

municode codification

POWERED BY CIVICPLUS

Self-Publishing Software

City of Parma, ID

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Self-Publishing Software

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

Self-Publishing Software puts the maintenance of the code directly into your hands and is equipped with all the tools and technology needed to ensure the successful self-maintenance of your code and other publications.

We Convert Your Code, You Publish

The self-publishing process begins with us converting your recently updated and current code of ordinances into our Self-Publishing software platform. The timeframe for online publication is within 6 to 10 weeks of our receipt of the returned draft code and after its formal adoption.

If desired, our experienced editorial staff is available to provide assistance to bring the code current for online publication, or to assist in updating the online code at any future point in time, both for an additional cost. While some customers may prefer the complete independence our online framework offers, we are always available to assist upon request.

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

Your Changes = Instant Ordinances

As you propose changes in your online code, your edits are tracked and redlined, allowing you to generate automatic ordinances or resolutions for legislators. All proposals made to the code are automatically numbered and redlined, enabling your council to clearly see what material has changed, and how those changes will impact your code.

Sign, Seal, and Update by Email Approval

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

In addition to self-publishing your code of ordinances, other books or publications can be published and updated within our Self-Publishing platform, such as minutes, policies & procedures, fee schedules, and more.



Self-Publishing Software Features



Complete Edit, Legislative History

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



Ordinance Review

While some customers prefer the complete independence our online framework offers, other communities may request assistance from our full-service codification staff. Our experienced staff is available to provide your community with codification services which can include ordinance review and support for an additional charge.



Ordinance / Resolution Drafting Tool

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



Ordinance / Resolution Creator with Digital Signature & Seal

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



Search & Browse Features

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



PDF Ordinance / Resolution Storage

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



Desktop, Mobile Friendly

All our tools use widely accepted web standards and are cross-browser compliant. Your codes are instantly available online as well as on any mobile device once you choose to make them available. We support all modern mobile browsers and make our best effort to comply with WCAG 2.1 Level AA checkpoints for accessibility.





Branding, Theming

Each customer can choose the colors, logos, and fonts that represent their unique identity. No more one-size-fits-all. We will also support your custom domain for the location of your publication. We also include an array of analytics that will show you how your residents use your publications, including commonly accessed resources.



Host Additional Searchable Publications

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



Online Training and Customer Service

We provide support and training to ensure familiarity with all aspects of the software. Municipal staff who receive our custom training and self-publish their own material develop themselves professionally and learn new skills.



Prudent, Cost Effective

Update as little as or much as you need. With SPS, there are no updating limitations or additional expenses. Most municipalities can save up to 25% with Self-Publishing Software! Our annual rates are fixed, not variable. This means your codification expense won't exceed the budget.



Reliable, Cloud Based

Using one of the biggest cloud-based infrastructures in the world, we can pass on our uptime guarantee of 99.9%. Customers can easily upload all supporting documentation and images such the original legislation, ordinances, zoning maps, documents, etc.



Print-friendly

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

Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 90 days upon date received.



Republication

- Conversion of code through June 10, 2025 includes Subdivision, and Zoning
- Single column, 10-point font pages
- Code update for adopted ordinances not codified, Ord. No. 635, and 636
- Removal of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Standardizing text style for consistency from provided options
- Incorporation of graphics and tabular matter
- One printed copy of the new code with divider tabs (freight invoiced upon shipment)
- Current code can be posted online as a PDF during conversion and republication project

Database Conversion & Software Setup

- Applicable to code following codification services

Software License

- Five individual user licenses
- Three virtual training sessions - up to two hours each
- Automatic Ordinance/Resolution Drafting Tool
- Automatic Code Updates & Legislative History Tool
- PDF Ordinance/Resolution Storage & Automatic PDF Generation for backup/printing (data limits may apply)
- Additional user licenses available (see page 10)

Investment		One-Time
Republication		\$1,000.00
Code Update (if required)		\$200.00
Total One-Time		\$1,200.00
		Renewable
Self-Publishing Software		\$1,300.00
	Additional user licenses (optional)	\$0.00
Total Annual Renewable		\$1,300.00



Standard Invoicing

Additional Fees

- Sales tax will be applied, if applicable
- Additional pages outside included XXX single column, 10-point font pages
- Additional publications - **\$375/publication/year**

Invoicing

- An initial term shall commence upon contract signing and continue for 12 months
- The initial invoice will be sent within 30 days from time of contract signing
- Annual recurring services shall be invoiced at the start of each one-year renewal term and be subject to a 5% increase beginning in Year 2 of your contract
- Any additional fees incurred during the republication and conversion project ("Conversion") phase will be invoiced separately upon the completion of the Conversion

Optional Enhancements

We are confident in the ability of our proposed project to meet your main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
Self-Publishing Software		
Ordinance Update Services: Update your code by adding any uncoded legislation to the Self-Publishing Software database. Additional ordinances after the initial conversion are subject to an ordinance update fee.	Quote upon receipt of material	N/A
Database Conversion & Software Licenses for Additional Publications such as Minutes, Policies & Procedures, Handbooks, Manuals, Standards, Plans, and more.	Quote for conversion upon receipt of material	\$375
Additional User Licenses: 6-10	N/A	\$125 each
Additional User Licenses: 11-20	N/A	\$100 each
Additional User Licenses: 21+	N/A	\$75 each
Code Update Fee Per Page	\$25.00	N/A



Revision & Formatting, Consultation and/or Training Services (legal services excluded)	\$150/hour	N/A
Additional Solutions		
MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform	N/A	Up to: 25GB \$375 50GB \$685 75GB \$970 100GB \$1,375 Over 100GB – quote upon request
MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances	N/A	\$500
Additional MuniPRO licenses	N/A	\$500

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract.

