Revize did a great job building our website design. Not only did Revize capture the character of our Southern city, but it has helped connect our citizens to their city government. The City of Mansfield is booming from the exploration of shale gas, so we needed an economic development tool, and now we are actually reaching perspective businesses internationally," -- Curtis W. McCoy, Mayor, City of Mansfield, Louisiana

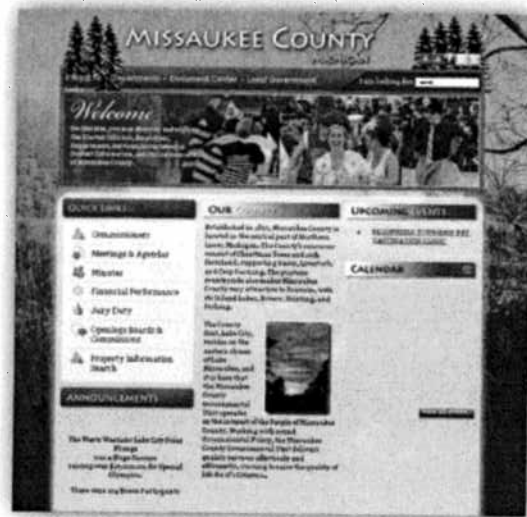
❖ *Missaukee County, Michigan*

www.missaukee.org

GOVERNMENT/COUNTY WEBSITE

**Job Description:**

1. Missaukee County needed a website that would accomplish three objectives; a) have an award winning website design, b) increase communications with the residents, businesses, and visitors, and c) increase visibility to attract more businesses and visitors, bringing more revenue to the local economy and the county.
2. Revize conducted interviews and researched many counties in the area. Revize also needed to build the website that surpassed the standard guidelines of a government class website.
3. Missaukee County has approximately 4 non-technical editors updating their website so ease of use was a critical component in their selection of the Revize CMS for their web content management software.



**Project Similarities:**

- ✓ Award Winning County/Government Website
- ✓ Conceptual/Geographic Exploration & Online Branding Development
- ✓ Development of a Uniform Navigation and Organizational Structure
- ✓ Art Direction (Design)
- ✓ Art Direction (Photography)
- ✓ CSS and/or HTML Implementation for Landing and Template pages
- ✓ Working Directly with Client's Department Heads and IT Department
- ✓ Providing Client with the CMS system for future Web Site Maintenance

❖ *Harrison Township, Michigan*

[www.harrison-township.org](http://www.harrison-township.org)

GOVERNMENT/TOWNSHIP WEBSITE

**Job Description:**

1. Harrison Township needed a website that provided organized and efficient access to an extensive amount of information. It was very important that we created a special design with the right touches that reflected the township's beautiful and friendly summer vacation characteristics.
2. To accomplish this, the website was designed so a landscape would appear and the website would highlight different aspects of the township, and at the same time have an official feel to it.
3. We were able to accomplish two more important goals: To provide an impressive website for the end user to access information quickly and to provide an easy to use content management system for the township's non-technical staff to update the website quickly.



**Project Similarities:**

- ✓ Township Government Website
- ✓ Conceptual Exploration & Unique Online Branding Development
- ✓ Development of a Uniform Navigation and Organizational Structure
- ✓ Art Direction (Design & Photography)
- ✓ CSS and/or HTML Implementation for Landing and Template pages & CMS Deployment

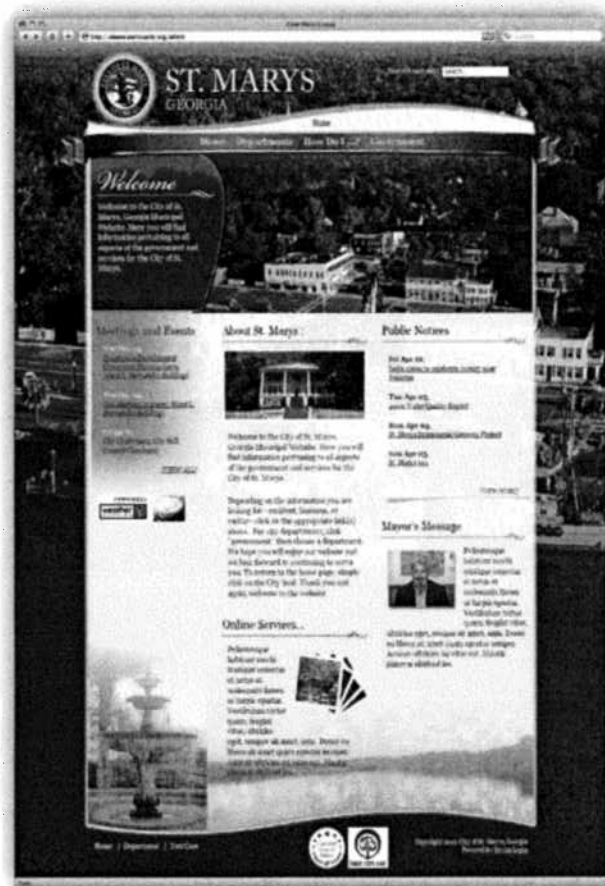
❖ *City of St. Marys, Georgia*

www.ci.st-marys.ga.us

GOVERNMENT/CITY WEBSITE

Job Description:

1. City of St. Marys selected Revize through a careful screening process. Revize designed their new website and implemented the Revize CMS.
2. It was important for the web visitor to get a sense of what it is like to live in St. Marys, so we embedded pictures of their landscape within their banner and overall design brand.
3. We created a nice navigation structure for this website; the user is able to access the most important areas of each page or of the entire website.
4. The site is completely ADA compliant. They are using the "events calendar", and "news center", "doc center" modules in addition to standard content editing features.



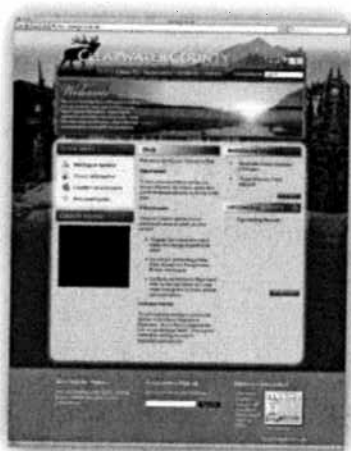
**Project Similarities:**

- ✓ Conceptual Exploration & Online Branding Development
- ✓ Development of a Uniform Navigation and Organizational Structure
- ✓ Art Direction (Design)
- ✓ HTML Implementation
- ✓ CMS Deployment

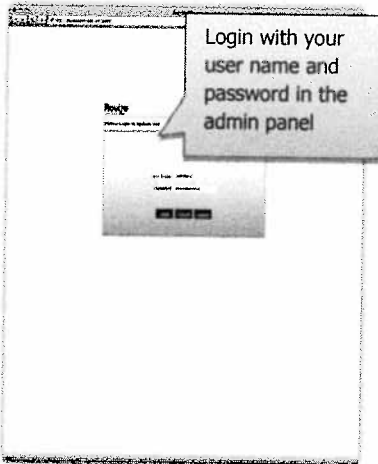


## Revize CMS User Interface

Revize CMS User Interface Home Page



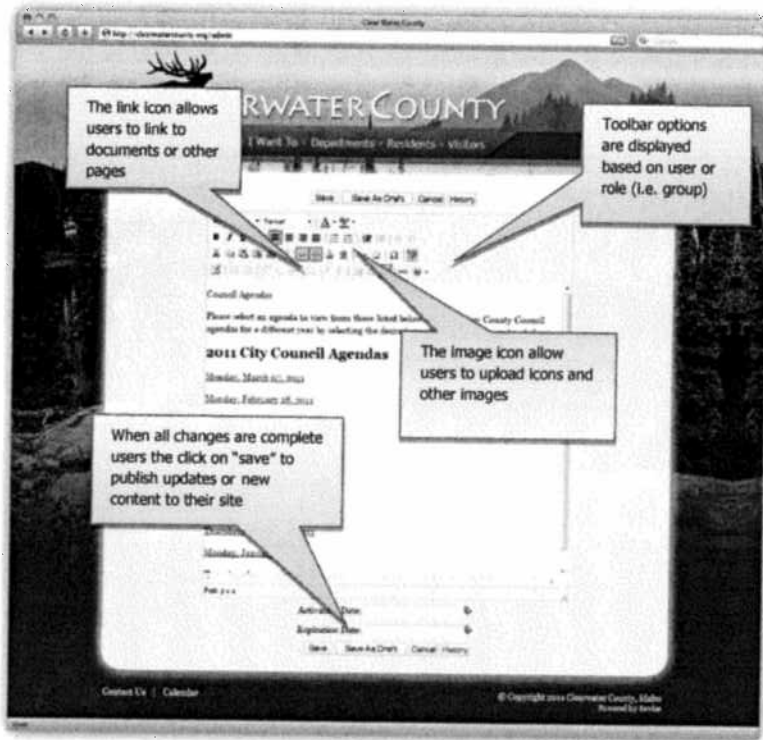
Users simply browse to a page that they want to edit and then go to a Login Screen as shown below.



Edit buttons appear on the page after the login. Only the buttons allowed, based on users role, are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



Last Step....

After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

## Technology, Support & Maintenance

### ✚ Technology

The Revize Technology Architecture consists of the CMS Server which can run in Windows, Linux, or Unix Servers. The CMS can be configured to run with IIS on a Windows Server and can connect to external databases like MS SQL Server or Oracle. The CMS typically runs behind the firewall and when page content is changed, the Revize CMS Publishing engine publishes the page to the production or public web server.

### ✚ Support

You can contact Revize technical support and customer service representatives for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Our friendly and knowledgeable support staff will assist you and solve any issue that may arise 24 hours a day, 7 days a week. Telephone support is available between 8AM-6PM EST and email support/customer online portal is available 24 hours.

### ✚ Maintenance

Revize rolls out two new versions of the Revize CMS, and 6 to 8 product updates every year. Revize CMS is continuously enhanced to stay ahead of cutting edge technologies and industry trends. As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge. Whenever, when a software update or new version is rolled out, Revize will automatically update all the servers used by our subscription service clients. All the licensed clients will get email notifications through the Revize email newsletter.

### ✚ Hosting

- ✓ Revize has two state of the art physical data center locations. Below are the specifications of our hosting environment.
- ✓ Data Center Locations: San Diego, Houston.
- ✓ Operating Systems: Both Linux and Windows OS Systems are available.
- ✓ Server Configuration: 1TB Hard Drive, 3.2 GHz CPU and 8GB RAM.
- ✓ Data Storage/Server Space: up to 10 GB. Additional server space is available at extra cost
- ✓ Bandwidth: 100Mbps. The bandwidth is provided via multiple Tier 1 up-streams. Currently, our bandwidth blend includes Level 3, Wiltel, and Cogent.
- ✓ Data Backup: Remote Backup scheduled nightly. We use Carbonite data backup service.
- ✓ Monitoring: Round the clock (24/7/365) monitoring of all server activities.
- ✓ Analytics: Google Web Analytics integration is available for web site traffic monitoring.
- ✓ Intranet: Intranet site can be hosted in our server. The site will be only accessible by authorized users through a login system.
- ✓ Secure Connection: HTTPS is supported for your site to make online transactions more secure.
- ✓ Redundancy: There are two servers for your web site all the time. Editing Server and Live Server thus providing redundancy in case of emergencies.



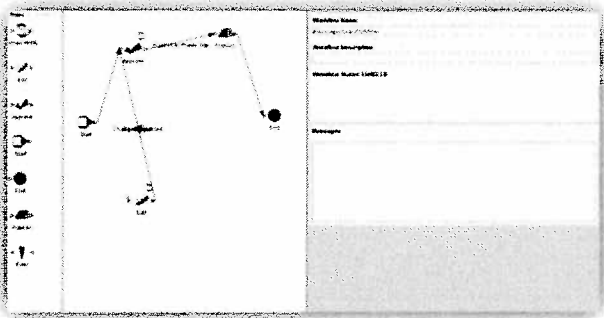

## Scope of Services

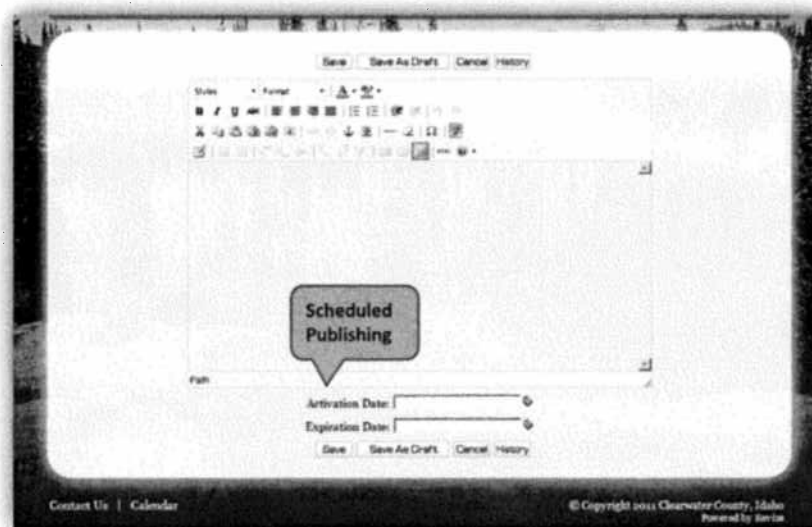
Revize Provides Many Features (Modules) in following important areas:

- Enhanced Content Editing
- Interactive User Experience
- Security
- Navigation Management
- Site Administration
- Accessibility

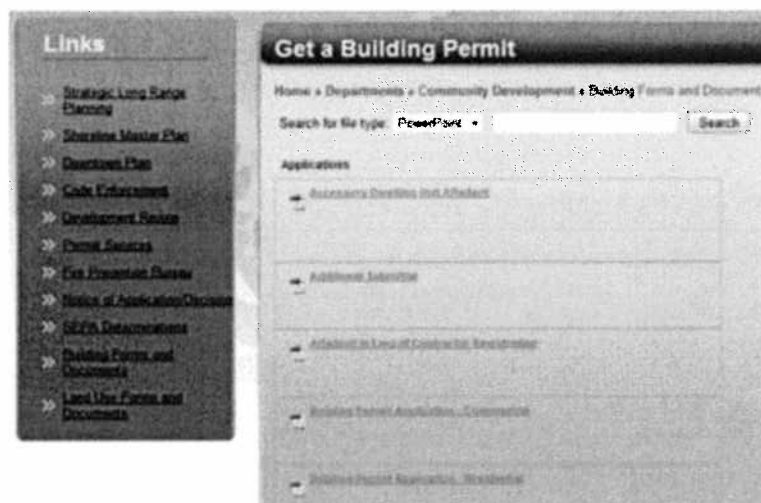
## Enhanced Content Editing

The Revize CMS comes well-equipped with features to help Non-Technical Content Owners/Editors to update your website faster and easier with the use of easy-to-use Edit Forms, a MSWORD like WYSIWIG editor and Wizards that help add pages and control the navigation of web pages.

Feature (Module)	Functionality	Benefits / Uses
<b>Automated Workflow Approval System</b>	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side by side) for easy review and comparison.
		
<b>Content Scheduling</b>	When is planned obsolescence a good thing? When it ensures that your website is always 100% current and eliminates the potential embarrassment of having outdated information on your site, which can undermine your credibility. That's the inspiration behind Revize's automated activation/expiration module. A web page or block of content created today can be marked with any future date for publishing to the site. And this same content can be scheduled for removal, such as on the last day of an event... all automatically, so there's no chance of error. The Revize system handles these actions automatically at midnight Pacific Standard Time on the scheduled dates.	This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



Feature (Module)	Functionality	Benefits / Uses
<b>Document Management Center</b>	This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links.	Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs. Because it frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.



Feature (Module)	Functionality	Benefits / Uses
<b>Form Builder</b>	<p>Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online-forms within any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.</p>	<p>Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.</p>

**Creating New List Menu**

Properties  
☐ Form Properties  
☒ Quick Form Builder

Form Tools  
☐ Text Area  
☐ Radio Button  
☒ Check Box  
☒ List Menu  
☐ Button

Unique Form Field Name :

Height of List Box: 1 (Number of Items in List Shown)

Do You Want to Allow Multiple Selections? ☐ (Yes, If Selected)

Is this Field Required to Be Filled In? ☐ (Yes, If Selected)

Add/Edit Selectable Choices Below:  
 Choice Name:

Current Selectable Choices In List:

Feature (Module)	Functionality	Benefits / Uses
<b>History</b>	Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.	This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips.
<b>Image Manager</b>	Allows approved content editors to upload images from computer or network folders.	Very easy interface to upload new pictures and stores uploaded pictures for reuse.
<b>Link Checker:</b>	When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be display.	This benefits the Content Editor by double checking bad links before they are saved on your website.
<b>Menu Manager:</b>	Allows approved content editors to add or edit site wide top navigation, department or section specific links (e.g. left or right navigation)	This feature gives control to change and update the Navigation menus of your website for continuous improvement
<b>Word Like Editor (WYSIWYG)</b>	This is the main editing tool for the website and accessible from any page by authorized Content Editors to make changes to page content. Approved site styles enforce consistent look and feel throughout the site. Also supported are: links to new or existing pages, embedded images and rich media (e.g. YouTube, flicker, etc.)	The benefits of the word-like editor are 1) What You See Is What You Get literally. This interface allows a content editor to make updates in the webpage and see exactly how it will look once the edits are saved; and 2) it contains many built-in features such as: spell check, copy & paste from word, bullet points, highlighting, etc.....

Save Save As Draft Cancel History

Styles Format

The mission of the Assessor's Office is to provide professional, courteous service to the public, to identify and equitably appraise property using accepted mass appraisal techniques, to create and maintain accurate property ownership records and maps for geographic data analysis, and to provide efficient motor vehicle registration and title services.

We provide these services in the most efficient, cost effective manner possible, through adapting new technologies and through encouraging and promoting the Assessor's staff to be the best possible employees they can be, thereby achieving the greatest level of productivity

Link to Website

Meeting Minutes

Path: p

Activation Date:

Expiration Date:

Save Save As Draft Cancel History

## Navigation Management

Feature (Module)	Functionality	Benefits / Uses
<b>Menu Manager</b>	Allows approved content editors to add or edit site wide top navigation, department or section specific links (e.g. left or right navigation)	This feature gives control to change and update the Navigation menus of your website for continuous improvement
<b>Dynamic Breadcrumbs</b>	This feature shows the navigation trail of the current page relative to the home page. The Breadcrumb is automatically created each time a new web page is created and automatically placed in the page without the content editor having to do anything.	This features benefits the users who are navigating through your website and gives them another option to go-back to the previous page.
<b>Quick Link Buttons</b>	Large Button Display of Links to most frequently accessed pages in the web site	Helps focus the users attention to areas of information most commonly visited interactive functions like On-line Bill Pay

## Accessibility

Revize has adopted the same standards as the Federal Government, 508 compliance. We have integrated many accessibility standards into our software, making it easy for users of Revize CMS to make their sites available to everyone.

Feature (Module)	Functionality	Benefits / Uses
<b>Translator</b>	Revize integrates the Google Translator into your website templates and translates from English to over 30 other international languages.	Provides users a large visual display at the top of the web page to choose any language to convert the text into.
<b>Font Size Adjustment</b>	Provides the ability for users to change font size by clicking button to reach their desired size	Helps those with vision related problems to read information on your website
<b>Alt-Tags</b>	Use of alt tags for images, a required part of the Revize CMS image manager feature.	Allows vision impaired individuals to understand the content of the image.
<b>Plug-Ins</b>	No required use of applets, plug-ins, or active scripting to allowing viewing of the site.	Reduces pop-ups and downloads that could be confusing to impaired individuals.

## Interactive User Experience

The Revize CMS comes Well-Equipped with interactive features to help your website users find information more quickly and enhance the usability of your website with visual appeal and intuitive functionality.

Feature (Module)	Functionality	Benefits / Uses
<b>Events Calendar</b>	The Revize CMS is distinguished for many reasons including its ability to allow users to effortlessly create multiple web calendars for as many separate departments as they like. Single or recurring events can be placed on multiple calendars; recurring events can be placed on any selected day (such as every other Tuesday) or date of the month (such as 5 <sup>th</sup> and 15 <sup>th</sup> of each month). The system allows for the inclusion of web links, images, files and the insertion of videos, and a rich text content event description. Notable events can be highlighted in eye-catching colors for enhanced visibility; and online signup forms can be included with any listing. .	The Master/Sub Calendar provides an easy to use tool to enhance usability and encourage the communications of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. . The ability to insert recurring events saves our client time by creating the event once then repeating automatically; great for Board and City Council meetings.

**Calendar Name: Master**  
**Update Event Form** (\* Indicates Required Field)

\* Event Name:

\* Event Begin Date:

Start Time: Hour:  Minutes:

Duration of Event: ☐ Minutes ☒ Hours ☐ Days

Recurring Event: ☒ None ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Quarterly

Event Ending Date:

**Detailed Information About this Event:**

Tiger Stadium  
Directions

Path  
This information is shown on Detailed Information Page

Is this a Notable Event? ☐ Yes ☒ No

Currently Viewing: Master for Friday, June 15, 2012 (Month View)

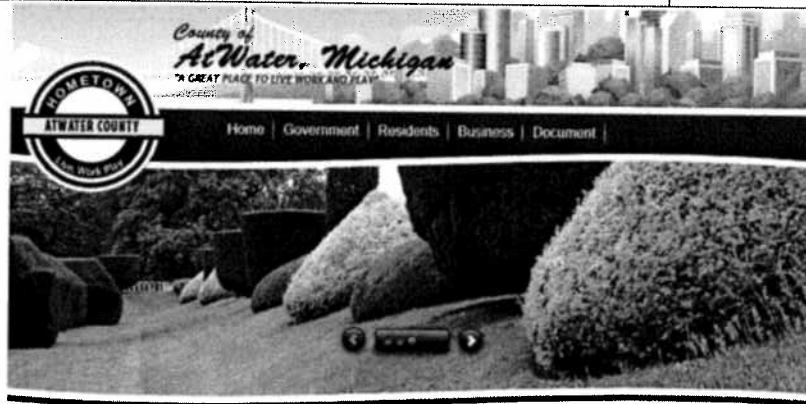
2012

Previous Month **June 2012** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	June 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Feature (Module)	Functionality	Benefits / Uses
<b>Photo Slideshows</b>	Displays photos and descriptions in any web page in a scrolling slideshow format, typically on the home page. Photos are uploaded to a photo repository and can also include a description that will display as an overlay on the photo.	Provides visually appealing photo slide show that loads quickly for your users regardless of connection speed, and pictures are accessible by all devices and operating systems.



<b>Form Builder</b>	Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.	Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.
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### Contact Us

11640 N. Main Street  
Whitmore Lake, MI 48189  
Phone - 734.550.9595  
Fax - 734.550.9590  
info@ainhighschool.com


If you have a question, would like to receive additional information from us, or wish to schedule a visit, please fill in the information below and click the "submit" button. Please include what you're interested in and someone from our school will be in contact with you soon!

Name:   
Address:   
City, State, Zip:   
Phone:   
Email:

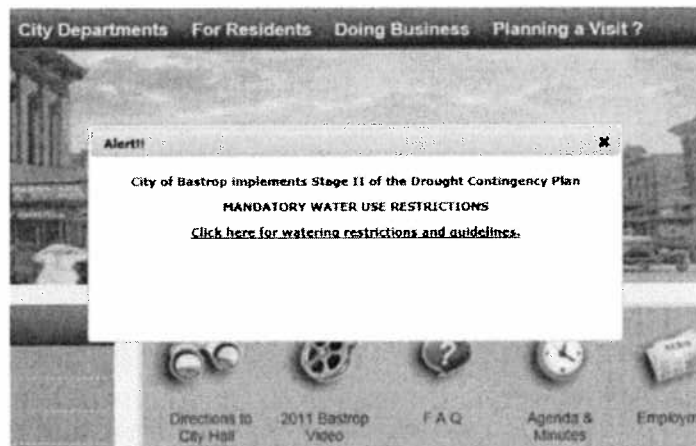
I'm interested in:

Feature (Module)	Functionality	Benefits / Uses
<b>Site Search</b>	Full searchability has become the standard for websites today. The Revize platform provides a custom search engine so that your site visitors can easily and quickly locate documents, images or content. The system integrates Google site search capabilities, as well.	Provides users with a high powered search engine to help them find exactly what they are looking for. Searches all indexes and directories.
<b>Where Do I</b>	Quick Links module that allows site visitors to navigate to their areas of interest, much like FAQ	Examples for users: Where do I...Get Registered for Summer Camp Where do I...Get a Marriage License
<b>Document Management Center</b>	This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.	Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. It frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.
<b>Bookmark Widget</b>	User clicks on Bookmark Widget and saves page to their Favorites	Convenience for users
<b>Email Notify</b>	Keep me posted... it's easier than ever with our Email Notify module. Your site visitors can subscribe to any page of their interest to receive notifications any time there is a content update to that page. The email notification option can be turned off/on for any section of the site. When a page is updated, the content editor will have the option whether to send email notifications or not depending on the type of content change, such as a spelling or grammar correction, an email notification is not necessary and content editors can select the "no email notify" checkbox	Many of our municipal clients include an email notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates any time there is a new posting.
<b>Frequently Asked Questions</b>	You can set up your FAQs with Revize's FAQ module, which allows you to post Frequently Asked Questions on your site. When visitors click a question, the appropriate answer will be displayed at the top of the page. The FAQ module is very important to your site visitors and can be added quickly to any page as a simple hyperlink. It may also be configured as a dynamic page element. Your FAQs can even be set up to reflect department-specific categories.	FAQ's make it easy for site visitors to find answers to common questions will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!
<b>Email This Page</b>	Provides your web visitors with a convenience feature to Share a web page URL with a friend and include a specific message.	Both a convenience feature for the user to share information, plus it helps increase the number of people reading and visiting your website.

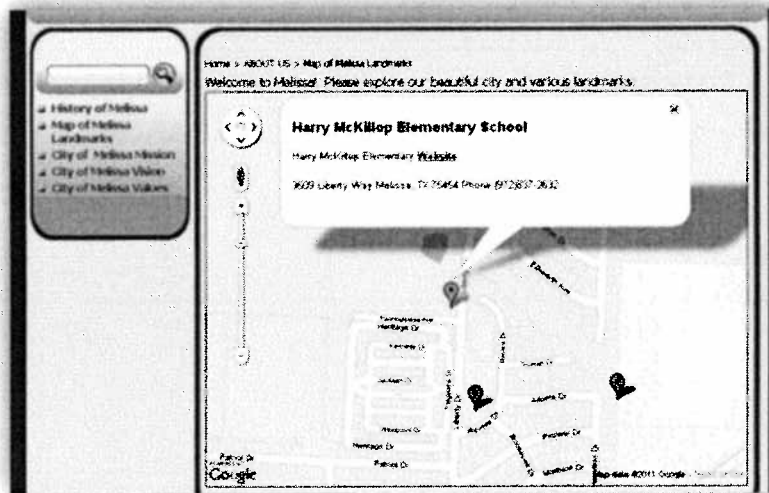


Feature (Module)	Functionality	Benefits / Uses
E-mail Newsletter	No news is definitely NOT good news. At least not when it comes to nurturing your relationship with your site visitors. Our commitment to one-stop services is evident in our Email Newsletter module. The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity reports empower users to gauge the success of any campaign or mailer; metrics include successful e-mails delivery (to validated addresses), plus number and/or percentage of e-newsletters opened. The application provides the ability to import contact lists (no limit), upload images (no limit), add groups, assign contact lists to groups, as well as export lists.	To further expand on the Newsletter's features & benefits, it provides websites users with the ability to sign-up for e-newsletters through an on-line form and choose a specific group that they may belong to so they only get the information they really need. Users also have the ability to unsubscribe automatically from any newsletter email.
 <p>The screenshot displays the Revize software interface. On the left is a sidebar menu with the following options: Newsletter List, Send a Newsletter, Add Contact, Manage Contacts, Import Contacts, Grab Contacts, Export Contacts, Manage Groups, Administration, User Administration, Activity Report, Logout, and Logged in as: christy_higgins. The main content area features the Revize logo and tagline 'Superior Web Design and Content Management'. Below this is a section titled 'The Common Sense Approach To Content Management' with several bullet points: 'Revize has over 650 Clients in Business, Non-Profit, Education and Government/Municipalities!', 'Revize offers options! We offer Open Source CMS and the Revize CMS, both customized to fit the needs of your Organization!', 'Our easy Word-Like Editor (WYSIWYG) makes Content Editing a piece of cake for non-technical people!', 'Imagine your website with Beautiful Rotating Photo Galleries!', 'Organize your documents in our Searchable Document Center!', 'Integrate your website news with Facebook &amp; Twitter - One Push!', and 'Call us for an Internet product demonstration of our Web CMS and see for yourself how easy website editing can be!'. There is also a 'Print our Flyer' link. At the bottom left of the screenshot, there are logos for 'PRSA Puget Sound' and 'The 10th Annual Communicator Awards'.</p>		
Facebook / Twitter Integration with News Center	Place Facebook and Twitter Widgets on any page of your website; plus integrate your Daily News Updates for One-Push, Simultaneous updates.	Keeps all your media channels and followers up-to-date with less work on the part of the content editor.
Facebook / Twitter Widget Setup	Expand your audience with Social Media by placing Facebook and Twitter Widgets on any page of your website.	Provides users with one-click access to subscribe or like your social media applications and follow you.
GIS Integration:	Integrates GIS apps in the website	Integrates existing GIS apps in the website

Feature (Module)	Functionality	Benefits / Uses
<b>Emergency / Community Alert Notification</b>	You can't fool Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, This module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.	Emergency Alert keeps visitors up-to-the-minute on emergencies like floods, hurricanes, tornadoes and earthquakes, plus other critical situations like amber/silver alerts and street closures.



<b>Google Mapping Application</b>	A Point of Interest display powered by Google, and fully customizable with information added, removed and updated by non-technical staff. Pinned points of interest can be customized as simple, clickable maps, or our staff or yours can create a more sophisticated JavaScript mapping application.	Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.
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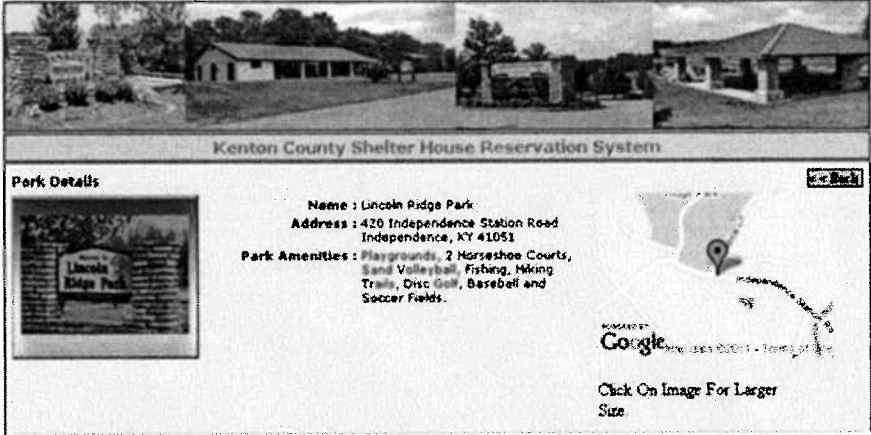

Feature (Module)	Functionality	Benefits / Uses
Intranet (Secure Area)	Provides a Dynamic CMS enable area with secure login to build out an entire Intranet for employee specific information only.	Benefits the employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.
I-Phone Calendar App	Mobile App for I-Phone that allows interactivity with the Revize Calendar	Calendar is downloaded on the users i-Phone for easy viewing.
I-phone Mobile App:	Citizen Request Tracker application on iPhone device	Gives citizens the ability to submit service requests from their i-Phone.
Job Posting:	Dramatically increasing the number of qualified candidates applying for your job openings has never been easier! Revize's job postings module allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as many details as you like and link to or upload any number of files that describe the job position in full detail. Best of all, with the form fill interface new openings can be posted in minutes by non-technical staff.	Options in this module allow site visitors to download a job application and email their resume to the person/department of your choice, or prospective employees can fill out the application form online. Site visitors can search for job by posting date or job type, and they can sign up to be notified of new jobs via email.

[Home](#) • [Online Services](#) • [Electronic Government](#)

Answer all questions below by selecting radio button on left and providing any additional information requested in the space allotted.

YES	No	
<input type="radio"/>	<input type="radio"/>	Do you possess a valid driver's license?
<input type="radio"/>	<input type="radio"/>	Are you a United States citizen or otherwise lawfully authorized to work in the United States?
<input type="radio"/>	<input type="radio"/>	Are you a former employee of the City of High Point? Last Position Held? <input type="text"/> Department <input type="text"/> When <input type="text"/>
<input type="radio"/>	<input type="radio"/>	Are you receiving a retirement benefit administered by the retirement system division of the State of North Carolina Department of State Treasurer?
<input type="radio"/>	<input type="radio"/>	Do you have any of the following relatives working for the City of High Point: spouse, son, daughter, father, mother, guardian, brother, sister, grandfather, grandmother, grandchildren or any combination of half, step, in-law and adopted relationships that can be derived from those named above? If so, list their names and their relationship to you: <input type="text"/> relationship <input type="text"/> <input type="text"/> relationship <input type="text"/>
<input type="radio"/>	<input type="radio"/>	Have you been convicted of a felony or misdemeanor? <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor If yes, name the county <input type="text"/> and state <input type="text"/>
<input type="radio"/>	<input type="radio"/>	Have you served in the U.S. Armed Forces? If yes, What Branch? <input type="text"/> From <input type="text"/> To <input type="text"/> Highest Rank Attained <input type="text"/> Type of Discharge <input type="text"/>

Feature (Module)	Functionality	Benefits / Uses
<b>Multi-Use Directory (Members or Businesses)</b>	Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.	The applicant can quickly browse through categories or input search words to locate a specific member/business all within the Client website. Input information directly into a form and submit immediately.
<b>News Center (For News and Events)</b>	Put all the news that's fit to print right on your website! Content editors can use this feature to create online news, event notifications and press releases with a link to a news detail page. Revize's system allows each section of your site to have its own News Center, or the entire site can feature global news items. The archive page keeps a running list as news is posted. Plus, This feature can be integrated with Social Media like Facebook, Twitter, or RSS Feeds for simultaneous One-Push updates.	Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of the news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.
<b>Online Credit Card Payment Processing</b>	3 Options: <ul style="list-style-type: none"> <li>• <u>Pay Direct Merchant Service</u> - Merchant Service Agreement - Ongoing Cost to Municipality approx. 3% of payments made - No Setup charge - Online Pay Page and at counter acceptance</li> <li>• <u>Hosted Pay Page</u> - 'Host' Agreement with processor - Online Pay Page - Citizen Convenience Fee collected by Host - \$500 Setup Fee - \$240/year</li> <li>• <u>Expanded Hosted Pay Page</u> - All Hosted Pay Page items above - Integrates with accounting software - Online and Counter Payments Accepted.</li> </ul>	Allows client to set-up secure on-line payment processing for Credit Card transactions. Can be used for Utility and Tax Payments; Purchasing items on-line; or Making Donations to Non-Profit Organizations

Feature (Module)	Functionality	Benefits / Uses
<b>Park Shelter-Site Reservation System</b>	This Site Reservation application provides an on-line reservation system for shelters (or other rental assets) in any park with easy to use online payment transaction system via PayPal. Shelter information is manually loaded by Content Editor.	Increase revenue by streamlining your reservation system for shelters, bays or other rental assets. With the Revize Reservation System it's easy for your staff to set up and modify listings, and even easier for your clients to reserve and make payments 24/7. This system enables you to maximize bookings and profits while minimizing the cost of employee involvement.
		
<b>PDF Converter:</b>	Converts HTML pages to PDF	Allows a user to easily save the content of the page in a PDF file.
<b>Photo Gallery Basic</b>	The Revize photo gallery module gives your staff the ability to easily add, remove and organize pictures/images into a thumbnail photo gallery and include descriptions under each photo; the photo gallery is typically placed on an inside page.	A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing pictures of events in and around the community.
		

<b>Photo Gallery Deluxe</b>	The Deluxe Module has it all and makes it incredibly easy to add, remove and organize pictures/images in your website's photo gallery. The Photo gallery has a slider to scroll photos and also music button that with On/Off features. The music, original photos and thumbnails may be edited by the authorized users through our CMS system.	Provides an organized and visually appealing way to browse through an on-line thumbnail photo gallery and listen to music. Clicking on a thumbnail will open the large size photo for better viewing.
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<b>Print This Page:</b>	Feature which optimizes the page to print on standard size paper in a readable format.	Allows a user to print the page on a standard 8 1/2 x 11 size sheet of paper
<b>Request Tracker</b>	Ask and you shall receive. This module allows customers, residents, participants, students, or any site visitor to post requests online. Tracking those requests, along with your organization's response thereto, couldn't be easier using the Revize platform. Users can sign themselves up, create a Login Id and Password, then post a request and track the progress through completion. The request tracker can be used for any type of interactive communication where the client wants multiple individuals to be able to post, track, and resolve any type of request.	For example this feature is often used for Citizens of a community to report problems, such as potholes, burned out light fixtures, etc. The citizens benefit by having the ability to see the progress taking place to resolve the problem. The city benefits by having a convenient online notification system to for issues they may not know exist.

**Request Tracker Application**

Forms Category Action Users Change Password Logout

**Pot Hole Repair Request**

Your Name	Please enter instruction
Address	Please enter instruction
Your Complaints	Please enter instruction

Footer



Feature (Module)	Functionality	Benefits / Uses
<b>RSS Feed</b>	Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.	Visitors have the option of subscribing to your feed, which means that they automatically receive notifications of new postings to your site, such as press releases and pertinent news updates. RSS begins when visitors download a free reader, like those available on Google, MSN, and Yahoo, and then subscribe to your feed.
<b>Scrolling News &amp; Events:</b>	The more things change... the more interesting your site will be and the more likely you are to entice visitors to return again and again. This module not only empowers content editors to create featured news and events with links to view all the news articles, it also allows for featured news articles to automatically rotate.	Provides the user with a visually stimulating and appealing feature and provides the most notable news and event features. Buttons enable visitors to navigate from one story to another.
<b>Share This Widget</b>	Provides a one click drop down to multi-social media and utility buttons	Common widget used on the web, intuitive and easy to use
<b>Sliding Feature Bar</b>	This feature is a mainly for visual appeal of a website and helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to.	For example: If your website is business, this slider bar may feature your main product categories with pictures. If the website is for a municipality or county you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

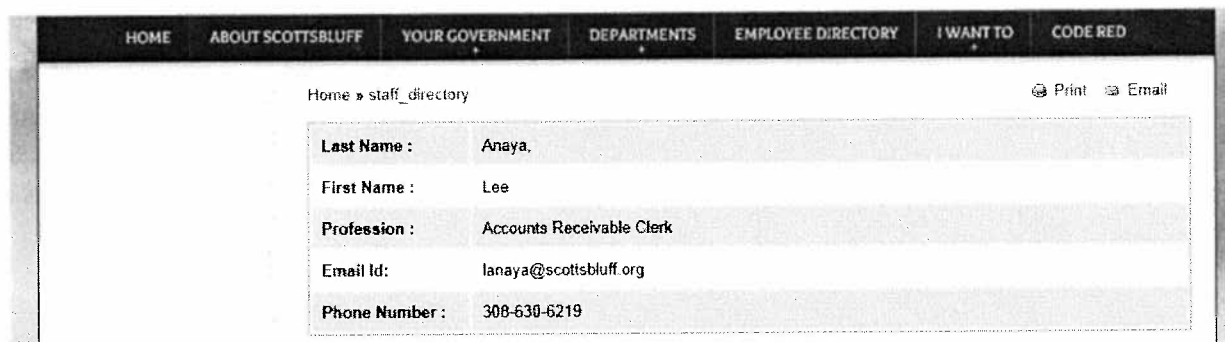
### EXPLORE *the* CITY



### Staff Directory

Revize's Staff Directory module allows you to build a searchable, consistent looking staff directory in a table format and personalize your services with optional links to your staff members' 'details' pages. These individual pages can include any information you like, such as title, bio, photo, and contact links, and your directory can be set up so that site visitors can contact employees by phone, form or email (e-mail addresses are blocked from harvesting programs). The Staff Directory can also be linked to pages throughout your site, providing quick access to specific departments or employees.

The need for detailed contact information is among the most frequently cited reasons for website visits. Website users can search the directory for a specific employee by last name, first name or department and can also be found using Site Search if they are in the directory. A detailed staff directory saves you money by drastically reducing the number of calls that have to be routed through your main switchboard.



### Streaming Video App

Provides Live Video and Archived Video Streaming up to 250 videos per month, each video size limited to 500 MB. Bandwidth usage limited to 100G/month. You can do both live streaming and archived video.

Streaming video is a must have for many users. Website users are becoming accustomed to video forms of getting their news whether it is on-line or on television. Residents are requesting to see the digital version of board and council meetings so they see and hear the conversations and decisions without having to read through a long formal documented account of the meeting.



## Site Administration & Security

Feature (Module)	Functionality	Benefits / Uses
<b>Permissions</b>	Ability to setup Content Owners/Editors and restrict which Web Pages they are authorized to update;	Reduces the number of unauthorized content changes
<b>Manage Workflows by Department</b>	Establish a multi-layer approval process system for each department where authorized personnel are designated to review and approve any content changes. Or use one global workflow where all the content changes will be routed through a central approver.	Provides site administration and security
<b>Audit Trail</b>	An administrative tracking tool that provides reports on the content change activities of any webpage within the system.	Administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.
<b>Automated Workflow Approval System</b>	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side by side) for easy review and comparison.
<b>Unique Login/ Password for each Content Editor</b>	The Revize CMS is browser based and only designated content editors will have log-in and passwords to access the editable areas of the website	Security feature
<b>Fast Download Time</b>	Revize is a cross-platform, dynamic application that reconstructs Web Pages and republishes them only when content is changed, not on every page view.	By publishing pages to your Web Site when content is changed, rather than constructing pages every time they are viewed maximizes response time for visitors who browse your Web Sites. This strategy completely supports all Search Engines – even those that use "automated spider" technology to index your Web Site
<b>History</b>	Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.	This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips. The legal department can also benefit from this feature, should there ever be any dispute related to the website information.
<b>Plug-Ins</b>	Not used due to potential security threats	reduces the number harmful viruses that can infect users computers

<b>Roles and Permission-based Security Mode</b>	Our CMS uses role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow approvers etc. or you can add roles for each department and assign the department specific roles to the users	Provides functionality to properly administer your website and add levels of security.
<b>Screen Size Compatibility</b>	Optimized for all standard screen sizes	website will be displayed the same way regardless of size of screen
<b>Secure Connection</b>	HTTPS encrypts and decrypts user page requests as well as the pages that are returned by the Web server. The use of HTTPS protects against eavesdropping and man-in-the-middle attacks.	HTTPS is supported for your site to make online transactions more secure.
<b>Intranet (Secure Area)</b>	Provides a Dynamic CMS enable area with secure login to build out an entire Intranet for employee specific information only.	Benefits the employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.
<b>Secure Site Gateway</b>	Provides a secure login area for either users of an intranet or users to access information not available to the general public.	Once users are set-up with a secure login id, they can manage their own password changes as necessary
<b>Web Statistics and Analytics</b>	Revize will integrate the Google Analytics Dashboard software into your website to monitor site usage, such as number of unique visits, number of page views, average number of pages per visit, bounce rate, average time spent on the website, and most importantly the percentage of New "unique" visits. It provides information in graphical display such as pie charts and world maps, and also show referring websites, links and much more.	This module is a helpful tool for understanding how well your website is doing. Each time to make changes or improvements you can measure the changes with these analytics. You could clean important information about your website users that could help you improve the navigation of your website.

## Project Pricing For: Northfield Township, Michigan

### Option# 1 Custom Design from scratch, Delivery about 7-9 weeks

Description	Price
Revize Custom design, Revize CMS integration, and Content Editor training, onetime fee	\$4,000.00
Revize CMS Annual Software Subscription (1 User), Tech Support, Software Updates, and Website Hosting – annual fee	\$720.00
OPTIONAL - Content migration "as is" from old website to new website available at \$2 per webpage or document	Available
<b>Grand Total</b>	<b>\$4,720.00</b>

### Option#2 WEBGEN "Ready to Go" Design, Delivery about 4 weeks

Description	Price
Revize WEBGEN "Ready to Use" Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$1,500.00
Revize CMS Annual Software Subscription (1 User), Tech Support, Software Updates, and Website Hosting – annual fee	\$720.00
OPTIONAL - Content migration "as is" from old website to new website available at \$2 per webpage or document	Available
<b>Grand Total</b>	<b>\$2,220.00</b>

- ✓ Revize WEBGEN "Ready to Use" Website Design – pick from one of five designs, starting on page 35. Revize will change the color scheme and customize the banner to fit your organization. Takes approximately 4 weeks.
- ✓ Revize CMS web content management software subscription for up to 1 Content Editors/Administrative Users – Additional Content Editors can be added for \$80/year
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on page 34
- ✓ Revize polling survey/web form creator
- ✓ Training – Revize content editing and administrative training, one session up to 3 hours for up to 2 people via web conference and phone
- ✓ Technical Support and Product Upgrades, Website Hosting
- ✓ Two year agreement

Included in Price	Feature Availability	Enhanced Content Editing Feature (Module)
Yes	Standard	Document Management Center
Yes	Standard	Form Builder
Yes	Standard	Menu Manager
	Optional	Automated Workflow Approval System
Yes	Standard	History
Yes	Standard	Content Scheduling
Yes	Standard	Image Manager
Yes	Standard	Link Checker
Yes	Standard	Word Like Editor (WYSIWYG)

Included in Price	Feature Availability	Navigation Feature (Module)
Yes	Standard	Dynamic Breadcrumbs
Yes	Standard	Menu Manager:
Yes	Standard	Quick Link Buttons

Included in Price	Feature Availability	Site Administration and Security Feature (Module)
	Optional	Ability to manage Workflows by Department
Yes	Standard	Audit Trail
	Optional	Automated Workflow Approval System
Yes	Standard	Unique Login/Password for each Content Editor
Yes	Standard	Fast Download Time
Yes	Standard	History
Yes	Standard	Permissions
Yes	Standard	Mobile Phone Optimized
Yes	Standard	Roles and Permission-based Security Mode
Yes	Standard	Secure Connection
	Optional	Intranet (Secure Area)
	Optional	Secure Site Gateway
	Optional	Web Statistics and Analytics

Included in Price	Feature Availability	Interactive User Experience Feature (Module)
Yes	Standard	Document Management Center
Yes	Standard	Events Calendar
Yes	Standard	FAQs
Yes	Standard	Form Builder
Yes	Standard	Photo Slideshows
Yes	Standard	Site Search
Yes	Standard	Where Do I
	Optional	Bid Posting
	Optional	Bookmark Widget
	Optional	E-mail Newsletter
	Optional	Email Notify
	Optional	Email This Page
	Optional	Emergency / Community Alert Notification
	Optional	Facebook/Twitter Integration with News Center
Yes	Standard	Facebook/Twitter Widget Set-up
	Optional	GIS Integration
	Optional	Google Mapping Application
	Optional	I-Phone Calendar App
	Optional	Mobile App
	Optional	Job Posting
	Optional	Multi-Use Directory (Members or Businesses)
	Optional	News Center
	Optional	Online Credit Card Payment Processing
	Optional	Park Shelter-Site Reservation System
	Optional	PDF Converter
Yes	Standard	Photo Gallery Basic
	Optional	Photo Gallery Deluxe
	Optional	Print This Page
	Optional	Citizen Request Center
	Optional	RSS Feed
	Optional	Scrolling News & Events:
	Optional	Share This Content
	Optional	Sliding Feature Bar
	Optional	Staff Directory
	Standard	YouTube Video playing
	Optional	Streaming Video App

## Revize WEBGEN “Ready to Use” Website Designs

Revize will create a new custom banner and change the color scheme to reflect your government's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development. Turnaround time: approximately 4 weeks

### Hometown Design



**Community Design 1 –**

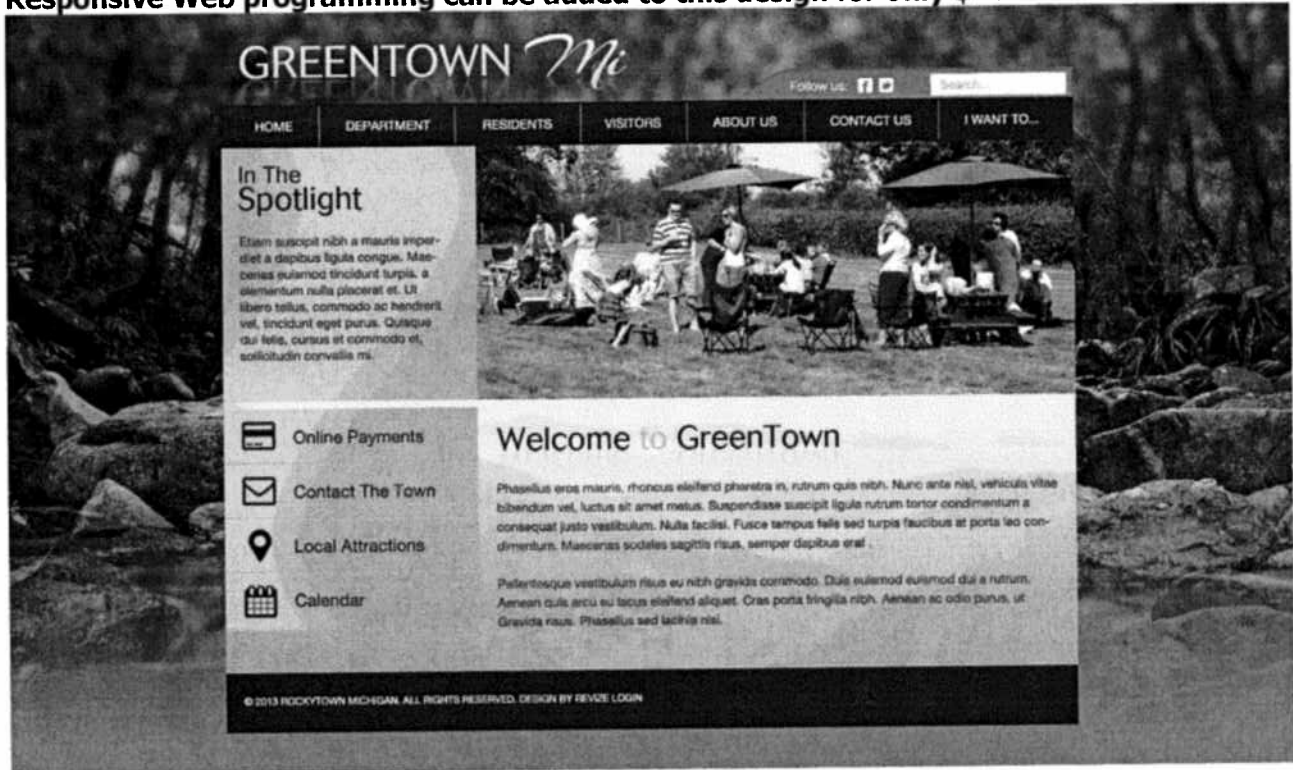
**Responsive Web programming can be added to this design for only \$750**



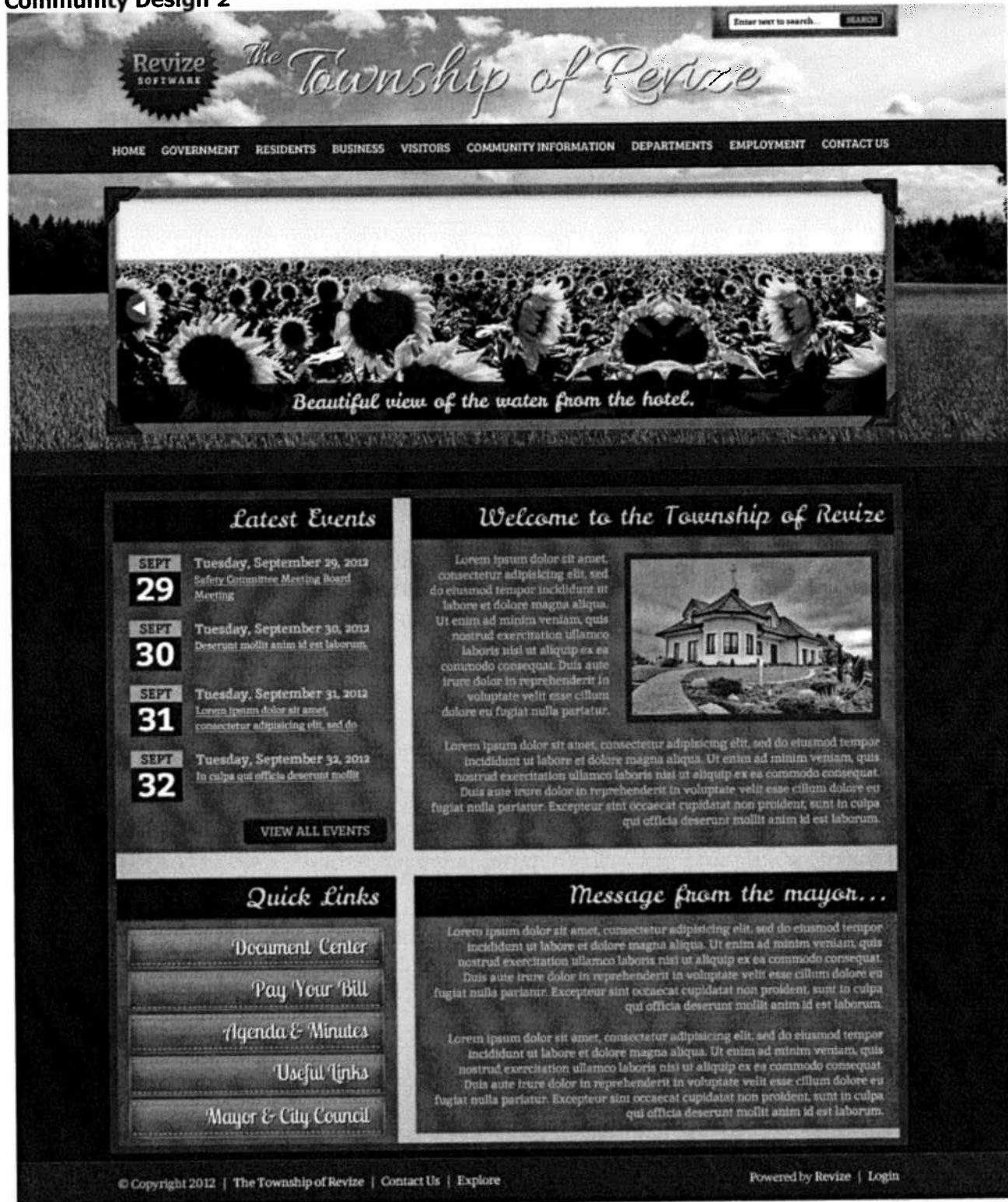


## Landscape Design

Responsive Web programming can be added to this design for only \$750

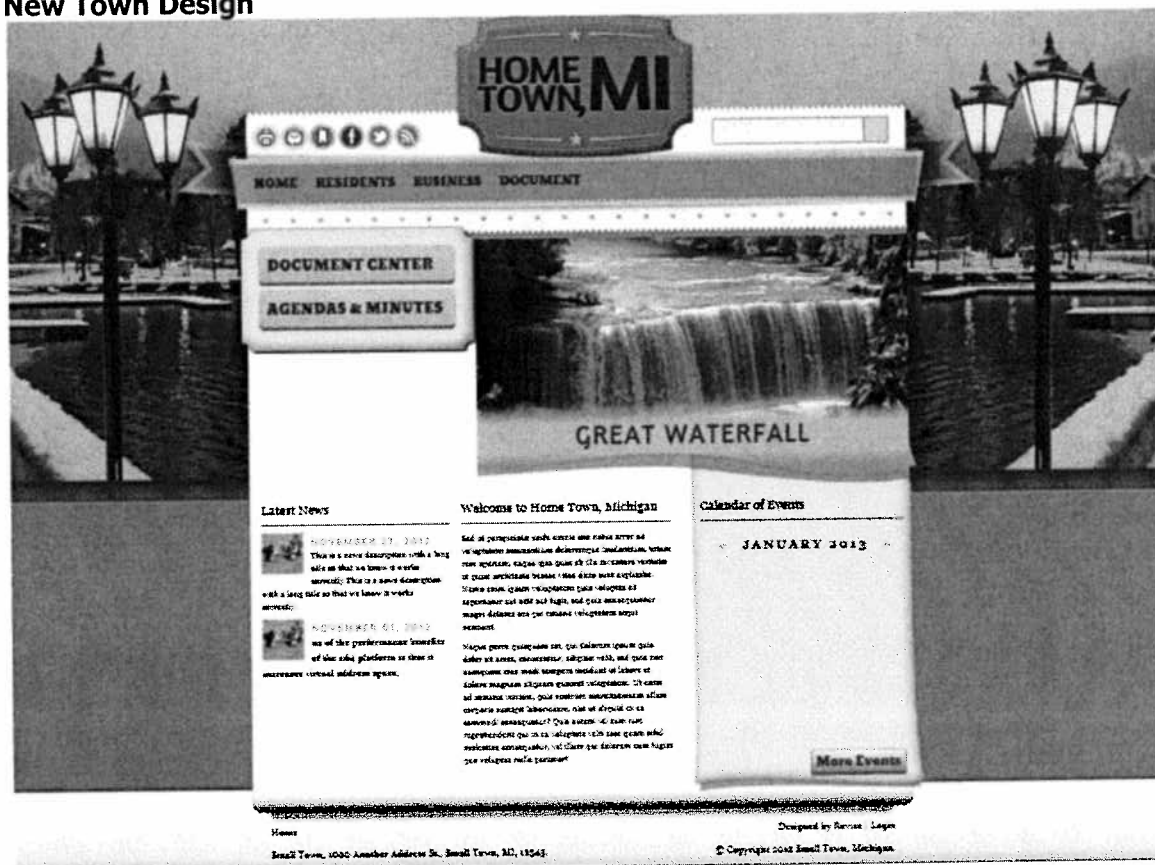


## Community Design 2





## New Town Design



If you would like to see a live demonstration of our vision for your new web presence call:

Joseph Nagrant  
248-766-9562

joseph.nagrant@revize.com

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 7/18/2013  
**Re:** Sewer Assessment District

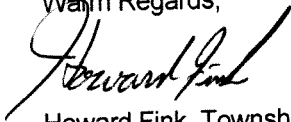
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Dear Township Board,

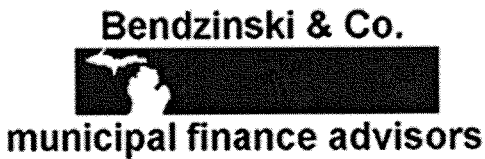
I have invited Mr. Steve Mann from Miller Canfield to provide a presentation on the Proposed Sewer Assessment District. As I have already indicated, there is significant support for this proposal. There is some liability on the part of the Township, specifically as it relates to unpaid assessments and the chance that those fees are not equal to the value of the land. While this is unlikely in our situation, it has been an issue in other communities where sewer assessment districts have failed and the community is liability for the bond payments. Both Paul Burns and Steve Mann can address this liability issue. We are planning on a number of safeguards that Steve discuss, including direct contracts with the property owners.

Included in your packets are engagement letters from all three contractors, engineering / design, Bond Counsel, and Financial Advisors. All three companies have provided their services to us up to this point pro-bono. I would recommend approval of their contracts, pending legal review.

Warm Regards,



Howard Fink, Township Manager



July 16, 2013

Mr. Howard Fink, Township Manager  
Township of Northfield  
P.O. Box 576  
Whitmore Lake, MI 48189-0576

RE: Township of Northfield, County of Washtenaw, State of Michigan North Territorial  
Whitmore Lake Special Assessment Bonds

Dear Mr. Fink:

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the Registered Municipal Advisor for the issuance of the above referenced bond issue. This letter will confirm the terms of our engagement:

- Act on behalf of the Township with a fiduciary duty, which shall include a dealing fairly with all persons in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board ("Board" or "MSRB") and the Securities and Exchange Commission ("SEC");
- Attended informational meetings with township officials and property owners, and if necessary, attend the public hearing to confirm the special assessment role;
- Prepare complete financial information in cooperation with officials, engineers and bond counsel, in order to arrive at the amount of the special assessment role and the par amount of the bond issue to be sold;
- Development of cash flow analysis and revenue sources to meet the principal and interest obligations on the proposed bonds;
- Prepare bond specifications for bond counsel including: interest rate limitations, redemption provisions, bidding and good faith details;
- Assist with the selection of registrar/transfer/paying agent;
- If necessary, draft, review, and disseminate the preliminary official statement, reviewing with the managing underwriter and revising the final official statement in accordance with the Securities and Exchange Commission Rule 15c2-12;
- If necessary, prepare with officials, the forms required by the Municipal Finance Division of the Michigan Department of Treasury;
- If the Bonds are to be rated, advising and assisting with the selection of rating agencies. Preparation of materials to be provided to ratings agencies and in developing strategies with officials for meetings with ratings agencies;
- Obtain CUSIP number(s) for the Bonds and arrange for their DTC book-entry eligibility, if necessary;

615 Griswold • Suite 1225 • Detroit, Michigan 48226-3282  
(313) 961-8222 • FAX (313) 961-8220  
e-mail • [info@bendzinski.com](mailto:info@bendzinski.com)

**Bendzinski & Co.**

July 16, 2013

Page 2 of 2

- Advise on the condition of the municipal bond market, making recommendations for marketing the bonds; attend bond sale, calculate the interest cost of the bids submitted;
- Recommendations as to the action to be taken with respect to bids submitted at time of sale;
- Prepare settlement statement and final schedule of principal and interest requirements, based on lowest bid, and closing memo;
- Plan and arrange for the closing and settlement of the delivery of the Bonds; and
- Usual and customary Registered Municipal Advisor services as may be requested by the Township.

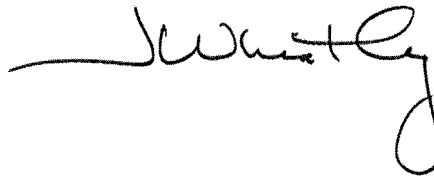
Bendzinski & Co. proposes a fee of \$11,500 based on a bond issue in an amount not-to-exceed \$1,000,000.

We believe this provides you with the outline of the services we provide and the basis for calculating our fee. Should you have any questions or require any additional information, please do not hesitate to call.

If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment. It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party.

Sincerely,

**BENDZINSKI & CO.,**  
**Municipal Finance Advisors**



Jonathan Wheatley, CIPFA

Accepted: \_\_\_\_\_, 2013

TOWNSHIP OF NORTHFIELD, MICHIGAN

By: \_\_\_\_\_  
(Name, Title)

615 Griswold • Suite 1225 • Detroit, Michigan 48226-3282  
(313) 961-8222 • FAX (313) 961-8220  
e-mail • info@bendzinski.com

Founded in 1852  
by Sidney Davy Miller

# MILLER CANFIELD

STEVEN D. MANN  
TEL (313) 496-7509  
FAX (313) 496-8451  
E-MAIL [mann@millercanfield.com](mailto:mann@millercanfield.com)

Miller, Canfield, Paddock and Stone, P.L.C.  
150 West Jefferson, Suite 2500  
Detroit, Michigan 48226  
TEL (313) 963-6420  
FAX (313) 496-7500  
[www.millercanfield.com](http://www.millercanfield.com)

MICHIGAN: Ann Arbor  
Detroit • Grand Rapids  
Kalamazoo • Lansing • Troy

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ILLINOIS: Chicago

NEW YORK: New York

OHIO: Cincinnati

CANADA: Toronto • Windsor

CHINA: Shanghai

MEXICO: Monterrey

POLAND: Gdynia

Warsaw • Wrocław

July 17, 2013

Mr. Howard Fink  
Township Manager  
Township of Northfield  
8350 Main St.  
P.O. Box 576  
Whitmore Lake, MI 48189-0576

Re: Proposed Sewer Special Assessment Financing

Dear Howard:

Thank you for asking us to submit a proposal to provide bond counsel services to the Township of Northfield, County of Washtenaw, Michigan (the "Township"), in connection with the proposed financing of sewer improvements to be financed through the U.S.D.A. office of Rural Development. We understand the Township is considering the issuance of special assessment bonds to finance the improvements (the "Bonds"). We value highly our relationship with the Township and you may be assured of our prompt and complete attention to this financing. This proposal will set for the scope of our services as bond counsel and the nature of our compensation.

### ***Bond Counsel's Role***

Bond Counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of the Bonds. Our approving legal opinion with respect to the Bonds will be executed and delivered by us in written form on the date the Bonds are exchanged for their purchase price, and will be based upon facts and law existing as of its date. In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and by other persons furnished to us without undertaking independent verification of the information contained in the proceedings and certifications.

In performing our services as bond counsel, our client is the Township and we will represent its interests. However our representation of the Township does not alter our responsibility to render an objective opinion as bond counsel. Upon delivery of the opinion our responsibilities as bond counsel will be concluded with respect to the Bonds.

*Scope of Bond Counsel Services – What We Will Do*

As bond counsel, we would provide the following services customarily performed by bond counsel respecting the authorization, sale, issuance and delivery of bonds:

1. Consult with Township officials and others to explain the legal nature of a proposed borrowing, the Township's power to borrow and the limitations on that power, and consult with Township officials in the design of the bonding program and timing schedules.
2. Prepare all of the necessary resolutions, notices, agreements, and other documents necessary to authorize, issue and deliver the bonds. We will also assist the Township by preparing the necessary resolutions and notices to establish a special assessment district and confirm a special assessment roll pursuant to Act 188.
3. Examine the tax issues related to the bonds (done by an attorney specializing in the requirements of the Internal Revenue Code as they apply to municipal tax-exempt bonds) to assure that all requirements of the Internal Revenue Code are complied with and that any adverse tax consequences are minimized in the event the bonds are issued on a tax exempt basis.
4. Prepare the bond form for printing definitive bonds for delivery to the purchaser. We will also participate in the sale and delivery of the bonds to the purchaser in order to handle legal matters that may arise at those times.
5. Give the approving opinion as to validity and enforceability of the bonds and their authorizing documents and as to the treatment of the interest on the bonds for federal and state income taxation purposes.

Our professional responsibilities as attorneys in this matter will be limited to interpretations of law and other legal issues and the drafting of legal documents. We are not registered municipal advisors under the federal Dodd-Frank Act and therefore we will not assume the responsibilities of a municipal finance advisor or the professional responsibilities of any other advisor with respect to non-legal matters. We understand that the Township has engaged Bendzinski & Co. to serve as financial advisor with respect to the Bonds.

*Additional Services*

We believe that the above services encompass the normal scope of bond counsel activities. Our services as bond counsel do not include activities outside of the scope of activities described above. Review of construction contracts, land acquisition, or representation of the Township in litigation or administrative proceedings that might arise in connection with the Bonds or the special assessments are beyond the scope of our role as bond counsel. In the



event that serious matters or matters outside the norm arise in these areas, we would provide you at that time with a fee quote for such additional services.

Our engagement does not include any obligation to monitor compliance with the federal tax requirements found in the Internal Revenue Code of 1986 (the "Code") and applicable to the Bonds if issued on a tax exempt basis, including the rebate requirements of Code Section 148(f), if applicable, as described in an exhibit attached to the Nonarbitrage and Tax Compliance Certificate that the Township will execute in connection with the issuance of the Bonds, or in connection with any audit or examination of the Bonds by the Internal Revenue Service. However, we would be available to assist with rebate calculations or any audit or examination as a separate engagement.

### ***Conflict of Interest Policy***

Our firm is one of the largest in Michigan. In addition to having the largest public finance practice in the State, our attorneys represent a great many clients and our practice is in many different legal areas. At one time or another, our firm has represented nearly every large and many smaller commercial and investment banks and other bond purchasers that do business in Michigan.

We are not representing and do not intend to represent any other party in this financing. We do not believe that our representation in unrelated matters of various other parties both in and out of the municipal area will affect our ability to serve the Township as bond counsel.

Because we are a large firm with many clients we are asked occasionally to represent a client in a matter adverse to the Township. We, of course, would decline to represent any client in a matter involving the Township that would conflict with our services to the Township as bond counsel for the above issue. Moreover, before we would represent a client adverse to the Township in any area not involving the bond issue, we would advise the Township before undertaking such representation.

### ***Fees***

It is our understanding that the Township is considering the issuance of a single series of Bonds in the approximate amount of \$890,000. Based on the terms, structure, size and schedule of financing, the time we anticipate devoting to the financing, and the responsibilities that we assume, our legal fee as bond counsel would be \$14,500. Such fees may vary if: (i) the principal amount stated above is changed substantially, (ii) if material changes in the structure of the financing occur, or (iii) unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you. In addition, we will expect to be reimbursed for all out of pocket expenses, including travel costs, document production, deliveries, long distance telephone charges, filing fees, and other necessary office

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Howard Fink

-4-

July 17, 2013


disbursements. We estimate that such out of pocket expenses will be in the range of \$400 for a Rural Development bond issue of this type. Our customary practice is to submit our invoice for payment at the time of the delivery of the Bonds to be paid from the proceeds of the Bonds.

Our compensation for the services with respect to establishment of the special assessment district and confirmation of the special assessment roll pursuant to Act 188 and preparation of the resolution necessary to submit the unlimited tax bond proposal to electors is included in the above fee quote. In the event the Township does not proceed with the issuance of the bonds, our compensation for these services will be based solely on the number of hours worked by the person performing the work. At present, we estimate the fee for these services will not exceed \$3,500.

We welcome this opportunity to be of service to the Township and look forward to working with you. If you have any questions regarding this letter, please give me a call.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By:   
Steven D. Mann

cc: Laura M. Bassett, Esq.  
Amanda Van Dusen, Esq.

DISCLOSURE UNDER TREASURY CIRCULAR 230: The United States Federal tax advice contained in this document and its attachments, if any, may not be used or referred to in the promoting, marketing or recommending of any entity, investment plan or arrangement, nor is such advice intended or written to be used, and may not be used, by a taxpayer for the purpose of avoiding Federal tax penalties. Advice that complies with Treasury Circular 230's "covered opinion" requirements (and thus, may be relied on to avoid tax penalties) may be obtained by contacting the author of this document.



**TETRA TECH**

July 17, 2013

Mr. Howard Fink  
Township Manager  
Northfield Township  
83500 Main Street  
Whitmore Lake, MI

**Re: Whitmore Lake Road SAD Design Engineering**

Dear Mr. Fink:

Tetra Tech has appreciated our long tenure of service to Northfield Township. Through this service, Tetra Tech has assisted the Township in the design and construction of the wastewater treatment plant and all of the Township's collection sewers. We also have appreciated the opportunity over the last nineteen months to assist the Township in planning for the Whitmore Lake Road Sanitary Sewer Special Assessment District (SAD).

The Township is considering the establishment of the SAD thereby allowing the Township to proceed with design, bidding and construction of the public improvement. Tetra Tech is pleased to present this proposal for the sanitary sewer design and bidding services.

#### **SCOPE OF SERVICES**

We propose the following scope of services. All services are based on completing design engineering for a sewer to serve approximately 24 parcels along Whitmore Lake Road. The project limits are North Territorial Road on the north and Regal Recycling to the south.

#### **DESIGN SERVICES**

1. Conduct a topographic survey of the road right-of-way. The economical way to complete this work is to use photogrammetry which is a survey technique using aerial photography supplemented by conventional ground survey. Tetra Tech will subcontract with Aerocon to procure the aerial survey component of the work.
2. Prepare base drawings reflecting the survey results and utility information provided by utility owners.
3. Prepare plan and profile drawings for the proposed sewer system.
4. Prepare specifications for the construction materials and front end (construction contract) documents.
5. Prepare permit applications for the Michigan Department of Environmental Quality and the Washtenaw County Road Commission.
6. Attend monthly progress meetings with the Township Manager and WWTP Superintendent to inform each of progress of the project and receive their input.

Tetra Tech

710 Avis Drive, Ann Arbor, MI 48108

Tel 734.665.6000 Fax 734.665.2570 [www.tetrattech.com](http://www.tetrattech.com)



## TETRA TECH

7. Prepare descriptions and drawings for the easements that will be needed for the grinder pumps along the southern end of the project. There are 14 parcels proposed to be served by grinder pumps and we have budgeted for preparing 14 easements. An easement will not be needed for vacant parcels, so there may be fewer than 14 easements needed at the time of the work and the Township will not be charged for work not needed.
8. Attend a meeting with residents to explain the easements needed and the function of the sewer system and grinder pumps.
9. Prepare an opinion of probable construction cost at the conclusion of the design.
10. Attend meetings with the Township, bond attorney, and financial planner throughout the project. Our proposal assumes approximately 30 hours of time. Tetra Tech will continue to attend any requested evening meetings at no cost to the Township.

### BIDDING SERVICES

1. Prepare an advertisement for bidders to assist the Township in publishing the advertisement.
2. Issue bid documents to potential bidders.
3. Assist the Township in reviewing bidder qualifications should a bidder prequalification process be selected.
4. Attend a prebid meeting and answer bidder questions throughout the process.
5. Issue any bid addenda that may be required.
6. Attend a bid opening, review bids, and provide a bid award recommendation to the Township.
7. Attend Board of Trustees meeting to answer any questions on the award recommendation.

### SCHEDULE

Tetra Tech is prepared to begin work immediately upon receiving the Township's authorization. The aerial photography requires leaves to be off trees, which makes the start of this task likely to occur in early November. We anticipate the following schedule:

<u>TASK</u>	<u>START</u>	<u>FINISH</u>
Surveying	November	December
Design	December	February
Easement Acquisition	February	March
Permitting	March	May
Bidding	May	June

This schedule would allow construction to occur in summer and fall 2014.

### ASSUMPTIONS

- Northfield Township will pay any permit fees directly to regulatory agencies.
- Northfield Township will pay the cost to obtain soil borings. Tetra Tech will assist in identifying soil boring needs and a firm to complete the work.
- Construction services, should they be desired by Northfield Township, will be authorized after a contractor has been selected.
- Preparation of the easement agreement and any easement negotiations, should they be needed, will be performed by Township legal counsel and not Tetra Tech.



**TETRA TECH**

### **COMPENSATION**

Compensation will be based on hourly rates. This way, should Tetra Tech complete the work for less time, the savings will be passed along to the property owners in the District. We suggest a budget of \$92,800 and this amount will not be exceeded without your prior written authorization. Tetra Tech's standard terms and conditions are attached and considered a part of this proposal.

The fee can be broken down in the following approximate categories:

Surveying	\$31,000
Design (plans and specs)	\$36,400
Easements	\$11,500
Permitting	\$3,000
SAD support	\$3,000
Bidding	\$7,900

This budget is consistent with engineering costs assumed within the prior budget amounts shared with the Northfield Township Board of Trustees and the SAD property owners.

### **EXECUTION**

Should you concur with this proposal, please sign in the space provided and return one original copy for our records. We appreciate this opportunity to present this proposal and to continue our long history of service to the Township in developing and implementing public sewer improvements.

Sincerely;

Brian M. Rubel, P.E.  
Vice President

**PROPOSAL ACCEPTED BY** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_



## Tetra Tech of Michigan, PC

### Engineering Services Standard Terms & Conditions

**Services** Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

**Compensation** In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

**Fee Definitions** The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

**Payment Terms** Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

**Additional Services** The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

**Site Access** The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

**Underground Facilities** Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

**Regulated Wastes** Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client

mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

**Contractor Selection** Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

**Ownership of Documents** Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

**Standard of Care** Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

**Period of Service** Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

**Insurance and Liability** Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

**Indemnification** Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

**Dispute Resolution** The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work.

**Suspension of Work** The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.



**Termination** The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

**Authorized Representative** The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority.

**Project Requirements** The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

**Independent Consultant** Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

**Compliance with Laws** Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

**Permits and Approvals** Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

**Limitation of Liability** In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

**Consequential Damages** Neither the Client nor Consultant shall be liable to the other for any consequential damages regardless of the nature or fault.

**Waiver of Subrogation** Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

**Environmental Matters** The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

**Cost Opinions** Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

**Contingency Fund** The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

**Safety** Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

**Information from Other Parties** The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

**Force Majeure** Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control.

**Waiver of Rights** The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

**Warranty** Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

**Severability** Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

**Survival** All provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

**Assignments** Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

**Governing Law** The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

**Collection Costs** In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

**Equal Employment Opportunity** Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

**Attorney Fees** Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

**Third Party Beneficiaries** Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

**Captions** The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

# NORTHFIELD TOWNSHIP

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## MEMO

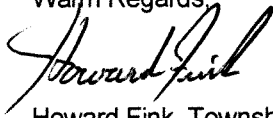
**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 7/18/2013  
**Re:** Codification

---

Dear Township Board,

As previously discussed, the Township has not had any ordinances / resolutions codified (other than zoning or sewer use). This is problematic, as both staff and legal counsel are unable to easily determine what our regulations / laws are in place. Also, residents are unable to easily determine what rules / laws are required to be followed. This ultimately comes down to a transparency issue. Unfortunately, there is a significant cost to rectifying this. I have provided to quotes (the two major companies that do this work), one from Muni-Code and the other from Code Corporation. Please let me know if you have any questions.

Warm Regards,



Howard Fink, Township Manager



# municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

May 21, 2013

Howard Fink  
Township Manager  
Township of Northfield  
Post Office Box 576  
Whitmore Lake, MI 48189

Sent Via Email: finkh@twp.northfield.mi.us

Dear Mr. Fink:

Thank you for your interest in Municode and the services we provide to local governments. We understand your community has unique needs and we offer a variety of services to meet those needs.

**ABOUT THE MUNICODE CODIFICATION PROCESS.** Municode's approach to codification sets the standard in the industry. The project starts with a conference call during which you can outline specific issues or concerns. Our attorney will review the existing Code and ordinances giving emphasis to your expressed concerns and look for conflicts with state law, case law relating to the Township's ordinances, the Charter (if applicable) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal manuscript and discussed at a conference between you and our attorney. Following implementation of the agreed upon solutions, proofs of the new Code are sent to you. Upon your return of the proofs, an index is prepared, copies are printed and the new Code is posted on-line. Other aspects of the project, such as the editorial process and satisfying the demand of subscribers are described in greater detail in the proposal.

**WHY USE MUNICODE?** Municode is the most trusted and experienced codifier of local government Codes. In addition, we are family owned and operated which translates into an unmatched commitment to customer service. Our clients tell us the following distinguishes Municode as the best:

- ④ **STAFF ATTORNEY AND CONFERENCE** – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you anytime during the project and will conduct the editorial conference. This dialogue ensures that the Code accurately reflects the intent of the ordinances enacted by the elected officials.
- ④ **LEGAL MANUSCRIPT** – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the manuscript. This approach facilitates collaboration and dissemination among Departments.
- ④ **SAMPLE LEGISLATION WEBSITE** – During the project, and afterwards, you can search our website of more than 2,700 Codes for almost any legal topic.
- ④ **TECHNOLOGY** – Municode continually invests in technology to benefit our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

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

Sincerely,

A. Lawton Langford  
Chairman/CEO

ALL/II  
Enc.

Cc: James Bonneville, Regional Sales Representative  
[jbonneville@municode.com](mailto:jbonneville@municode.com)

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## EXECUTIVE SUMMARY

Municode was founded in 1951 and offers services to local governments nationwide. We have published more than 3,500 Codes. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to shipping a Supplement to posting the content on-line, Municode assures the fastest, most accurate delivery of codification services. We work hard to maintain the high level of service our Clients have come to expect.

### Understanding Your Needs

Our service depends on fully understanding your unique needs, and begins with our first contact. While the Sales staff works with more than 3,500 accounts, we do so one person at a time. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation.

### Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month; this scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments. Lastly, we moderate a Listserv for the exclusive benefit of Municipal Attorneys. The Listserv includes more than 600 municipal attorneys, and your attorney can join for free.

### Using Technology for Your Benefit

Municode focuses on technology that benefits our customers. We have created products that are affordable and meet the ever-changing needs of our clients. Municode handles all electronic services in-house. We offer all format/database options (HTML, RTF, PDF, XML), and all choices of media (CD, download, e-mail.). We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. Municode provides electronic products that provide a variety of ways citizens and staff can access the Code. Web access is supported for industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is interfacing from a mobile device and automatically changes the view to a "mobile-friendly mode." Future developments will make the experience of visitors even more efficient and productive, though these tools may be sold as a Premium service. Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

### Association Support

Municode supports many Clerk, Attorney, Municipal and Town Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Clients. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

Municode also has a Regional Sales Representative, James Bonneville, located in Apple Valley, Minnesota. He is available to answer questions and meet with you, as needed. James worked in State Government, Lobbying and Governmental Sales for over 13 years. James has been a part of Municode/MCCi since 2009. He frequents the Michigan area often and regularly attends the Michigan Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

## SCOPE OF WORK

**MUNICIPAL CODE CORPORATION**, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform codification services for the **NORTHFIELD TOWNSHIP, MICHIGAN**, hereinafter referred to as Client.

Municode will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.

1. **Material.** The following sections describe the nature of material included or excluded in the project, returning an archival copy to the Client and adding material to the on-line collection.

- a. **Included Ordinances.** All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the Municode attorney (usually following delivery of the Legal Manuscript) will be included in the new Code. Municode prefers the material in an editable electronic form, and will rely upon the electronic media during the codification process when furnished electronically. However, materials are not required to be furnished in electronic form and can be provided as a printed copy. All material received by Municode will be acknowledged via e-mail to establish a record of included ordinances. Research of minutes can be provided as agreed upon by the Client and Municode.
- b. **Omitted Ordinances.** Legislation not of a general and permanent nature will be omitted from the Code unless otherwise instructed by Municode or the Client. Examples of such legislation include: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans, Traffic Schedules, and Fee Schedules (however, Fee Schedules can be provided for an additional fee – quotation upon request).
- c. **Archived Material.** All Ordinances submitted to Municode can be scanned and integrated with a run-time version of the document management software, Laserfiche, and returned to the Client on a CD.
- d. **Additional Content.** Additional material can be posted on-line along with the new Code. Such material will be excluded from the research, editing and print publication process, but fully searchable on-line. Examples of additional content include: Administrative Rules & Regulations; Policy and Procedure Manuals; and Forms required for applications or to apply for permits or licenses.

2. **Legal and Editorial Work.** Municode will assign a team, consisting of a lead attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Client's attorney and should not be considered legal advice. This legal team is responsible for the following:

- a. **Research and Review.** Municode will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one); additionally, the ordinances are compared to other ordinances to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.
- b. **Structure.** Municode will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. Municode will assume the existing Code organization is to remain intact unless discussed with our attorney and approved by the Client.
- c. **Legal Manuscript.** Municode will submit a legal manuscript for the Client's review. This manuscript will reflect the Municode attorney's legal review and will embed the attorney's comments and questions within text of the Code as "Comments" or "Footnotes." The legal manuscript will be provided in electronic form, though a printed copy will be provided upon request.



- d. **Conference.** Municode will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. All interested personnel may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal manuscript. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Manuscript.
- e. **References.** Municode will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate. Cross references within the Code will be hyperlinked in the on-line version.
- f. **Editing.** Municode will edit the text of the Code to reflect proper grammar and stylistic consistency. Municode will not reword any provision that changes the substantive intent of the Code, unless the Client approves the revision. However, non-substantive revisions to improve readability are a part of the codification process.
- g. **Proofreading.** Municode will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and Municode's attorney are correct.
- h. **Page Format Options.** Municode will review page composition format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Client. We will help you choose a format that result in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- i. **Index and Tables.** Municode will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, and Ordinance Disposition) for the Code as necessitated by the materials. Additional tables required by the Client, such as a schedule of fees, can be created or manipulated for an additional hourly fee.
- j. **Graphics.** Municode will add the graphics provided by the Client in a usable (preferably their native) format and insert them into the printed and electronic versions of the Code. Manipulation, enhancement, reformatting of any graphic supplied by the Client will be performed based upon an additional hourly fee.
- k. **Adopting Ordinance.** Municode will provide an Adopting Ordinance upon completion of the project.

3. **Proofs.** After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the Client. The proofs are an updated legal manuscript indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

Municode guarantees typographical correctness. Any errors attributable to Municode will be corrected at no charge during the term of this Agreement. Municode's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

4. **Delivery of Code.** A summary of features available on [municode.com](http://municode.com) follow. For a more detailed explanation see the page titled "Website Services" at the end of this proposal.

- a. **Electronic Format and Delivery Options.** The new Code can be delivered in a variety of electronic formats and mediums. Supported formats include HTML, PDF, RTF, XML and integrated with the dtSearch Engine. Electronic delivery mediums include posting on-line, CD and download (FTP).
- b. **Electronic Features and Tools.** The Code integrated with dtSearch (either posted on [municode.com](http://municode.com) or delivered on CD or download as MuniCode Desktop) will have the following tools available to the user, search (simple and Boolean), ranked hit list, search history, print / save selected sections, e-mail selected sections (on-line only), expandable Table of Contents, automatic conversion to "mobile-friendly mode" when viewed from a hand held device, ability to link to individual sections from external content and customization of banner to match Client's website design.

- c. **Printing and Binding.** The number of copies needed by the Client will be printed on acid-free paper in the chosen format. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. The following binder colors are available: Brittany blue, deep green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

Our paper vendor is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

5. **Client Responsibility.** The Client agrees to:

- a. **Amendatory Legislation.** The Client shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form.
- b. **Review Legal Manuscript.** The Client shall review the Legal Manuscript and modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.
- c. **Participation of Attorney.** Ensure the Client's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- d. **Submission of data.** The Client shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.
- e. **Proofs.** The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. Please note delaying the return of proofs can delay the project. Changes not discussed at conference, and deletions / additions constituting more than 5% of the total to the proofs may result in a proof update fee. Should the Client fail to return proofs within five (5) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

# CODIFICATION QUOTATION SHEET FOR NORTHFIELD TOWNSHIP, MICHIGAN

**Codification Base Cost, includes**

**\$9,950<sup>1</sup>**

- Receipt, review and organization of materials
- Legal Work
- Preparation of Legal Manuscript
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Page formatting (make selections below)
- Proofreading
- Indexing
- Conference with a Municode attorney<sup>2</sup>
- Creation of Tables<sup>3</sup>
- 6 Copies<sup>4</sup>, to include binders and tabs (select binder color below)
- Adopting Ordinance
- Code on Internet, first year no charge<sup>5</sup>
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page Format	Font Size		
	10 point	11 point	12 point
Single Column	550	622	688
Double Column	393	478	516

**Elections** to be made applying to the above project:

- **Font** - New Century Schoolbook will be used as the font unless otherwise indicated. Other choices include Helvetica, Times New Roman, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT
- **Page Format** – Single Column or Double Column
- **Font Size** - 11 point is recommended; 10 and 12 point are available.
- **Binder Color** – Please circle one (Brittany Blue, Deep Green, Semi-Bright Black, Maroon)
- **Stamping Color for Binder** – Please circle one (Gold, Silver, White)

**Items not included in Base cost:**

- Additional pages over the base or material amended or added after conference
  - 8 ½ x 11 inches, single column, per page \$18
  - 8 ½ x 11 inches, double column, per page \$22
- Graphics<sup>6</sup> & Tabular<sup>7</sup> matter \$10
- Additional Copies/Binders/Tabs Quotation upon request
- Freight Actual freight
- State Sales Tax If applicable

<sup>1</sup> Not to exceed of \$11,480

<sup>2</sup> For the initial 3-hour session. \$150 per hour thereafter for each additional teleconference.

<sup>3</sup> The following Tables will be created and are included in the Base Cost: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

<sup>4</sup> Municode uses only acid-free paper.

<sup>5</sup> After the first free year, the annual Code on Internet fee will be \$700 to include our CodeBank Service; however, the Client can choose to have the Code on Internet only at \$550 per annum or both the Code on Internet and CodeBank Service for \$700 per annum.

<sup>6</sup> Includes printing all copies. Additional fee if graphic includes color.

<sup>7</sup> Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

## CODIFICATION QUOTATION SHEET CONTINUED FOR NORTHFIELD TOWNSHIP, MICHIGAN

**Payments – base cost split into four payments – can be budgeted over two fiscal years**

• Execution of Agreement	\$2,985
• Submission of the Legal Manuscript	\$2,490
• Submission of Proofs	\$2,490
• Delivery	Balance

## SUPPLEMENT SERVICE

After publication of the new Code, Municode will update the Code as legislation is enacted.

1. **Material.** The Client shall forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to [ords@municode.com](mailto:ords@municode.com). Every ordinance sent to Municode will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Municode will hold legislation pending a schedule or begin the job as established with the Client.
2. **Additional Provisions.** Municode can add provisions (e.g. charter, zoning, land development regulations) not included in the original project through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. Municode will advise of all options and applicable costs.
3. **Editorial Work.** The Supplement editorial team, who is supervised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. A Supplement History Table is provided to note all ordinances included. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.
4. **Deliverables.** Updates can be delivered electronically or as printed copies, and on a schedule designed to meet the Client's needs.
  - a. **Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, PDF, etc.) are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.
  - b. **Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless Client chooses to utilize Municode's Distribution Services
  - c. **Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.
5. **Posted Ordinances.** Municode can post newly enacted ordinances on the web between Supplements. They are posted in their original form as a PDF and must be sent in an editable format via email. Although these ordinances will be a part of your Code database, they are not incorporated (codified) into the Code until a Supplement or Electronic Update is prepared. Once the posted ordinances, except for ordinances in the OrdBank, are included in a Supplement or Electronic Update, they are removed from the website.
  - a. **NOW Ordinances (New Ordinances on the Web).** NOW ordinances are presented on the initial page of the on-line Code in a table that includes ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing.
  - b. **OrdLink.** Ordlink expands the NOW service by highlighting the affected section in the Table of Contents; Linking the amended section in the Code text to the ordinance(s) in the NOW table; and Linking the ordinance in the NOW table to the amended text sections of the Code.
  - c. **OrdBank.** Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date and a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance.

## SUPPLEMENT SERVICE QUOTATION SHEET FOR NORTHFIELD TOWNSHIP, MICHIGAN

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

Page Format	Base Page Rate
Single Column	\$18 per page
Double Column	\$22 per page

### Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Updating the Index
- Schedule as selected by Client<sup>9</sup>
- Updating Electronic versions<sup>10</sup> (CDs and Internet)
- Printing<sup>11</sup> 6 copies

### Base page rate excludes

- Freight, prebilled
  - State Sales Tax
  - Graphics<sup>12</sup> & Tabular<sup>13</sup> matter, per graphic or table
- Actual freight  
If applicable  
\$10

### Optional Services to Supplement Service (please check)

- |                          |  |                     |
|--------------------------|--|---------------------|
| <input type="checkbox"/> | Code on the Internet, per year                               | \$700 <sup>14</sup> |
| <input type="checkbox"/> | Electronic delivery handling fee, per delivery <sup>15</sup> | \$75                |
| <input type="checkbox"/> | New Ordinances on the Web (NOW)/OrdBank, per ordinance       | \$35                |
| <input type="checkbox"/> | OrdLink/OrdBank <sup>16</sup> , per ordinance                | \$60                |
| <input type="checkbox"/> | PDF of the Code, each time delivered                         | \$75                |

### Payment for Supplement and Additional Services

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

<sup>8</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

<sup>9</sup> Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

<sup>10</sup> We do not charge a per page rate for updating CDs or the Internet, however a handling fee is charged.

<sup>11</sup> Municode uses only acid-free paper.

<sup>12</sup> Includes printing all copies. Additional fee if graphic includes color.

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

<sup>14</sup> The annual Code on Internet fee will be \$700 to include our CodeBank service; however, the Township can choose to have the Code on Internet only at \$550 per annum.

<sup>15</sup> "delivery" is defined as delivering electronic data available to the Client on CD-ROM or via FTP. Fee applies whenever updated content is delivered via one of the above-defined products.

<sup>16</sup> If OrdLink is selected the NOW service is unnecessary.





# municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com • 800.262.2633  
fax 850.575.8852 • www.municode.com

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

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

Submitted by:

**MUNICIPAL CODE CORPORATION**

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

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

Witness: \_\_\_\_\_

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

Accepted by:

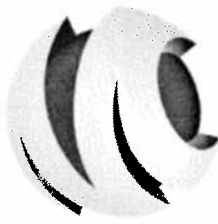
**NORTHFIELD TOWNSHIP, MICHIGAN**

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

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

Witness: \_\_\_\_\_

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



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## QUALIFICATIONS

For more than 60 years, Municode has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. Municode has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available. We also have started two other divisions focused on government clients: MCCi (Municipal Code Corporation Innovations) and MCCa (Municode Code Corporation Advantage).

<b>Business main location:</b>	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
<b>Incorporation Date:</b>	March 1951
<b>Current Code Accounts Serviced:</b>	over 3,500
<b>Divisions:</b>	MCCi - Document Management and Agenda Automation MCCa - Utility Billing and Statement Processing

## Personnel/Offices

The entire corporate staff consists of approximately 150 employees, including 9 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Apple Valley, Minnesota; Fort Worth and Edinburg, Texas; Charlottesville, Virginia; Seattle, Washington and our main office in Tallahassee, Florida.

## Key Personnel Assigned to Project

### Legal:

H. E. "Rick" Grant, Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He has 15 years of experience as COO of Municode and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the municipality a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the municipality to set up a conference to discuss these issues.

### Project Coordinators:

Dale Barstow, Vice President of Sales, Pilot of Municode's Corporate Airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; Municipal Clerks Education Foundation President; Continuing Education – Dale Carnegie Sales Training; Speaker for over 39 conferences. Dale has over 40 years' experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She has 3 years' experience working with Municipal governments and is Communication, Efficiency and Customer Service driven. Steffanie will be your main point of contact for customer service.

### Supplementation:

Dennis J. Sinnett, Vice President of Supplements. Received a B.S. from the United States Naval Academy, a M.A.S from Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department. In order to ensure that you receive the best service possible, Municode has deployed a team concept. This team organizational structure allows for efficient communication, reduces the turn-around time for the publication of your supplements and helps to ensure you the highest degree of accuracy possible. In addition, because each team is comprised of three editors and one proofreader, it allows for what we call "bench depth" – there is always a backup person who is familiar with the

municipality's Code of Ordinances. As the Supplement Department Supervisor, he will work with the lead editor to review the amending ordinances and establish a schedule for the completion of each job. Additionally, he will oversee your code as it progresses through our supplementation process.

Portia R. Thomas, Training Coordinator. Received B.S. in Speech, Language and Communication Pathology, and a M.S. in Audiology from Towson State University. She is a long-time educator in the public school systems. With extensive experience in graphic arts and desktop publishing, she taught Typography classes and visual arts software classes in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat at the college level for 8 years before coming to Municode. She has worked with the major desktop publishing software Aldus/Adobe PageMaker, QuarkXPress and Adobe InDesign, and graphics software Aldus/Macromedia Freehand, Adobe Illustrator and Adobe Photoshop for more than 20 years combined in her personal desktop publishing business. Her years of teaching experience and knowledge of graphics and desktop publishing has allowed her to develop simple and efficient methods for the editors to be able to produce the highest quality graphics for the codes at Municode and to train both editors and proofreaders in new and available software usage and techniques.

Leslie Mayne, Production Support Account Representative. B.A., English and Anthropology, Florida State University. Ms. Mayne has over 15 years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She is responsible for ensuring that the company's customers receive a superior level of service and assistance with their questions and or concerns. Leslie's goal is simple: Provide timely, superior customer service each and every day.

#### **Indexing:**

Joy Luczynski, Indexing Supervisor. A.A., Calhoun Community College; Paralegal Technology; Member of American Society of Indexers. Joy has over 12 years of experience in indexing Codes. Joy will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.

#### **Information Technology:**

Phillip Claiborne, Chief Information Officer. B.S., Management Information Systems, Florida State University; MBA, University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. 13 years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley, Systems Administrator. AA, Tallahassee Community College, Currently obtaining BA in IT at FSU. Matt has over 5 years of systems/network management experience.

Elliot Haworth, Web Developer. B.A., Computer Science, Mercer University. Elliot has over 8 years of experience with desktop application programming and developing web based applications.

#### **Law Editorial Staff**

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida; more than 40 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States, including Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Missouri, Montana, New Hampshire, New York, North Carolina, North Dakota, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.

William J. Carroll Jr., B.S., Penn State University; J.D., Florida State University; more than 39 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia, and Wyoming.

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

Daniel F. Walker, B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 13 years of experience in local government law; member of the Florida and South Carolina Bars. Also admitted to practice before the U.S. Supreme Court, U.S. Court of Appeals for the Armed Forces, and the U.S.

Court of International Trade. He has completed codes in Georgia, Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia, and West Virginia.

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

Sandra S. Fox, B.A., Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Missouri, Montana, Oklahoma, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

#### **Municipal Code Corporation Executives**

A. Lawton Langford, Chairman and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years' experience with Municode. Mr. Langford is responsible for the strategic direction of the company. He has a wide set of experiences including: serving as Chairman of a local bank; a medical technology company; and a document management Value Added Reseller. In addition to strategic issues, Mr. Langford focuses on staying abreast of the latest technology that could benefit Municode's local government clients, and assembling the best leaders available so that the Municode organization functions as a high-performing company.

Eric Grant, President. Eric joined the Municode team in 2007 after graduating from the University of Virginia School of Law. Prior to receiving his Juris Doctorate from the University of Virginia, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. By way of preparation for his career as a United States Marine, Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit. Eric is happily married to Sara Grant and has four children.


H. E. "Rick" Grant, Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He has 15 years of experience as COO of Municode and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the municipality a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the municipality to set up a conference to discuss these issues.

Michelle S. Eagen, Chief Financial Officer and Vice President of Finance. Michelle has received her Bachelor of Science in Accounting from the University of Florida and her Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA. Michelle has been with Municode since 2003 and has worked as an accounting professional in the publishing industry since 1993. She and her accounting staff at Municode are committed to providing each customer with accurate, timely invoices and assisting with all client billing inquiries. In her spare time, she volunteers her accounting services as Treasurer for the football booster board at her children's school and also serves as an official scorekeeper for many of her children's sports teams. Michelle has been happily married since 1991 and is the proud mother of a son and a daughter.

## MUNICODE'S WEBSITE SERVICES

**Cross Reference Hyperlinking** – Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*


**Static Hyperlinking to your Code** – Each level of the code has a static link that will enable your users to easily create “Hot Links” to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

**Sec. 2-73. - Same—To reconsider.**  **Static Link**

In all cases, a motion to reconsider will be entertained only when made by a member who voted with the prevailing side. A majority of those present can reconsider any vote, but the motion to do so shall be made at the same session of the council during which such vote was taken. A motion to reconsider shall have precedence of all other questions, and when it has once been put and lost, it shall not be renewed. This rule, however, is subject to [section 2-74](#). **Cross Reference Link**

(Code 1976, § 2-24)

**Mouseover (cluetips)** - Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

**Sec. 2-386. - Definition.** 

As used in this article th  
(Code 1976, § 2-114; 9-4-07)  
Cross reference— Definitions and

**Sec. 2-387. - Created; name.**

There is hereby created  
Development Authority of the C  
(Code 1976, § 2-114; 9-4-07)  
State law reference— Authority for

**Sec. 2-388. - Board of direct**

The authority shall be governed by board of directors in which all powers of the authority shall be vested, composed of seven (7) members appointed by the city council as provided by general law.

**Sec. 2-387. - Created; name.**


There is hereby created a political subdivision of the commonwealth to be known and designated as the Economic Development Authority of the City of Charlottesville, Virginia.

(Code 1976, § 2-114; 9-4-07)  
**State law reference—** Authority for above section, Code of Virginia, § 15.1-1376.

created by [section 2-387](#).

Navigate to any linked cross reference, which will display the pop-up after a 1 second delay

**Email (from the Web)** – Chapters, Articles or individual Sections may be selected for emailing. The functionality is very intuitive and easy to use and *is included in your annual Internet fee.*

Current Version  Hide TOC RESULTS HISTORY ORD. BANK Save Print **Email**

Charlottesville, Virginia - Code of Ordinances  
CODE OF THE CITY OF CHARLOTTESVILLE (19)  
SUPPLEMENT HISTORY TABLE  
CHARTER  
Sec. 1. - Enactment.  
Sec. 2. - Boundaries; corporate status.  
Sec. 3. - University of Virginia excluded from c  
Sec. 4. - Wards.  
Sec. 5. - Elective officers; qualifications and te  
powers vested in city council; salaries of cour


**CODE OF ORDINANCES**  
City of  
CHARLOTTESVILLE, VIRGINIA

Codified through  
Ordinance of July 16, 2012.  
(Supp. No. 43)

The listing below includes all legislation received by Municipal Code since the last legislation has been enacted, but has not yet been codified.

**E-Mail Button & Menu**

**Print or Save** – Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to “blocking & copying”) preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

Current Version  Hide TOC RESULTS HISTORY ORD. BANK **Save** **Print** Email

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The listing below includes all legislation received by Municipal Code since the last legislation has been enacted, but has not yet been codified.

**Print and Save Button & Menu**

**Collapsible TOC**– The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item and this *is included in your annual Internet fee.*

**Pinpoint Searching** – Easily search any individual Code with our advanced search options: revisit previously conducted searches using the “Search History” button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

**In-line Images & PDFs** – Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

San Buenaventura, California - Code of Ordinances

SAN BUENAVENTURA CITY CHARTER and MUNIC

SUPPLEMENT HISTORY TABLE

CHARTER

DIVISION 1 - GENERAL PROVISIONS

DIVISION 2 - ADMINISTRATION

DIVISION 2R - RESOLUTIONS RELATING TO CITY

DIVISION 4 - REVENUE AND FINANCE

DIVISION 6 - BUSINESS REGULATIONS

DIVISION 8 - PUBLIC HEALTH AND SAFETY REGUL

DIVISION 10 - PUBLIC PEACE AND MORALS REGUL

DIVISION 11 - SATISFACTORY CITY

DIVISION 12 - BUILDING

DIVISION 14 - FIRE

DIVISION 16 - VEHICLE

DIVISION 18 - STREET

DIVISION 20 - PUBLIC

DIVISION 22 - PUBLIC

DIVISION 24 - ZONING

DIVISION 24P - PARKLANDS SPECIFIC PLAN

DIVISION 24R - ZONING ORDINANCE-RELATED A

DIVISION 24S - SATICOY AND WELLS DEVELOPME

DIVISION 24SD - COMMUNITY MEMORIAL PROPR

DIVISION 26 - SUBDIVISION REGULATIONS

CODE COMPARATIVE TABLE - 1971 CODE

CODE COMPARATIVE TABLE

**24V.100.030 - Transect Zone Descriptions**

TABLE A. Transect Zone Descriptions. This table provides a generalized transect for Ventura. A detailed description of the transect refinements used in this Development Code is in Section 24V.100.030, subsections A through D.

**T1 THE NATURAL ZONE** consists of the natural and permanent open space areas within Ventura that are intended for preservation. These include the sand beach along the ocean, the Ventura River corridor, the Santa Clara River corridor, the hillsides to the north, and the Ventura/Oxnard Greenbelt to the south, and certain barrancas within the City fabric. The T1 zone may also include lands unsuitable for settlement due to topography, hydrology or vegetation.

**T2 THE RURAL ZONE** consists of areas of Ventura that are reserved for agricultural use (SOAR), and have an open “country road” character and are sparsely settled. Significant T2 areas are present between the 101 Freeway and the Santa Clara River in the Olivas, Northbank, Montalvo and Serra Communities; in the “internal greenbelt” running north to Foothill Road through the Serra, and Poinsettia Communities; south of Foothill Road in the Juanamaria and Wells Communities, and in small patches of the North Avenue Community.

**T3 THE SUB-URBAN ZONE** consists of low-density suburban residential areas within the College, Thille Montalvo, Poinsettia, Juanamaria, Serra, Saticoy and Wells Communities. Planting is naturalistic with relatively deep setbacks. Blocks may be large and the roads irregular to accommodate natural conditions.

**Mobile Friendly Site** – The Municode.com Online Library offers a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today’s modern Smartphone’s. The website knows when a visitor is viewing the content on a mobile device, and automatically changes the view to maximize the capabilities of the hand-held device. *This service is included in your annual Code on the Internet fee.*

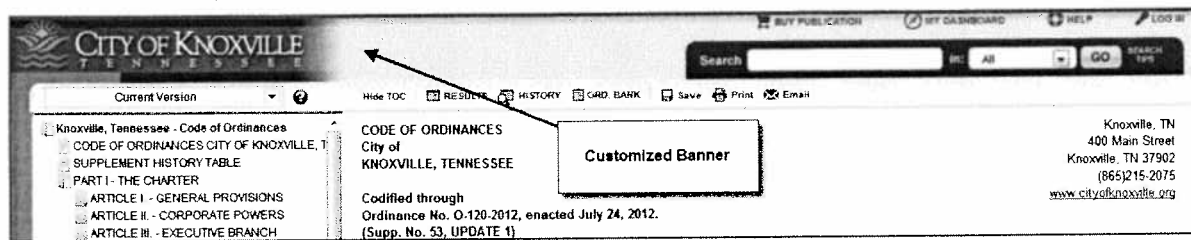
Municode Mobile

Search:

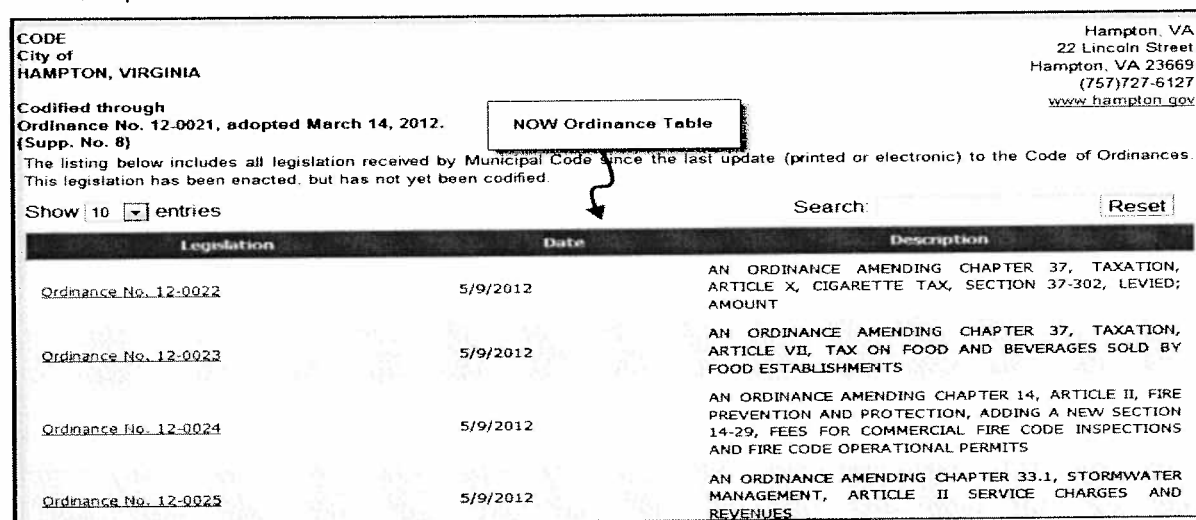
CONTENTS	DOCUMENT	RESULTS
◀CHANGE LOCATION		
CODE OF THE CITY OF CHARLOTTE SVILLE (1990)		
SUPPLEMENT HISTORY TABLE		
CHARTER		
CODE		
CODE COMPARATIVE TABLE - 1976 CODE		
CODE COMPARATIVE TABLE - ORDINANCES		
STATE LAW REFERENCE TABLE		

Mobile Mode

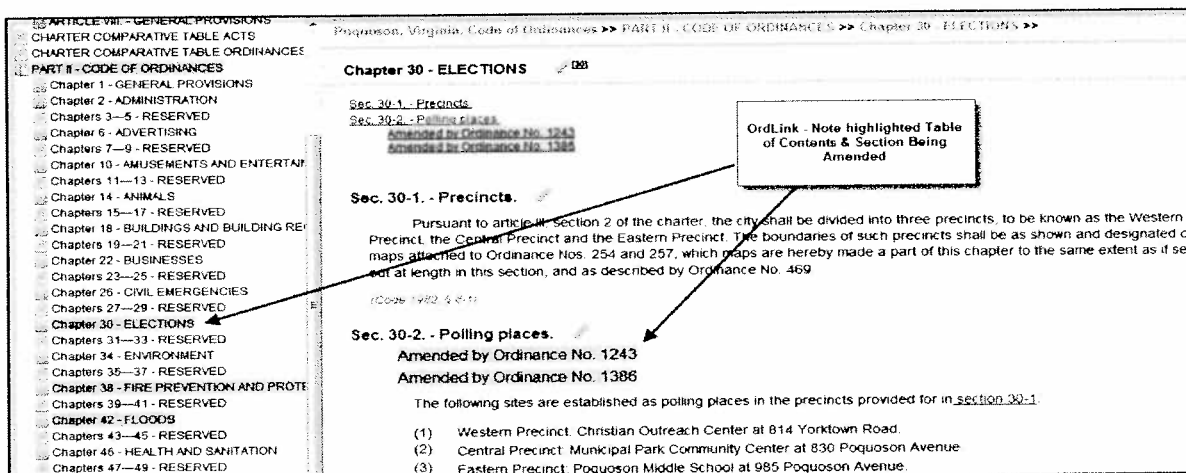
**Site Customization** – Municode can customize the look and feel of your Code on municode.com to more closely match your web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site. Initial set up fee of \$250 with no annual charge, unless the client changes their banner.



**New Ordinances on the Web (NOW).** Municode can post newly enacted ordinances on the web between supplements so that anyone viewing your Code will find the most current legislation. The NOW ordinances are not be edited into the Code; they are posted as a PDF in their original form. A list of NOW ordinances is presented in the opening page of the Code in a table to include ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing. Once NOW ordinances are included in a supplement or electronic update to the Code, they will be removed from the web. No setup fee is required and the cost for this service is \$25 per ordinance.



**OrdLink.** OrdLink links a NOW ordinance to the section being amended. Linked Sections will be highlighted in the Table of Contents and a link is created from the amended section to the new ordinance. Once the linked NOW ordinances are incorporated into the Code they are removed from the website. For the linked NOW ordinance to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable. No setup fee is required and the cost for this service is \$50 per ordinance.





**OrdBank.** Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date with a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance. The cost of this service is \$10 per ordinance and requires participation in the NOW or OrdLink Service.

**Ord Bank**

OrdBank is a permanent repository of ordinances submitted by this municipality (this may include all ordinances or simply those designated by the municipality). OrdBank has two key components – the table you see below, and a link from the history note within the code to the referenced ordinance. Both references will display the PDF of the original ordinance as it was adopted. Additionally, you may use the search box below to locate ordinances by supplement, number, adopted date, description.

OrdBank is a feature provided by the municipality to all users of the online code. If you do not see any ordinances listed below, your municipality may contact our Sales Department at [info@municode.com](mailto:info@municode.com) for more information about this valuable service.

Show 10 entries Search:  Reset

Supplement	Legislation	Date	Description
Supplement 23	<a href="#">Ordinance No. C-7-2011</a>	8/8/2011	FREEWAY REDEVELOPMENT OVERLAY DISTRICT 2
Supplement 23	<a href="#">Ordinance No. C-8-2011</a>	8/8/2011	FREEWAY REDEVELOPMENT OVERLAY DISTRICT 3
Supplement 23	<a href="#">Ordinance No. C-5-2011</a>	6/13/2011	HISTORIC DISTRICTS AND HISTORIC DISTRICT COMMISSION ORDINANCE
Supplement 23	<a href="#">Ordinance No. C-6-2011</a>	6/13/2011	CITY PLANNING COMMISSION ORDINANCE
Supplement 23	<a href="#">Ordinance No. C-4-2011</a>	4/11/2011	FREEWAY REDEVELOPMENT OVERLAY DISTRICT ORDINANCE

**CodeBank.** Is a code management tool available on [municode.com](http://municode.com) that allows anyone to easily recreate a Code as it existed after a previous update or Supplement. Previous versions are accessible from a drop down box that appears with the on-line Code and when a previous version is selected, users are alerted that they are looking at an older version of the Code. The historic version of the Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. Each archived copy will contain the entire Code as up-to-date through that supplement, and will be fully searchable. If CodeBank is enabled, any user of the Code will be able to browse past versions, with a clear indication when they are not in the most up-to-date version of the Code. No set up fee is required and the cost for this service is \$150 per annum.

Supplement 27

Current Version  
Supplement 28 ( 01/05/2012 )

**Supplement 27**

Ordinances

Past Versions Drop Down List

Note to User that they are looking at a historic version of Code

YOU ARE VIEWING AN OLDER VERSION OF THE CODE

Code of Ordinances  
City of  
FORT LAUDERDALE, FLORIDA

Codified through  
Ordinance No. C-11-25, enacted September 20, 2011.  
(Supp. No. 27)  
(Includes UNIFIED LAND DEVELOPMENT REGULATIONS)

Codified through  
Ordinance No. C-11-24, enacted September 20, 2011.  
(Supp. No. 21))

CODE OF ORDINANCES - OF THE - CITY OF - FORT LAUDERDALE, FLORIDA  
SUPPLEMENT HISTORY TABLE  
CHARTER OF THE CITY OF FORT LAUDERDALE, FLORIDA  
CODE OF ORDINANCES  
UNIFIED LAND DEVELOPMENT REGULATIONS  
UNIFIED LAND DEVELOPMENT REGULATIONS - COMPARATIVE TABLE - ORDINANCES  
UNIFIED LAND DEVELOPMENT REGULATIONS - STATE LAW REFERENCE TABLE  
CODE COMPARATIVE TABLE - 1953 CODE  
CODE COMPARATIVE TABLE 1953 CODE  
CODE COMPARATIVE TABLE - LAWS OF FLORIDA  
CODE COMPARATIVE TABLE LAWS OF FLORIDA  
CODE COMPARATIVE TABLE - RESOLUTIONS  
CODE COMPARATIVE TABLE - ORDINANCES  
CODE COMPARATIVE TABLE RESOLUTIONS  
STATE LAW REFERENCE TABLE

- ④ **MuniPRO Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire US! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ④ **MuniPRO Favorites.** Create a “favorites” list of frequently visited Codes or sections. This will save time by making navigation a one-click process from the Dashboard.
- ④ **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from the Dashboard.
- ④ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

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## ADDITIONAL SERVICES

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

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

3. **MuniPRO Advanced Research Tools.** While access to the Code and ordinances is free to everyone, Municode has developed a suite of premium tools for professionals who need advanced research abilities. MuniPRO provides subscribers with the following tools:

- **MuniPRO Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire US! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- **MuniPRO Favorites.** Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from the Dashboard.
- **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from the Dashboard.
- **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.
- Our MuniPRO service may be purchased as an annual subscription for \$495 per year. These subscriptions are based on concurrent users, so if you have five employees, but only three users will be logged in at a given time, you only need to purchase three subscriptions.

4. **Electronic Records Management Software and Services (Laserfiche).** MCCi is the largest Laserfiche Var in the United States and focuses on Local Government. With over 400 clients, MCCi can provide your organization with the most experienced professionals to implement and support your Laserfiche solution. Laserfiche software is used for Electronic Records Management and here are just some of the features: scan, index, search, archive, automate approval processes, make records available via the web, manage records retention, and integrate with your other software systems.

- Archived Ordinances; integration with Laserfiche
  - [ ] Up to 3,000 images, excess images \$0.50/image \$1,500
    - Future Updates at \$1.00 per image
  - [ ] Online Document Hosting – First Year \$1,000
    - Annual hosting renewal at \$500 and \$.035 per image hosted

5. **Utility Billing Services (MuniBills).** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of Municode, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions. Pricing information for this service can be supplied upon request.

Billing services, to include custom formatting, data cleansing, printing and mailing of your statements, are included with this contract. An initial setup fee and \$.15 per bill (10,000 bills per month) includes formatting, printing, mailing, and materials. Tiered pricing for volumes above 10,000 statements. (Minimum charge of \$250 per month for volumes less than 2,000.) PDF copies of all statements are provided in advance of mailing. Additional features available upon request.



**Municipal Code Corporation**  
PO Box 2235 Tallahassee, FL 32316  
800-262-2633 • Fax: 850-575-8852 • [info@municode.com](mailto:info@municode.com)  
[Municode.com](http://Municode.com)

## **What are people saying about MCC Supplement Service?**

*"I am always and continually impressed with the level of service from you. Thanks again."*

**April Beachum - Town Clerk, Fort Mill, SC**

*"Amazed at the quality of the search engine with the Code Online and love the ability of NOW for quick public notice and access of new ordinances. Making the effortless switch to Municipal Code has provided us with a valuable tool for managing our city ordinances."*

**Barbara Van Clake, CMC, WCMC - Deputy Clerk/Treasurer, Omro, WI**

*"I think the customer service is excellent. Whenever I communicated an issue it was addressed the same day whenever possible."*

**Sharon Tudor - Deputy County Clerk, Franklin County, VA**

*"I think that MCC does a wonderful job ... you've always helped me out with getting everything that I need..."*

**Anita Byrd - Legal Administrative Assistant, Pasco County Attorney's Office, FL**

*"Everyone at MCC is very helpful. I couldn't do without all of you! Over the ten years we've been associated, we've enjoyed a great relationship with MCC. You have always been right on the spot."*

**Cheryl A. Chorney, CMC - Town Clerk, Exeter, RI**

*"Publishing Codes is a tedious and extreme responsibility that the governing bodies, the public, businesses, and institutions depend on whether in bound versions or via the web. I have nothing but great things to say about Municipal Code Corporation. Keep up the good work."*

**Lynne A. Kyle - NCCP Business Process Manager, Charlotte, NC**

*"MCC's Code on the Internet is very convenient and nice, easy access for the Board members and citizens."*

**Pam Donohoe - Clerk, Village of Somerset, WI**

*"The City of Knox was very satisfied with the services that we received from Municipal Code Corporation. They got the job done in a reasonable time and were accurate. We were especially happy with the format they used to post our code on the web. We would recommend them to anyone."*

**Jeffery J. Houston - Clerk-Treasurer, Knox, IN**

*"Municipal Code has proven to be a huge time saver. Previously, the township kept ordinance books on hand for purchase and provided the service of mailing updates for a nominal fee. Now we simply refer individuals to Municipal Code to purchase our ordinances and it's hassle free."*

**Linda Kerr - Charter Township Clerk, Charter Township of Texas, MI**

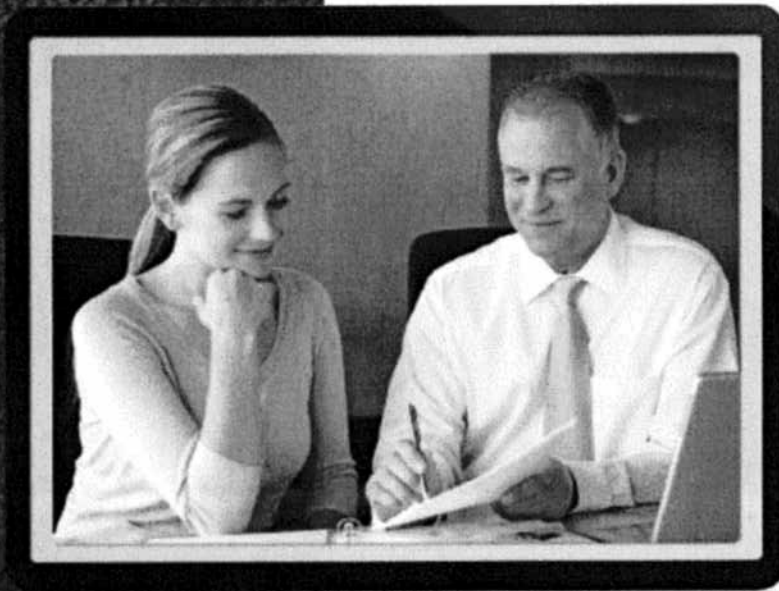
*"Our office enjoys working with Municipal Code; the company is always friendly and easy to work with."*

**Anita Gomez - Administrative Secretary, Irving, TX**

*"I've always found everyone at MCC to be extremely helpful, friendly, and very patient. Time is always taken to assist me. It's been a pleasure working with Municipal Code."*

**Cathy Eckles - Paralegal, Stafford County Attorney's Office, VA**

# PROPOSAL *for* CODIFICATION SERVICES



Prepared for:

Township of Northfield  
Washtenaw County  
Michigan

June 6, 2013

Valid for 6 months

Suzanne Owens  
Codification Account Manager  
(855) GEN CODE  
Email: [sowens@generalcode.com](mailto:sowens@generalcode.com)



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# Executive Summary

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Serving the needs of communities for 50 years, General Code provides codification and enterprise content management solutions to more than 2,700 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

## Situation Analysis

The Township of Northfield is located in Washtenaw County in Michigan and was established in 1832. Since then, the Township has grown and currently is home to more than 8,200 residents.

The ordinances of the Township have never been codified. Presently, the Township is requesting proposals for codification of the legislation of the Township. The scope of services is the incorporation of all legislation of a general and permanent nature into the new Code and is to include research and review to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the printing of 1 copy of the Code; and the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation. The Township is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 3.

## General Code Solution

The Township of Northfield's challenges will be met and goals achieved through our proposed Codification Solution, which includes:

- Review and codification of existing materials
- Premium eCode360® online code
- Custom printed Code books, with an option for additional printed books
- Code supplementation service

## Investment Summary

The cost of General Code's recommended solution will be \$14,900.

A detailed breakdown of the investment and available options can be found on page 13.

## Accepting This Proposal

This document serves as both a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. 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.



# Why General Code?

Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our Code of Engagement. We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from our 50 years of experience and the constantly changing concerns and needs of our 2,700 customers, including 34 in Michigan. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.



## Experience

- Over 2,700 clients in 38 states in the United States and Canada
- Serving local governments since 1962 — 50 years of broad experience in all aspects of municipal codification
- Unparalleled reputation for quality and service
- Dedicated to providing technical and innovative codification solutions



## Customer Service Orientation

- Highest customer satisfaction ratings
- Experienced Account Managers
- Quick responses to questions and commitment to person-to-person interaction
- Training and support on an ongoing basis
- Flexible billing plans tailored to meet the specific needs of each client



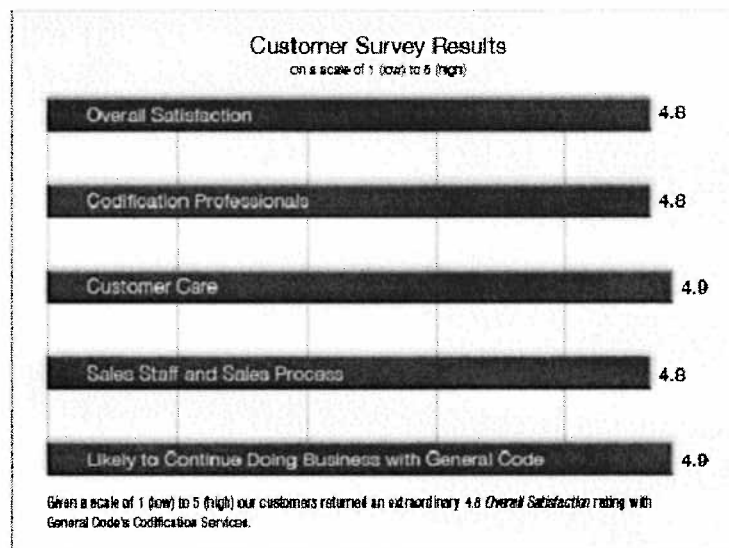
## Professional and Experienced Staff

- Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- Full-time attorney editors, with extensive experience in both new Code projects, as well as supplementation of existing Codes, in numerous states
- Full-time Code editors, with experience in codification averaging over 15 years
- Specially trained data entry, proofreading, indexing and research staff



## Client Experience

- User-friendly Code format and organizational system
- Fast, reliable, accurate supplementation
- Creative solutions for specific needs
- Ezsupp@generalcode.com for new legislation
- Free sample legislation service for clients



## Customer Satisfaction

These results demonstrate the way our customers recognize and appreciate our passion for excellence and customer focus.

# Situation Analysis



## General Code Service

"Regarding the service that we get from General Code, in a word - amazing. We have yet to encounter a problem that your team has not been able to solve with grace! Thank you for keeping us on track even when we are delayed by the issues that seem to always get in the way.

- Susan Kramarsky,  
Town Clerk/Receiver of Taxes  
Town of Brighton, NY



The Township of Northfield is located in Washtenaw County in Michigan and was established in 1832. Since then, the Township has grown and changed and currently is home to more than 8,200 residents.

## Source Materials

The Township of Northfield will provide the following to General Code as the source materials:

- A copy of the Township's uncodified legislation adopted through June 28, 2013

This proposal only takes into account legislation reviewed onsite at the Township, which will be included within the scope of this project. Please note that this project is based on an estimated page count of 1000 pages.

General Code requests that the Township set up a process during the project to routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

## Recommended Solution

General Code will provide the Township of Northfield with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and our 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Township of Northfield, including posting on the Internet and traditional print formats.

### Services Included

#### eCode360



General Code's eCode360 with MultiView Technology makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable. Your Code is accessible to any viewer in a choice of a basic view, for use by the general public, and an advanced view, for Township staff and elected officials.

For more detail, see the full eCode360 description on page 10.

#### Publication of New Code Volumes



The base price includes the publication of 1 new Code volume in a high-quality, custom-imprinted post binder. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format. You may choose a blue, dark red, green, brown, black or gray binder, with white, silver or gold silk-screen lettering. The Township Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Code.

#### Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

#### Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Township Attorney for review and enactment by the governing body. 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.

#### Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

# The General Code Codification Process



We see you as a partner in the codification process.

General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

## Including You in the Process

The unique project workflow that General Code has developed engages the Township with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

## Process Outline

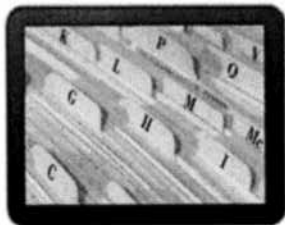


### Beginning a Code Project

To begin the project, the Township of Northfield will provide the source materials for the new Code. For more detail, see the source materials listed on page 5.

### Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Township's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Township.



### Organizational Analysis

The first part of the analysis of the Township's legislation will be the preparation of an Organizational Analysis for the Township to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of materials being reviewed.

The Township will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

### Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the Township. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.



### **Editorial and Legal Analysis**

For the second part of the analysis of the Township's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Township officials, including the Attorney, who 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 Michigan statutes
- Any practical recommendations to make your legislation more enforceable
- Suggestions regarding fines, fees and penalties
- Suggestions on ways to modernize your legislation

The Township 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 Township officials and the Township 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.



### **Final Editing of the Manuscript**

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

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

During this process, General Code will also prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the Township Attorney for review and enactment by the governing body.

### **Draft**

General Code will submit a Draft of the Code for final review by the Township. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new ordinances, and inconsistencies within chapter provisions. Minor changes in content as a result of the Township's review may be made. Any substantial changes in organization or content shall be subject to additional charges.



### **Code Delivery; Recordkeeping; Supplement Distribution**

After the Code is delivered, we will review the project with the Township to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.



# eCode360

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General Code's **eCode360** with MultiView Technology is our all-new electronic Code, providing a choice of on-screen viewing options on any computer platform and, for the first time, automatically customizing the Code for optimal viewing on any computer or mobile device, including smartphones, tablets, and eReaders. Engineered for speed and designed for easy searching and navigation, *eCode360* will provide unprecedented flexibility and access to the Code in the office, at home or on the go.

General Code's *eCode360* is a secure, reliable, and virtually maintenance-free product containing the complete current text of the Township's Code online. Hosted and maintained by General Code, *eCode360* will enable anyone to view and search the Code wherever there is access to the Internet. Access to the Code is as simple as adding a link on your website or General Code's website, enabling users to click and review the Code at any time.

## **Premium *eCode360* includes the following features:**

- Easy and Flexible Searching: Use key words or phrases, section numbers and more
- Sample Legislation (Multi-Code Searching): Search across multiple Codes
- Pre-Supplementation Posting: Post legislation not yet codified in between supplements<sup>1</sup>
- Easy Navigation: Easy-to-use interface with multiple options for exploring the Code
- Printing: Simple, user-friendly print functionality and a variety of user options
- Public and Private Annotations: Create personalized links and notes within the Code
- Easy Exporting: Copy text quickly and easily into your preferred word-processing program
- Email Links: Convenient shortcuts to email a link to a specific Code section
- Bookmarking: Save as "favorites" to quickly return to popular sections of the Code
- Quick View CD: View a permanent archive of your Code without connecting to the Internet; provided with each supplement
- Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- Free Upgrades With Additional Features
- PubDocs Module: Permits uploading of non-code documents to the web for easy searching and public access, such as resolutions, minutes, comprehensive plans, and proposed ordinances under review prior to adoption
- A customized masthead banner and accent colors, for a seamless transition from your municipal website to your online Code

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<sup>1</sup> **Pre-Supplementation Posting:** This service is included with the Annual Maintenance for eCode360. Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic 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 legislation.



## Public Documents Module

General Code is proud to introduce our new Public Documents (PubDocs) online module for our electronic Code services. With PubDocs, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more.

PubDocs is fully integrated with Premium *eCode360*, your online Code, and provides an easy-to-use process for document management. PubDocs is a great way to augment your e-government services and improve your overall outreach to the community. Best of all, PubDocs enhances your Township's transparency by offering your citizens and other constituents a solution that meets their ever-growing needs and expectations for instantaneous information in today's digital world. (Please note that PubDocs is not a repository for archiving purposes.)

### Benefits of PubDocs:

- ✦ Easy to use, self-managing process
- ✦ Secure process for posting documents
- ✦ Documents are automatically converted to searchable PDFs
- ✦ Search by name, date, description, category or use our advanced features such as a color-coded search filter with checkboxes
- ✦ Fully integrated and accessible through *eCode360*
- ✦ Fully hosted service through General Code
- ✦ Upload all types of documents (e.g., Word documents, Excel spreadsheets, etc.) to view and search
- ✦ Public documents viewable by anyone – anytime, anywhere

PubDocs is included with Premium *eCode360* at no additional charge. Costs associated with any necessary scanning services will be provided upon request.

# Performance and Payment Schedule



## Performance Schedule

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 90 days of contract signing and receipt of the materials; the Township has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 145 days of receipt of the responses to the Organizational Analysis; the Township has 110 days for review
Submission of Draft	Within 120 days of receipt of responses to the Editorial and Legal Analysis; the Township has 30 days to review
Delivery of Code volumes and posting of eCode360	Within 45 days of approval to proceed with the publication of the Code

*Performance schedule reflects business days excluding legal holidays.*

## Payment Schedule

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
20%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
20%	Invoiced upon delivery of the Code and posting of eCode360

# Investment Detail and Options



## Base Codification Project Price

**\$14,900**

Your base codification project includes the following:

- \* Preliminary Telephone Conference
- \* Codify Legislation Through June 28, 2013, Up To 1,000 Pages (Estimated)\*
- \* Conversion of Code into XML Document with General Code Numbering and Format
- \* Organizational Analysis
- \* Editorial and Legal Analysis
- \* Manuscript
- \* Editorial Work
- \* Proofreading
- \* Draft
- \* Duplication and Publication of 1 Code Volumes in Standard Imprinted Post Binders
- \* Comprehensive Index
- \* Disposition List
- \* Customizable Tabs
- \* Code Adoption Legislation
- \* Premium eCode360, Including PubDocs Module (set-up and first year)
- \* Customized Masthead Banner
- \* Shipping

*\*Please note that, if upon completion of the codification project the actual final number of pages exceeds this estimate, the base price will be adjusted at a rate of \$19 per additional page.*

## Premium eCode360® Annual Maintenance \$ 995

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Township budget for this service each year. The fee covers annual licensing, web hosting, appending of legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

## Optional Components

These options are available to you at an additional charge:

\$75	Price per Additional Code Book	.....
	<i>Please note: This copy is in addition to the 1 Code book included in the base price.</i>	

Prices noted are valid for 6 months from the date of this proposal.

# Appendix



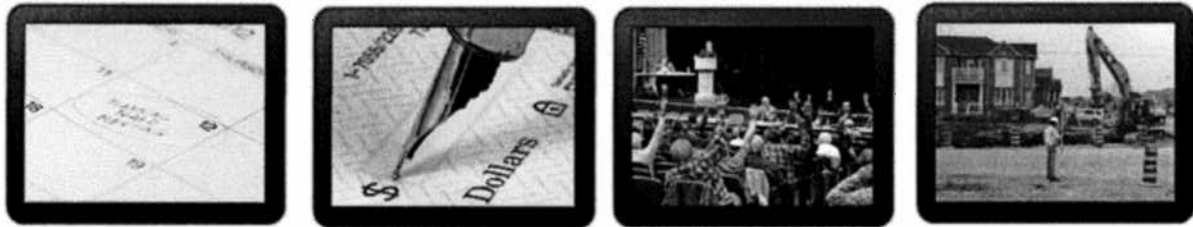
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# The Code Solution

## Why Codify?

As a municipal official, you need accurate and easily accessible information to effectively serve your constituents. A Code is an investment that will save you time and money and serve your community efficiently now and in the future.

## Organization and Presentation



To “codify” means to collect and organize a body of law in a systematic way. Codification is the collection and organization of all your currently effective legislation of a general and permanent nature into a numbered and uniformly presented document that is easy to read and use. A codification project can also include a comprehensive editorial review of your legislation and, if needed, revisions and updates to correct conflicts and inconsistencies.

There are several compelling reasons to have a Code:

- **Avoid confusion and ensure accurate interpretation and enforcement.** By compiling all of your ordinances and legislation into a single up-to-date document, courts, police and other officials charged with enforcement can have a practical and efficient tool on which they can rely for accurate information.
- **Respond quickly and accurately to questions.** A Code is an easily used resource for local officials, enabling them to find the information they need to answer questions from constituents as well as other local government officials.
- **Fulfill a community obligation.** It is the responsibility of the Township to maintain its laws in an up-to-date and readily understandable form that citizens can find and use.
- **Plan for future growth and development.** An up-to-date Code provides a clear view of existing regulations and situations and makes it easier to determine the impact of proposed changes and amendments.

Technology has greatly improved the way local governments store, maintain and gain access to documents. Today your Code is much more than a book – it’s actually a body of information that is also stored electronically. This information, your Code database, is the foundation for maintaining a Code of law that is always accurate and up-to-date. In addition to paper copies, you can have a fully searchable electronic version of your Code networked within your local government so that everyone has immediate access to the most current information. You can easily make your Code available to citizens 24 hours a day by putting it on the Internet.

# Formatting and Style

## Innovation With Thought

General Code's printed code services have become the hallmark of quality in the codification industry, just as eCode360 sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

## Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the Township'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 Township will have the opportunity to review and approve the organization of the Code.

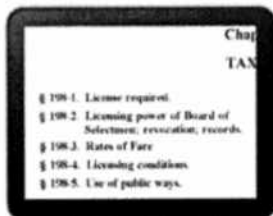


### Table of Contents

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.



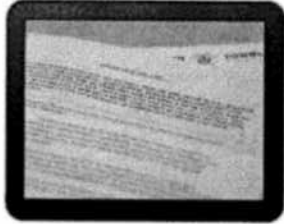
### Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which 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 which 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 were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



### **Legislative Histories**

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

### **General References and Editor's Notes**

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

# Sample Page

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.

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

§ 198-1

## Chapter 198

§ 198-3

### TAXICABS

§ 198-1. License required.  
§ 198-2. Licensing authority;  
revocation; records.

§ 198-3. Rates of fare.  
§ 198-4. Licensing conditions.  
§ 198-5. Use of public ways.

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.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

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

#### GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

#### § 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

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

#### § 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

#### § 198-3. Rates of fare.

A. Minimum zone rates. [Amended 2-12-1980 by Ord. No. 80-73 ]

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

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

A simple internal numbering system presents material in a clear, easy-to-read format.

I. Editor's Note: This ordinance provided an effective date of 3-31-1980.

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

198:1

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.

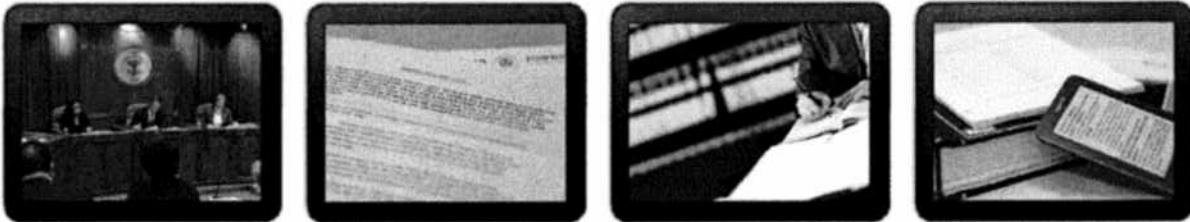
The dateline indicates the date the page was printed.

01 - 15 - 2010

# Supplementation Services

Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



## Materials

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

- Electronic copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- In addition, paper copies of as-adopted legislation can be sent via US Mail or by Fax to 585-328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Township.

## Pre-Supplementation Posting

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic 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.

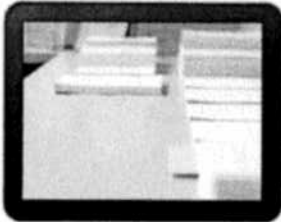
## Schedule

Supplements will be provided on a schedule designed to meet the needs of the Township. Typical schedules may be monthly, bimonthly, quarterly, triannual, semiannual, or annual, or upon authorization by the Township. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements.

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

## Editorial Work on Your Supplement

We will review the legislation to determine proper placement within the Code. General Code will adhere to the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code. General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the Township shall be incorporated into the supplement. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



### Printed Supplements

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



### Electronic Updates

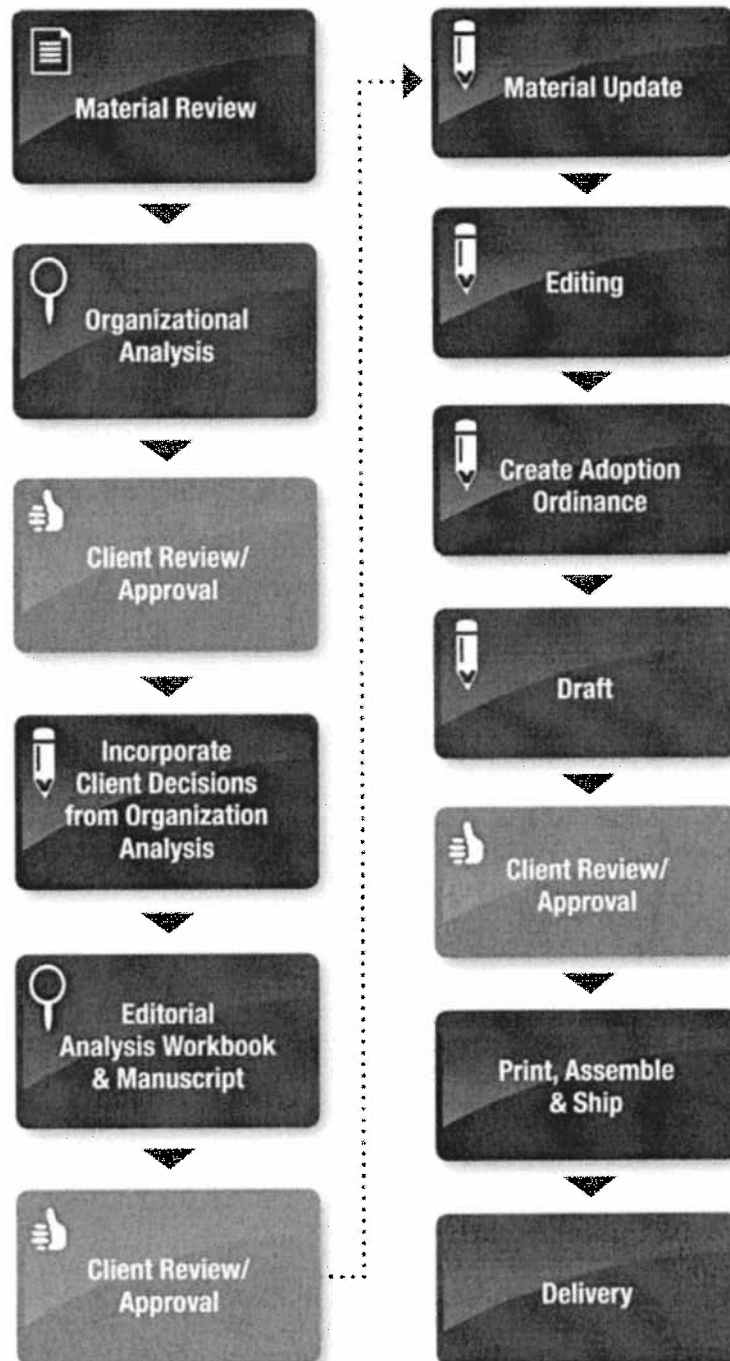
Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will have been incorporated into the Code, and a fully searchable, complete Code will be delivered online or on CD.



### Delivery

Printed supplements to the Code will be delivered in bulk to the Township, unless the Township chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

# The General Code Codification Process At-a-Glance



## Authorization and Agreement

Base Codification Project

\$ 14,900

### Optional Components

\_\_\_\_ Additional Code book(s) @ \$75 each

\$ .....

### Total Investment

Including all of the options selected above, the project price will be:

\$ .....

The Township of Northfield, Michigan, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs), and are incorporated herein by reference, and authorizes General Code to proceed with the project.

#### TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN

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

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

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

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

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

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

#### GENERAL CODE, LLC

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

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

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

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

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

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

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the Township for its records.

**NORTHFIELD TOWNSHIP**  
**TREASURER**

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July 23, 2013

To: Northfield Township Board

*After our last board meeting we were informed by PNC Bank that they would not be willing to handle our investment portfolio through their Institutional Investment Division because we do not have at least five million dollars. PNC is willing to accept transfer of the portfolio from Multibank, however, they would not be providing us with professional investment advice. Additionally our investment portfolio would be handled by a PNC representative from Ohio.*

*Howard Fink and I were both disappointed by this turn of events because of the time we had spent working on this transfer issue with PNC representatives. I am no longer willing to let PNC hold or manage the Northfield Township Investment Portfolio based on my concerns about the way they have handled this situation.*

*Howard and I, after consulting with Paul Burns, our attorney, decided to meet with Greystone/Morgan Stanley. Greystone handles a great deal of Municipal business in Michigan including Brighton and Washtenaw County and the representative is located in Birmingham, MI. The proposal provided to us by Greystone, which includes three options, is attached.*

*Both Multibank and PNC were asked to run a spreadsheet (attached,) showing us what our investments would be worth if we "cashed out" right now. Unfortunately because of interest rates rising and the types of investments that were purchased by Multibank we would suffer a significant loss.....approximately \$300,000. If we hold on to the investments until they mature we would be able to get the par value. Why the Township representative authorized the investments in these long-term type vehicles is a question I cannot answer without further investigation.*

*So in actuality the only "managing" of our portfolio that can be done is to watch the market and try to back out of these long-term investments as soon as we can do so without a loss or at least with such a big loss. We will not suffer a loss if we hold the investments until maturity..... it is unfortunate though, that most do not mature until 2027, 2028, 2031 etc.*

*Howard and I will be available to address your questions and concerns as we continue to move forward. We both agree that investments should not exceed a three year term.*

*Respectfully submitted,  
Regards,*



**KathySue Braun**  
**Northfield Township Treasurer**

**Subject:** Follow Up

**From:** "Green, Brian" <Brian.Green@msggraystone.com>

**Date:** 7/17/2013 4:08 PM

**To:** "Howard Fink (finkh@twp.northfield.mi.us)" <finkh@twp.northfield.mi.us>, "Paul Burns (burns@peblaw.net)" <burns@peblaw.net>

Paul / Howard,

Thank you for your time this morning. As a follow up to our conversation, I wanted to provide you with the following options:

1. Engage Morgan Stanley / Graystone as a broker. We would custody investment assets at no charge. Compensation for services rendered and advice granted comes in the form of commissions / sales credit on any bond or CD purchases. Any commission received would be disclosed in advance of purchase, and disclosed / summarized on an annual basis. No contract is signed, outside of account opening paperwork. Morgan Stanley would not commit to being a fiduciary in writing.
2. Engage Morgan Stanley / Graystone Consulting under our Advisory contract ( sample attached). We would custody investment assets at no charge. Minimum fee is 0.40% per year, which would equate to roughly \$10,400 per year in fees assuming \$2,600,000 in invested assets. No commissions would be charged on any purchases or sales. Assuming a laddered CD portfolio of short and intermediate term CDs (out to 3 years), income generated annually would be about 0.70% or \$18,200 per year. Yield/Income after fees would be about 0.30% or \$7,800 per year. Increasing maximum maturity to 5 years further increases the opportunity for income. Morgan Stanley contract is silent on fiduciary status unless ERISA applies. In this case, we are neither acknowledging or denying our fiduciary status. The minimum annual fee equating to \$10,000 is similar to the minimum fee you would expect from a bank like PNC or Comerica. We will assist in the drafting of an Investment Policy Statement and provide performance reporting on a quarterly basis to update all parties on performance of invested funds.
3. Engage Morgan Stanley / Graystone in a full Institutional Consulting contract. We would custody investment assets at no charge. Minimum fee is \$30,000 per year. Morgan Stanley would be a signed fiduciary to the township with respect to the invested assets. We will assist in the drafting of an Investment Policy Statement and provide performance reporting on a quarterly basis to update all parties on performance of invested funds.

I am confident the resources and expertise of Morgan Stanley and our local group can assist the Township in their investments. From where I sit, the question is how to best engage our team in a way that is most comfortable to you, the board of trustees, and your legal counsel. The broker engagement is the simplest, will provide advice, but has no fiduciary commitment. Option 2 provides a more known cost means of engaging Morgan Stanley and includes a signed contract. Option 3 provides for a written fiduciary standard, but I believe is cost prohibitive. I have inquired with our legal counsel on lowering the minimum fee for a signed fiduciary status, but the policy is a firm minimum of \$30,000 in annual fees to commit Morgan Stanley as a written fiduciary. They were unwavering on this point.

I have attached a contract for Option 2 and a summary of our capabilities. I have reached out to several of my contacts to get more color on pricing for the sale of your current portfolio, but have not yet received any detail from them. While I would welcome the opportunity to work with the Township, I understand our minimum fees may be cost prohibitive, and engaging us as a broker only may not be palatable from a legal standpoint.



AS soon as possible, I will provide feedback on pricing from my various sources so you are best armed with the path you choose. This may allow you to determine whether furthering your relationship with PNC may be the most cost effective and advantageous option. I recognize time is of the essence, though my view on best course is to wait on taking any action until I receive greater detail on possible sale proceeds from the portfolio. This should provide you with greater information to help you make the best decision possible for the Township, whether that includes Morgan Stanley or a different firm.

Thank you again for your time and consideration. As soon as I have more information on your current portfolio I will provide additional commentary.

Best regards,

-Brian

**Brian C. Green**  
*Assistant Vice President*  
*Consulting Group Analyst*

**The Holycross Group of Graystone Consulting**  
220 Park Street, Suite 220  
Birmingham, MI 48009  
248.258.1782 Direct  
800.622.9685 Toll Free  
248.282.2969 eFax  
brian.green@msgraystone.com

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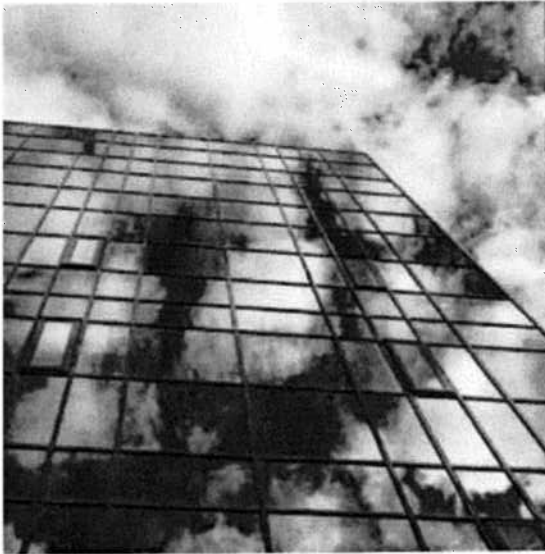
Important Notice to Recipients:

Please do not use e-mail to request, authorize or effect the purchase or sale of any security or commodity. Unfortunately, we cannot execute such instructions provided in e-mail. Thank you.

The sender of this e-mail is an employee of Morgan Stanley Smith Barney LLC ("Morgan Stanley"). If you have received this communication in error, please destroy all electronic and paper copies and notify the sender immediately. Erroneous transmission is not intended to waive confidentiality or privilege. Morgan Stanley reserves the right, to the extent permitted under applicable law, to monitor electronic communications. This message is subject to terms available at the following link: <http://www.morganstanley.com/disclaimers/mssbemail.html>. If you cannot access this link, please notify us by reply message and we will send the contents to you. By messaging with Morgan Stanley you consent to the foregoing.

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Attachments:	
Cash Mgmt Overview.pdf	257 KB
CGA Contract.pdf	1.6 MB
Northfield Twp 2013 07.pdf	9.2 KB



## A Guide to Fixed Income Cash Management Investing

Cash management is an important consideration in many portfolios. On a daily basis, corporate, small business and individual investors are confronted with the challenge of meeting their current liquidity needs while protecting and growing their assets.

**T**he fixed income market provides a wide array of securities which may be used to potentially provide an attractive alternative to other short-term investments. Short-term debt instruments may provide a flexible foundation for your cash management program.

Whatever your investment objective — maintaining high credit quality, preserving principal, or generating tax-exempt income — Morgan Stanley Wealth Management can help make it easier for you to manage your cash and maximize your working capital.

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This material has been prepared for informational purposes only and is not an offer to buy or sell or a solicitation of any offer to buy or sell any security or other financial instrument or to participate in any trading strategy. This is not a research report and was not prepared by the research departments of Morgan Stanley & Co. LLC or Morgan Stanley Smith Barney LLC. It was prepared by Morgan Stanley Wealth Management sales, trading or other non-research personnel. Past performance is not necessarily a guide to future performance. Please see additional important information and qualifications at the end of this material.

# The Cash Component of a Balanced Portfolio

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## CASH MANAGEMENT GOALS

Short-term debt securities—those with one year or less to maturity—may be suited for cash management strategies. Such strategies utilize high-quality investment instruments to potentially help maximize the returns of short-term or working capital portfolios, while meeting liquidity requirements.

Your Morgan Stanley Financial Advisor can work with you to help develop a cash management strategy tailored around your individual goals and balanced with your investment objectives, liquidity requirements and risk tolerance.

## MAINTAIN LIQUIDITY

The short-term debt market encompasses a *primary* market, where new-issue instruments are first sold, and a *secondary* market, where securities are then actively traded, generally providing high liquidity. On any given day, billions of dollars in short-term debt typically trade in the secondary market, creating a vast number of short-term opportunities for its participants.

## MEET CASH FLOW NEEDS

The wide array of investment opportunities available within the one-year horizon—from one day to 365 days—enables investors to match maturities with anticipated cash flow needs.

## SECURE HIGH CREDIT QUALITY

The wide array of short-term fixed income instruments available includes Treasuries, agency securities, and investment-grade corporate and municipal issues.

## PRESERVE PRINCIPAL

The combination of high credit quality debt instruments and short maturity dates may result in a portfolio with less price volatility.

## TAX-ADVANTAGED RETURNS

Certain instruments, including U.S. Treasury bills, municipal notes and bonds, and some agency discount notes, offer tax advantages that may be appropriate for investors in high income tax brackets.

## THE CASH COMPONENT OF A BALANCED PORTFOLIO

Short-term debt instruments are defined as securities payable in one year or less. Cash equivalent securities offer liquidity and a short-term competitive yield alternative to maintaining cash solely with a bank or in other short-term investment vehicles. In addition, depending on your requirements, your tax status can be factored into your choice of security.

Some fixed income securities are issued as short-term cash management vehicles, i.e., they mature within one year of issue:

## Issued With Less Than One Year to Maturity

Taxable	Tax-Advantaged	Tax-Exempt
Commercial Paper	U.S. Treasury Bills	Municipal Notes
Repurchase Agreements	Federal Agency Discount Notes*	
Federal Agency Discount Notes*		
Certificates of Deposit (CDs)		

\* depending on issuer

However, many fixed income securities are issued with long-term maturities up to 30 years. Once issued, these securities trade in the secondary market and are classified as cash management vehicles once they are within a year of their maturity date. Therefore, it is possible to find securities that match maturity requirements that are shorter than the primary issues' original maturity. For example, a municipal bond may be available with three months to maturity or a corporate bond may have one month to maturity:

## Issued With More Than One Year to Maturity

Taxable	Tax-Advantaged	Tax-Exempt
Certificates of Deposit (CDs)	U.S. Treasury Notes/Bonds	Municipal Bonds
Federal Agency Debentures	U.S. Treasury STRIPS	
Corporate Bonds	Federal Agency Debentures	
Federal Agency or Corporate Floating Rate Notes	Federal Agency or Corporate Floating Rate Notes	

## Investment Considerations

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A Morgan Stanley Financial Advisor can further explain the risks and rewards associated with short-term debt instruments, as well as help you make disciplined financial decisions.

### INTEREST RATE AND DURATION RISK

Generally, fixed income securities are sensitive to fluctuations in interest rates; if interest rates rise, bond prices will fall and vice versa. Due to the short-term nature of debt instruments maturing in less than one year, their price volatility is generally less than that of longer-term securities. Duration measures a bond's price sensitivity to changes in interest rates. The longer the bond's duration, the more sensitive its market value is to changes in interest rates. Your Financial Advisor can provide you with the duration risk of your fixed income investments.

### REINVESTMENT RISK

The risk that the income stream from fixed income securities may be invested at a lower interest rate than the current instrument. This risk is especially evident during periods of falling interest rates where coupon payments are reinvested at a lower rate than the current instrument.

### CREDIT RISK

The risk that the issuer may be unable to pay interest and/or principal on a timely basis. Major rating agencies, such as Moody's Investors Service, Standard & Poor's and Fitch Ratings, offer their assessment of an issuer's creditworthiness. U.S. Treasury securities

are considered to be among the least risky investments as they are backed by the "full faith and credit" of the U.S. government. On the other end of the scale, high yield (below investment grade) corporate bonds are considered to have the greatest credit risk. Whatever your credit risk tolerance, the wide variety of fixed income debt instruments available provide a range of securities to match your requirements.

### CALL RISK

Some short-term debt instruments are callable; the issuer has the option to redeem the securities, typically at par plus accrued interest, at any time, or on set dates, prior to maturity. If called, the investor bears the risk of reinvesting the proceeds at a lower rate of return, depending on the prevailing market conditions.

### SUITABILITY

Certain short-term debt instruments may not be suitable for all investors due to their high minimum investment denominations and multiples, which can exceed \$1 million.

### SECONDARY MARKET RISK

Keep in mind that the value of your investments can fluctuate, and, if you sell prior to maturity, you may receive more or less than the original purchase price or maturity value, depending on market conditions at the time of the sale.

While we currently make a secondary market in many short-term debt instruments, we are not obligated to

do so and may decline to do so in the future. Additionally, if gains are made on the sale of some short-term debt instruments in the secondary market, capital gains tax may apply.

Morgan Stanley Smith Barney LLC, its affiliates and Morgan Stanley Financial Advisors do not render advice on tax and tax accounting matters to clients. This material was not intended or written to be used, and it cannot be used by any taxpayer, for the purpose of avoiding penalties that may be imposed on the taxpayer under U.S. federal tax laws. You should always consult your own legal or tax advisor for information concerning your individual situation.

## Short-Term Debt Instruments

### Taxable Short-Term Debt Instruments

SECURITY	DESCRIPTION	CREDIT QUALITY	MINIMUM ORDER AND INCREMENTS <sup>1</sup>	TAXATION TREATMENT	PAYMENT SCHEDULE <sup>1</sup>
<b>Certificates of Deposit (CDs)</b>	Time deposits issued by financial institutions that typically entitle the holder to receive interest plus principal at maturity.	FDIC insured <sup>2</sup>	\$1,000 × \$1,000	Fully taxable	Fixed coupon
<b>Commercial Paper<sup>3</sup></b>	Short-term, negotiable unsecured promissory notes issued at a discount to par, primarily by industrial and financial companies.  Non-callable.	Rated by Moody's: P1, P2, P3, NP S&P: A1, A2, A3, B, C, D Fitch: F1, F2, F3, F4, F5	\$100,000 × \$1,000	Fully taxable	Purchased at a discount; interest received at maturity
<b>Corporate Bonds (Investment Grade); one year or shorter</b>	Bonds issued by corporations for various purposes, such as refunding outstanding debt or financing expansion.  The corporation is obligated to pay interest at a fixed rate plus principal at maturity.	Rated by Moody's, S&P and Fitch (Investment Grade rated Aaa/AAA to Baa3/BBB-)	\$1,000 × \$1,000	Fully taxable	Fixed coupon
<b>Federal Agency Discount Notes</b>	Short-term securities issued by government-sponsored enterprises at a discount to par with accreted interest paid at maturity. Issuers include:  - Federal National Mortgage Association (Fannie Mae/FNMA)  - Federal Home Loan Mortgage Association (Freddie Mac/FHLMC)	Issuers maintain a line of credit with the U.S. government, although they are not direct obligations of the U.S. government.	\$25,000 – \$100,000 × \$1,000	Fully taxable	Purchased at a discount; interest received at maturity
<b>Federal Agency Debentures</b>	Coupon bearing securities issued by government-sponsored enterprises. Generally provide a yield advantage to U.S. Treasuries.	Issuers maintain a line of credit with the U.S. government, although they are not direct obligations of the U.S. government.	\$1,000 × \$1,000	FHLB and FFEB are state and local tax-exempt. All others are fully taxable.	Fixed coupon

This material is not a solicitation of any offer to buy or sell any security or other financial instrument or to participate in any trading strategy. This material was not prepared by the research departments of Morgan Stanley & Co. LLC or Morgan Stanley Smith Barney LLC. Please refer to important information and qualifications at the end of this material.

## Taxable Short-Term Debt Instruments (continued)

SECURITY	DESCRIPTION	CREDIT QUALITY	MINIMUM ORDER AND INCREMENTS <sup>1</sup>	TAXATION TREATMENT	PAYMENT SCHEDULE <sup>1</sup>
<b>Federal Agency or Corporate Rate Floating Notes<sup>4</sup></b>	Securities with interest rates that reset based on changes in specific short-term indexes. Also called floaters. Linked index can include CPI, LIBOR or other interest rate index.	Federal Agency/ Investment Grade (Moody's, S&P and Fitch-rated.)	\$10,000 × \$1,000	Fully taxable	Coupons reset periodically
<b>Repurchase Agreements (Repos)</b>	An agreement made for the sale of a security with a commitment by the seller to buy the security back from the purchaser at a specific price at a designated future date.  Most repos are overnight transactions, but longer fixed terms are available, as are open-ended terms.	Backed by the repo counterparty and the underlying securities	\$1 million	Fully taxable	Fixed rate

## Tax-Advantaged Short-Term Debt Instruments

<b>U.S. Treasury Bills</b>	Short-term securities issued at auction by the U.S. government at a discount to par. Par is paid at maturity; the interest is the difference between the discount purchase price and the par value (known as accreted interest).	Backed by the full faith and credit of the U.S. government, Treasuries are considered to be among the highest credit quality available.	\$1,000 × \$1,000	State and local tax-exempt	Purchased at a discount; interest received at maturity
<b>U.S. Treasury STRIPS</b>	Bonds sold at a discount to their maturity value. They do not make interest payments; instead, interest compounds until maturity.	Backed by the full faith and credit of the U.S. government.	\$1,000 × \$1,000	State and local tax-exempt	Purchased at a discount; interest received at maturity
<b>U.S. Treasury Notes/Bonds</b>	Coupon-bearing securities issued by the U.S. government. Initially issued with maturities from 2 to 30 years; can be bought in the secondary market.	Backed by the full faith and credit of the U.S. government.	\$1,000 × \$1,000	State and local tax-exempt	Fixed coupon

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## Short-Term Debt Instruments

### Tax-Advantaged Short-Term Debt Instruments (continued)

SECURITY	DESCRIPTION	CREDIT QUALITY	MINIMUM ORDER AND INCREMENTS <sup>1</sup>	TAXATION TREATMENT	PAYMENT SCHEDULE <sup>1</sup>
<b>Federal Agency Discount Notes</b>	Short-term securities issued by government-sponsored enterprises at a discount to par with accreted interest paid at maturity. Issuers include:  – Federal Home Loan Bank – Federal Farm Credit Bank <sup>5</sup> – Federal National Mortgage Association (Fannie Mae) – Federal Home Loan Mortgage Association (Freddie Mac)	Issuers maintain a line of credit with the U.S. government, although they are not direct obligations of the U.S. government.	\$25,000 – \$100,000 × \$1,000	FHLB and FFCB are state and local tax-exempt. All others are fully taxable.	Purchased at a discount; interest received at maturity
<b>Federal Agency Debentures</b>	Coupon-bearing securities issued by government-sponsored enterprises. Generally provide a yield advantage to U.S. Treasuries.	Issuers maintain a line of credit with the U.S. government, although they are not direct obligations of the U.S. government.	\$1,000 × \$1,000	FHLB and FFCB are state and local tax-exempt.	Fixed coupon
<b>Federal Agency Floating Notes<sup>4</sup></b>	Securities with interest rates that reset based on changes in specific short-term indexes. Also called floaters. Linked index can include CPI, LIBOR or other interest rate index.	Issuers maintain a line of credit with the U.S. government, although they are not direct obligations of the U.S. government.	\$10,000 × \$1,000 FHLB: \$100,000	FHLB, FHBB, Sallie Mae and TVA are state and local tax-exempt.	Coupons reset periodically

### Tax-Exempt Short-Term Debt Instruments

<b>Municipal Notes</b>	Issued by municipalities to meet short-term capital requirements. Secured by specific sources of future revenues, taxes, federal and state aid payments or bond proceeds.	Rated by Moody's, S&P and Fitch; determined by credit quality of issuing municipality.	\$5,000 × \$5,000 (some in \$100,000 denominations)	Federal, state and local tax-exempt. <sup>6</sup>	Purchased at a discount; interest received at maturity
<b>Municipal Bonds (one year or shorter)</b>	Debt issued by municipalities for public purpose. Typically free from federal taxation and in most cases exempt from state taxes as well. (Taxable municipal bonds are available in some states.)	Rated by Moody's, SP and Fitch; determined by credit quality of issuing municipality.	\$5,000 × \$5,000	Federal, state and local tax-exempt. <sup>6</sup>	Fixed coupon

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## Cash—The Foundation of Your Portfolio

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Cash is typically considered the foundation of any business or investment portfolio. The ability to properly match the most appropriate short-term instruments with cash flow needs can seem a daunting task for any investor in today's fast-paced, complex financial market. That's where Morgan Stanley Wealth Management can help.

Contact your Morgan Stanley Financial Advisor today to discover how short-term debt instruments can form the basis of your cash management strategy.

- <sup>1</sup> While other payment schedules, minimum orders and increments exist, stated here are the general structures that apply to each security type.
- <sup>2</sup> CDs are insured by the FDIC, an independent agency of the U.S. Government, up to a maximum amount of \$250,000 (including principal and interest) for all deposits held in the same insurable capacity (e.g., individual account, joint account, IRA etc.) per CD depository. Investors are responsible for monitoring the total amount held with each CD depository. All deposits at a single depository held in the same insured capacity will be aggregated for the purposes of the applicable FDIC insurance limit, including deposits (such as bank accounts) maintained directly with the depository and CDs of the depository held through Morgan Stanley Wealth Management. For more information about FDIC insurance, please visit the FDIC website: [www.fdic.gov](http://www.fdic.gov).
- <sup>3</sup> Commercial paper is not suitable for every investor and is not available through all Morgan Stanley Financial Advisors. Certain commercial paper is available to Qualified Institutional Buyers (QIB) only.
- <sup>4</sup> The initial interest rate on an index-linked note may be lower than that of a fixed-rate note of the same maturity because investors expect to receive additional income due to future increases in the linked index. However, there can be no assurance that these increases will occur.
- <sup>5</sup> Federal Farm Credit Bank (FFCB) does not maintain a direct line of credit with the U.S. government.
- <sup>6</sup> Interest on municipal notes and bonds is generally federal income-tax exempt, however, some bonds may be subject to the Alternative Minimum Tax (AMT). Typically, state tax-exemption applies if securities are issued within one's state of residence, and if applicable, local tax-exemption applies if securities are issued within one's city of residence.

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**Extensive Fixed Income Capabilities** – Our fixed income trading desk uses an open architecture system that gives you access to both proprietary and third-party offerings. Our extensive inventory of fixed income securities typically represents more than 15,000 different positions daily and includes U.S. Treasury, agency and mortgage-backed securities; certificates of deposit; municipal, corporate bonds; and other securities.

**Extensive Cash Management Capabilities** – At any given point in time, we have Certificates of Deposit available from over 25 different banking institutions, all covered by FDIC insurance. This allows us to put a large amount of cash to work for clients without placing funds at risk in the marketplace.

**Broad Michigan Municipal Experience** – We currently provide consulting services to over 35 Michigan municipalities representing over \$2.8 billion in investable assets. These clients include cash management, retirement systems, and retiree healthcare systems.

**Local Presence** – All service is conducted by our 7 member team located in Birmingham, MI.

**Full Transparency** – We believe we have a moral and ethical obligation to disclose all forms of compensation prior to any transaction, and on a regular basis through the duration of our relationship.

**Establish Investment Policy Statement** – Working with the Township, we will craft an Investment Policy Statement to govern the allowable investments of the portfolio and the stated goals. Benchmarks for measuring performance will be established to measure success of investment plan.

**Customized Reporting** – Working with clients, we customize performance reporting to meet their needs and reporting requirements. Performance reports incorporate benchmark measures from Investment Policy Statement to report on success towards meeting stated performance goals.

Account Number	RMB014069						
Account Name	NORTHFIELD Library						
Asset Description	Security ID	Quantity	Trade Date	Unit Cost	Total Purchase Cost	Bid Level Price	Total Bid Level Price
FEDERAL HOME LN BKS STEP UP JK-2027 2.000%	313380AA5	125000	7/19/2012	\$100.00	\$125,000.00	\$84.90	\$106,125.00
08/13/27 B/E DTD							
08/13/12 CLB							
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP	3136G0B34	125000	9/10/2012	\$100.00	\$125,000.00	\$86.45	\$108,062.50
2.250% 09/27/27 B/E DTD							
09/27/12 CLB							
GNMA GTD MTG PASS THRU CTPS POOL # 698279	36296QXG9	435000	6/21/2012	\$106.81	\$269,823.87	\$104.40	\$268,931.02
4.000% 06/15/24 B/E DTD							
06/01/09							
ROMULUS MICH TAX INCREMENT FIN AUTH RFDG-TAX INCREMENT DEV	776200BQ9	25000	9/14/2009	\$95.69	\$23,922.50		
4.100% 11/01/17 B/E DTD							
09/15/04 CLB							
Account Number	RMB014028						
Account Name	NORTHFIELD MIF						
Asset Description	Security ID	Quantity	Trade Date	Unit Cost	Total Purchase Price	Bid Level Price	Total Bid Level Price
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP	3136G0XH9	150000	8/17/2012	\$100.00	\$150,000	\$87.000	\$130,500.00
2.250% 08/23/27 B/E DTD							
08/23/12 CLB							
FEDERAL HOME LN BKS STEP UP BX-2028 2.250%	313381XD2	100000	1/17/2013	\$100.00	\$100,000	\$83.985	\$83,985.00
01/28/28 B/E DTD							
01/28/13 CLB							
FEDERAL HOME LN BKS STEP UP EI-2028 2.500%	313382F57	100000	3/25/2013	\$100.00	\$100,000	\$85.950	\$85,950.00
03/28/28 B/E DTD							
03/28/13 CLB							
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS CONS BOND 0.780%	3133EAA81	35000	9/7/2012	\$99.92	\$34,965.00	\$97.250	\$34,037.50
01/30/17 B/E DTD							
07/30/12 CLB							
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP	3136G0B34	33000	9/10/2012	\$100.00	\$33,000	\$86.450	\$28,528.50
2.250% 09/27/27 B/E DTD							
09/27/12 CLB							

% of Portfolio	Annual Income	Current Yield	Term
20.09%	\$2,500.00		2.17 SHORT
20.36%	\$2,812.50		2.41 SHORT
28.66%	\$6,180.62		3.77 LONG
4.40%	\$1,025.00		4.07 LONG

Asset Description	Security ID	Quantity	Trade Date	Unit Cost	Total Purchase Price	Bid Level Price	Total Bid Level Price	Change In Price Paid and Total Bid Amount	% of Assets
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP	3136G0XH9	150000	8/17/2012	\$100.00	\$150,000	\$87.000	\$130,500.00	(\$19,500.00)	36.01%
2.250% 08/23/27 B/E DTD									
08/23/12 CLB									
FEDERAL HOME LN BKS STEP UP BX-2028 2.250%	313381XD2	100000	1/17/2013	\$100.00	\$100,000	\$83.985	\$83,985.00	(\$16,015.00)	23.47%
01/28/28 B/E DTD									
01/28/13 CLB									
FEDERAL HOME LN BKS STEP UP EI-2028 2.500%	313382F57	100000	3/25/2013	\$100.00	\$100,000	\$85.950	\$85,950.00	(\$14,050.00)	23.81%
03/28/28 B/E DTD									
03/28/13 CLB									
FEDERAL FARM CR BKS CONS SYSTEMWIDE BDS CONS BOND 0.780%	3133EAA81	35000	9/7/2012	\$99.92	\$34,965.00	\$97.250	\$34,037.50	(\$927.50)	8.84%
01/30/17 B/E DTD									
07/30/12 CLB									
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP	3136G0B34	33000	9/10/2012	\$100.00	\$33,000	\$86.450	\$28,528.50	(\$4,471.50)	7.88%
2.250% 09/27/27 B/E DTD									
09/27/12 CLB									

% of Portfolio	Annual Income	Current Yield	Term
27.26%	\$3,375.00		2.4 SHORT
17.77%	\$2,250.00		2.46 SHORT
18.02%	\$2,500.00		2.69 SHORT
6.69%	\$273.00		0.79 SHORT
5.97%	\$742.50		2.41 SHORT

Account Number	RMB014044
Account Name	NORTHFIELD Sewer

Asset Description	Security ID	Quantity	Trade Date	Unit Cost	Total Purchase Price	Bid Level Price	Total Bid Level Amount	Change In Price Paid and Total Bid Amount	% of Assets	% of Portfolio	Annual Income	Current Yield	Term
FEDERAL HOME LN BKS STEP UP BK-2028 2.250% 01/28/28 B/E DTD	313381XD2	260000		\$100.00	\$260,000.00	\$83.985	\$218,361.00	(\$41,639.00)	13.39%	12.04%	\$5,850.00	2.46	
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP 2.250% 09/27/27 B/E DTD	3136G0B34	317000		\$100.00	\$317,000.00	\$86.450	\$274,046.50	(\$42,953.50)	16.62%	14.94%	\$7,132.50	2.41	
FEDERAL HOME LN BKS STEP UP JK-2027 2.000% 08/13/27 B/E DTD	313380AA5	125000	7/19/2012	\$100.00	\$125,000.00	\$84.900	\$106,125.00	(\$18,875.00)	6.47%	5.81%	\$2,500.00	2.17	SHORT
FEDERAL HOME LN BKS STEP UP IH-2027 2.000% 07/26/27 B/E DTD	313379YU7	225000	6/28/2012	\$100.00	\$225,000.00	\$84.950	\$191,137.50	(\$33,862.50)	11.63%	10.45%	\$4,500.00	2.18	LONG
FEDERAL NATL MTG ASSN MEDIUM TERM NTS STEP UP 2.250% 08/23/27 B/E DTD	3136G0XH9	175000	8/17/2012	\$100.00	\$175,000.00	\$87.000	\$152,250.00	(\$22,750.00)	9.22%	8.29%	\$3,937.50	2.4	SHORT
FEDERAL NATL MTG ASSN MEDIUM TERM NTS WITH 10-DAY CALL NO ZERO COUPON 0.000% 03/17/31 B/E DTD 12/27/01	3136F1EQ9	582000	2/3/2012	\$52.28	\$289,079.40	\$44.475	\$258,844.50	(\$30,234.90)	15.17%	13.64%	\$0.00		LONG
INTERNATIONAL BK FOR RECON & DEV MEDIUM TERM BK NTS BOOK EN ENTRY R 0.000% 05/01/30 B/E DTD 05/19/00	45905UBH6	200000	2/3/2012	\$54.49	\$103,611.60	\$46.885	\$93,770.00	(\$9,841.60)	5.42%	4.87%	\$0.00		LONG
WAYNE CNTY MICH TAXABLE-NTS 5.000% 09/15/13 B/E DTD	944488QM0	110000		\$102.45	\$112,695.00	\$100.000	\$110,000.00	(\$2,695.00)	6.21%	5.58%	\$5,500.00	4.98	
WELLS FARGO BK N A SAN FRANCISCO CALIF CTF DEP DTD 11/06/2009 ACT/365 2.000% 03/22/22 B/E DTD	94986TJZ1	250000	3/12/2012	\$100.00	\$250,000.00	\$94.950	\$237,375.00	(\$12,625.00)	13.88%	12.47%	\$5,000.00	2.03	LONG
STANDARD FED BK N A TROY MICH CTF DEP ACT/365 ZERO COUPON 0.000% 05/20/19 B/E DTD	85339RZM4	40000	6/16/2009	\$81.01	\$32,404.00	\$84.580	\$33,832.00	\$1,428.00	1.98%	1.78%	\$0.00		LONG
TOTAL SHORT										-\$329,640.35			