



**RECODIFICATION OF THE CITY CODE OF ORDINANCES
RFP #16-005**

ADDENDUM 3
Issued March 22, 2016

The following clarifications are hereby incorporated into the Request for Proposals:

Bidder Question 1: Item 4E, Repagination: What does “repagination shall occur with each of the updates” mean?

City Response: If it is necessary to insert a page(s) (i.e. between pages 200 and 201) what is your process on numbering the pages?

Bidder Question 2: Item 4H3, Hosting services: Please define the following: “a notation in the online code when a new approved ordinance is received by the codifier.”

City Response: When new laws are passed and the ordinance is sent to the codifier this ordinance should be available. Preference is the Ordinance Number and Title of the Ordinance be included in the listing and access to the new ordinance be available in a pdf format.

Bidder Question 3: Item H6, Portable copies of the archive: If the archive is provided online, is a CD still required?

City Response: Yes.

Bidder Question 4: “Indemnification” under the Terms and Conditions on page 20 refers to “...insurance in amounts specified herein...” We would appreciate your providing the specific amounts that will apply in this case.

City Response: Certificate of Insurance is not required.

Bidder Question 5: Page 4: The RFP states that the code consists of 1,369 8 ½” x 11” pages. Please advise the page format (single column or double column?) and font size of the current code, and whether these are single or double sided pages?

City Response: See attached two pages of current code book. The pages are double-sided.

This addendum forms a part of the contract documents and modifies the original bidding documents dated March 7, 2016. All other Terms and Conditions as applicable to this Information for Bid shall remain as stated.

Sign and return this page with your proposal to acknowledge the addendum.

ACKNOWLEDGEMENT OF ADDENDUM:

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

Section 120.200. Compensation.

[R.O. 2006 §120.230; CC 1988 §2-104; Ord. No. 1009 §4, 12-14-1988]

The City Administrator shall receive such compensation as may be determined from time to time by the Board of Aldermen by ordinance.

Section 120.210. Removal of City Administrator.

[R.O. 2006 §120.240; CC 1988 §2-105; Ord. No. 1009 §5, 12-14-1988]

The City Administrator shall serve at the pleasure of the appointing authority. The Mayor, with the consent of a majority of the entire Board of Aldermen, may remove the City Administrator from office at will, and such City Administrator may also be removed by a majority vote of the entire Board independently of the Mayor's approval or disapproval.

ARTICLE IV**City Clerk****Section 120.220. Selection.**

[R.O. 2006 §120.280; CC 1988 §2-116; Ord. No. 362 §1-330, 4-7-1964; Ord. No. 512 §§1 — 3, 6-27-1973]

The Board of Aldermen shall select a Clerk for the Board, to be known as "the City Clerk" who shall serve at the pleasure of the Board. The City Clerk shall perform all duties required by State law, ordinance, administrative procedure, and those designated by the Board of Aldermen.

Section 120.230. Duties.

[R.O. 2006 §120.290; CC 1988 §2-117; Ord. No. 362 §1-330, 4-7-1964; Ord. No. 512 §§1 — 3, 6-27-1973]

The City Clerk shall keep a journal of the proceedings of the Board of Aldermen and shall safely and properly keep all the records and papers belonging to the City which may be entrusted to his/her care. The City Clerk shall be the general accountant of the City and is empowered to administer official oaths and oaths to persons certifying to demands or claims against the City.

Section 120.240. Deputy City Clerk.

[R.O. 2006 §120.300; Ord. No. 1585 §§1 — 3, 11-3-1999]

- A. The Mayor may appoint someone to serve and perform the duties of a Deputy City Clerk, with the consent of the majority of the members of the Board of Aldermen.
- B. The Deputy City Clerk shall assist the City Clerk with the duties of that office and report to the City Clerk.

- C. The Deputy City Clerk shall perform the duties of City Clerk at times when the City Clerk is absent.

ARTICLE V

City Attorney/Prosecuting Attorney

Section 120.250. Offices of City Attorney and Prosecuting Attorney Established.

There are hereby created the offices of City Attorney and Prosecuting Attorney.

Section 120.260. Appointment and Qualifications of City Attorney.

The Board shall appoint an officer who shall have the title of City Attorney and who shall serve at the pleasure of the Board. The City Attorney shall be licensed to practice law in the State of Missouri, but need not reside within the City limits.

Section 120.270. Designation of Assistant City Attorneys — Special Counsel.

Assistant City Attorneys may be appointed from time to time by the Board, if deemed necessary. The Board may also employ special counsel from time to time as it deems necessary.

Section 120.280. Powers and Duties of City Attorney.

The Board shall by ordinance and contract fix the compensation and conditions of employment for the City Attorney.

Section 120.290. Appointment and Qualifications of Prosecuting Attorney.

The Board shall appoint an officer who shall have the title of Prosecuting Attorney and who shall be licensed to practice law in the State of Missouri, but need not reside within the City limits.

Section 120.300. Powers and Duties of Prosecuting Attorney.

The Prosecuting Attorney shall, on behalf of the City, prosecute violation of the ordinances of the City before the Municipal Judge and any appeals therefrom. The Prosecuting Attorney shall have such duties as may be assigned by law and the Board.

Section 120.310. Designation of Assistant Prosecuting Attorneys.

Assistant Prosecuting Attorneys may be appointed from time to time as deemed necessary by the Board.