

August 14, 2020

City of Lyons
Attn: Rebecca Schechter
201 W Main, P.O. Box 808
Lyons, Kansas 67554

RE: Request for Proposal – Codification Services

Dear Ms. Schechter:

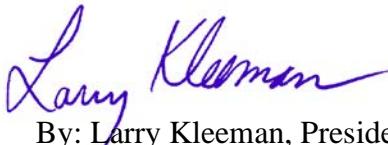
Over the last decade, Citycode Financial LLC (headquartered in Wichita) has grown to become the top code provider for cities in Kansas. We currently have nearly 100 code clients, and that list continues to grow each year. Our goal is to provide the highest quality service at the best value to our clients. No other code provider has the experience and knowledge that we have with respect to Kansas municipal law. Our staff is available to provide advice or sample ordinances whenever a city attorney or city staff is considering a revision to their code. We offer tremendous value to our clients by providing a flat-rate (easy-to-budget) annual fee with no “per page” fees that some of our competitors charge. And, finally, we strive to keep our technology on the cutting edge.

Please find enclosed our proposal for codification services, which includes:

1. this transmittal letter,
2. our proposal (response to the RFP),
3. cost form,
4. our sample codification agreement (for discussion),
5. a PDF brochure describing our firm.

If you have any questions regarding this proposal, please contact me anytime.

Sincerely,
CITYCODE FINANCIAL LLC



Larry Kleeman

By: Larry Kleeman, President
Municipal Advisor/Attorney
(316) 264-3400 office
(316) 619-6707 mobile
larry@citycode.com

Citycode Financial LLC

PROPOSAL TO PROVIDE CODIFICATION SERVICES

Submitted August 14, 2020



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SECTION 1 – FIRM OVERVIEW

A. Firm Experience, Size & History

Citycode Financial LLC (“Citycode”) has been providing codification services to Kansas cities since 2008 and has rapidly grown to become the dominant code provider for Kansas local governments. We currently provide always up-to-date online city codes for over 90 cities in the state – and we continue to grow each year! View our continually growing library of Kansas city codes at www.citycode.net. Citycode’s affiliate, Ranson Financial Group LLC, has been providing financial advisory services to Kansas local governments since 1931. Together, Ranson Financial Group LLC and Citycode Financial LLC (which collectively we call “Ranson Citycode Financial”) provide legal and financial advisory services to Kansas communities including bond financing, financial analyses, grants and loan application and administration, rate reviews, online municipal codes, economic development services and websites. Currently, Ranson Citycode Financial has eight municipal professionals and additional support staff. Citycode is an LLC (limited liability company) organized in, and operating throughout, the state of Kansas.



B. Firm Location.

All employees work throughout the state of Kansas, and our main headquarters is in downtown Wichita:

**Citycode Financial LLC &
Ranson Financial Group LLC**
200 W. Douglas, Suite 600
Wichita, Kansas 67202
(316) 264-3400
(316) 265-5403 (FAX)
<http://www.ransonfinancial.com>

SECTION 2 – PERSONNEL

Principals of Citycode Financial and Ranson Financial Group LLC have over 100 years combined experience working with and serving Kansas municipalities. The Citycode Financial arm of the business provides codification services which include full-service legal review and codification of ordinances as well as maintaining the municipal codes online and keeping them always up-to-date. See below for staff education, work experience and professional qualifications related to our codification service.

A. Staff specifically assigned to work with the City.

Larry Kleeman, will be the primary contact and lead attorney for the City of Lyons codification. **Zach Fridell, Jeremy Jansen, Libby Kleeman and Jarrod Jansen** will provide additional support, including editing and proofreading.

B. Firm personnel and staff.



Larry Kleeman, Attorney and Municipal Advisor, specializes in municipal law, codification services, general public finance and analytical services and has over 20 years of experience in Kansas local government legal and financial services. He will be the lead attorney providing legal review and municipal codification services to the City of Lyons. Larry received his law degree from the University of Kansas and has previously served as bond counsel and special counsel to Kansas local governments. He also served as Assistant General Counsel to the League of Kansas Municipalities (LKM) where he advised hundreds of cities and other municipalities throughout Kansas. As an LKM lobbyist, he has monitored and testified before various local government-related committees of the Kansas Legislature. Larry continues to keep municipal officials informed as to the latest developments in municipal law, public finance and Kansas local government in general as part of a daily "Kansas Municipal News" email that our firm sends to city officials throughout the state. Larry received a B.S. in business administration, a B.A. in chemistry and a J.D. from the University of Kansas. He is a member of the City Attorneys Association of Kansas, the Kansas Bar Association and is admitted to practice in both the state and federal courts of Kansas.



Zach Fridell, Attorney and Municipal Consultant, specializes in drafting and editing state and municipal legislation. Zach graduated from Northwestern University's Medill School of Journalism in 2006 and worked as a journalist domestically and internationally for several years before attending the University of Kansas School of Law. While in law school Zach worked as a prosecutor in the district attorney's offices of Wyandotte and Johnson counties. After graduation, Zach began working for the Kansas Legislature in the Office of the Revisor of Statutes. In that capacity Zach staffs appropriations, local government and commerce committees and drafts legislation as requested by members of the legislature.



Jarrod Jansen, Municipal Analyst, joined our firm in August 2018 as a part-time intern and started full-time in May 2019. He received his Bachelor of Business Administration degree with a major in Finance and minors in Economics and Management from Wichita State University in 2019. He plans to continue his education in financial planning through Kansas State University's Graduate School. He assists with analytical services, secondary market disclosure requirements, and utility rate reviews. Jarrod also provides support for our municipal code services.



Liberty (Libby) Kleeman, Municipal Consultant, has nearly twenty years of experience working directly for municipalities of all sizes across Kansas as well as serving with the League of Kansas Municipalities. She has a degree from Bethel College in North Newton, and an MPA (Masters in Public Administration) from the University of Kansas. Libby has experience in Public Relations, Human Resources, Parks and Recreation, Public Works and Arts and Culture. Libby provides support services for our municipal code services, financial advisory services and oversees compliance with current and upcoming SEC and MSRB regulations.



Jeremy Jansen, Intern, joined Ranson in May 2018 as a part time employee after completing an internship with Ranson the previous fall semester. Jeremy is currently a full-time student at Kansas State University studying Biochemistry with a pre-medical pathway. While at school, Jeremy remotely works for our firm, and he spends his summers as a part time employee as well. Jeremy provides support for our municipal code services.

You can learn more about other professionals at www.ransonfinancial.com.

SECTION 3 – PROJECTED SCHEDULE AND TIME FRAME

We would anticipate providing an initial code draft to the city within 3 months of receiving all documents from the City of Lyons. The initial codification includes legal review, revising, updating, formatting for online, and providing the code online and in print. We will provide a memo with suggestions and comments based upon our legal review and the best practices of our other Kansas clients. You'll be able to review the draft of the code online (and in print if you prefer) – we'll make any revisions you have online as you continue reviewing it. When you're ready to adopt the code, we'll provide the 20 codebooks and an ordinance to adopt the code.

We would add your code as “**lyonsks.citycode.net**” to our library at www.citycode.net (the largest library in Kansas). You can put that link (**lyonsks.citycode.net**) on your city website to point to your always up-to-date code.

Our always up-to-date service maintains the code online (in other words, email us each new ordinance and the online code is updated immediately – typically within 48 hours!), and we send you paper supplements for the codebooks at the end of each year, so they are never out-of-date again. And, if you (or city staff or city attorney) ever have a question about your code or need a sample ordinance to modify it, you can call or email us anytime. We have a database of thousands of ordinances from all of our Kansas clients.

SECTION 4 – SCOPE OF SERVICES

Over the last decade, Citycode Financial LLC (headquartered in Wichita) has grown to become the top code provider for cities in Kansas. We currently have over 90 code clients, and that list continues to grow each year. Our goal is to provide top-notch service at a great value to our clients. No other code provider has the experience and knowledge that we have with respect to Kansas municipal law. Our staff is available to provide advice or sample ordinances whenever a city attorney or city staff is considering a revision to their code. We offer tremendous value to our clients by providing a flat-rate (easy-to-budget) annual fee with no “per page” fees that some of our competitors charge. And, finally, we strive to keep our technology on the cutting edge.

We will provide the following services (except the Index) as referenced in the RFP Section III. Scope of Services and RFP Section IV. Supplement Upkeep Services:

- a. Our two lead attorneys are experienced in reviewing and codifying code-relevant municipal legislation. Initially, we will review the latest ordinances and, if relevant, add them to the pertinent parts of the existing city code. A full review of the code is then undertaken to ensure it does not conflict with the state constitution or state legislation. Finally, we will provide a summary memo of changes and recommendations that the City may wish to consider.
- b. Most codes in Kansas are styled in a 16-chapter subject format. See www.citycode.com. However, a few of our clients have a different format. We organize and number the code as the City desires and are happy to discuss the merits of any options.
- c. Because we place the city code online in an easily searchable format, we no longer provide an “index of topics” at the end of the code. Our clients and their constituents have found that because the online version is always up-to-date and searchable, an index in the printed book is no longer necessary or useful.
- d. After each code section, we provide a legislative history that indicates the prior ordinance, if there was one, that the code section is based upon. In addition, at the beginning of each code there is a “comparative table of ordinances” that details where each codified ordinance is located.
- e. Our city codes contain a general “table of contents” and the beginning of the code book. More importantly, each chapter has its own “table of contents” with more detailed information and page numbers.

We will provide the following services as referenced in the RFP Section IV. Supplement Upkeep Services:

- a. As part of our “always up-to-date service,” we continually revise the city code as new ordinances are adopted. Typically, we update the online code within 48 hours. And, then at the end of each year, we provide paper supplements for the printed code books. We are happy to discuss alternative timing no the printed supplements.

- b. As we receive each new ordinance, we revise the code accordingly. If we have questions or find errors or conflicts, we will contact city staff to discuss further.
- c. With almost 100 city code clients in Kansas, we have a database of thousands of ordinances. If city staff or the city attorney would like a sample, we are happy to search our database and email any relevant information.
- d. Beyond the initial 20 books, we typically charge \$50 per additional code book (with binder and tabs). However, sometimes the city will want a few replacement pages (that have gone missing, or a typographical error was discovered, for example) and we are happy to mail those at no extra cost. See quotation sheet for formal details.

SECTION 5 – LIST OF CLIENTS AND REFERENCES

Our firm has the largest online city code library in Kansas at www.citycode.net. Our code clients include:

Abilene, Kansas	Frontenac, Kansas	Nortonville, Kansas
Altoona, Kansas	Galva, Kansas	Oakley, Kansas
Andale, Kansas	Garnett, Kansas	Osawatomie, Kansas
Andover, Kansas	Gas, Kansas	Osborne, Kansas
Anthony, Kansas	Girard, Kansas	Oswego, Kansas
Attica, Kansas	Goddard, Kansas	Ottawa, Kansas
Auburn, Kansas	Goessel, Kansas	Overbrook, Kansas
Augusta, Kansas	Greensburg, Kansas	Palco, Kansas
Baldwin City, Kansas	Harveyville, Kansas	Paola, Kansas
Belle Plaine, Kansas	Haven, Kansas	Park City, Kansas
Belleville, Kansas	Hiawatha, Kansas	Peabody, Kansas
Beloit, Kansas	Hillsboro, Kansas	Plains, Kansas
Bennington, Kansas	Hoisington, Kansas	Plainville, Kansas
Benton, Kansas	Inman, Kansas	Pretty Prairie, Kansas
Bonner Springs, Kansas	Iola, Kansas	Rose Hill, Kansas
Bucklin, Kansas	Kechi, Kansas	Russell, Kansas
Buffalo, Kansas	Kiowa, Kansas	St. John, Kansas
Caney, Kansas	La Cygne, Kansas	Satanta, Kansas
Chapman, Kansas	Lakin, Kansas	Sedgwick, Kansas
Cherryvale, Kansas	Leon, Kansas	Solomon, Kansas
Clifton, Kansas	Louisburg, Kansas	Stafford, Kansas
Colwich, Kansas	Maize, Kansas	Sterling, Kansas
Concordia, Kansas	Marion, Kansas	Stockton, Kansas
Conway Springs, Kansas	Marquette, Kansas	Sublette, Kansas
Cottonwood Falls, Kansas	Marysville, Kansas	Thayer, Kansas
Council Grove, Kansas	McLouth, Kansas	Towanda, Kansas
Deerfield, Kansas	Miltonvale, Kansas	Udall, Kansas
De Soto, Kansas	Minneapolis, Kansas	Wakefield, Kansas
Douglass, Kansas	Montezuma, Kansas	Wellsville, Kansas
Ellinwood, Kansas	Moundridge, Kansas	White City, Kansas
Ellis, Kansas	Mount Hope, Kansas	Yates Center, Kansas
Enterprise, Kansas	Natoma, Kansas	
Eudora, Kansas	Newton, Kansas	

Feel free to contact any of our clients above. Or, below are several contacts you may wish to communicate with regarding our code services.

City of Sterling
<http://sterlingks.citycode.net/>
Sandra Fankhauser, City Clerk
(620) 278-3423
sdfank@sterling-kansas.com

City of Inman
<http://inmanks.citycode.net>
Barbara Tuxhorn, City Clerk
(620) 585-2122
cityofinmanks@gmail.com

City of Andover
<http://andoverks.citycode.net/>
Susan Renner, City Clerk
(316) 977-9420
srenner@andoverks.com

City of De Soto
<http://desotokansas.citycode.net>
Lana McPherson, City Clerk
(913) 583-1182
lmcperson@desotoks.us

City of Goddard
<http://goddardkansas.citycode.net>
Teri Laymon, City Clerk
(316) 794-2441
Tlaymon@goddardks.gov

City of Hoisington
<http://hoisingtonks.citycode.net>
Jonathan Mitchell, City Manager
(620) 653-4125
jmitchell@hoisingtonks.org

City of Bennington
<http://benningtonks.citycode.net>
Adrianne Guillory-Luthi, City Clerk
(785) 488-3767
cityclerk@cityofbennington.com

City of White City
<http://whitecityks.citycode.net>
Susan McKenzie, City Clerk
(785) 349-2228
whitecity@tctelco.net

SECTION 6 – OUR FIRM’S FINANCIAL STABILITY

Our firm continues to be locally headquartered and employee-owned. Over the years, we have grown to be the leading municipal code provider in Kansas and most comprehensive financial advisor to Kansas local governments. We continue to grow and add new services to stay on the cutting edge of technology, legal issues and public finance issues. Our firm’s financial stability is designed to be conservative so as to stand the test of time. Our financial stability is demonstrated by our nearly century-long commitment to Kansas local governments without selling out to larger corporations who may be looking to trim services at the expense of our clients.

CITYCODE FINANCIAL LLC

Wichita, Kansas

QUOTATION SHEET CITY OF LYONS, KANSAS RECODIFICATION OF MUNICIPAL CODE

I. Base Cost (Includes) \$ **4,500**

- (A) Number of Copies (minimum 20)
- (B) Binders for each Code, three ring or post (minimum 20)
- (C) Legal Analysis, as described in Duties of Publisher
- (D) Special Features; List Below ----includes placing the code online
- (E) Estimated Number of Pages (number of pages included in base rate) 8½" x 11" Format

- 1) Single column unlimited pages
- 2) Dual column N/A pages

II. Variable Cost **Our flat rate pricing, means no variable or unexpected costs**

- (A) Per Page (Above/Below) 900-page estimate 8½" x 11" Format
 - 1) Single Column \$ included in flat rate cost
 - 2) Dual Column \$ N/A
- (B) Freight/Shipping \$ included in flat rate cost

III. Time to Completion

Number of Months Until Manuscript 3 months

Number of Months Until Completed Code (after return of manuscript)

1 months

Number of Days for Updated Supplements 7* days

* Online updates within 7 days; paper supplements at yearend.

IV. Optional Services

A) Reorder Extra Copies of Extra Code Minimum Number of Copies

- 1) Cost per Extra Code with Binder \$ 50
- 2) Cost per Extra Code without Binder \$ 15
- 3) Cost per Extra Chapter, separately bound \$ 5

B) Cost of copies of Code on disk/ CD-ROM \$ included in flat rate cost (usually we just email)

C) Cost of putting Code on the City website and/or hosting it on the selected firm's website \$ inlcuded in flat rate cost

D) Updating ordinances in conflict with state and federal statutes Describe:
Included in flat rate cost, we review and advise on such conflicts

E) Providing model ordinances when requested Describe:
included in flat rate cost

F) Cost for information retrieval software for the Code. N/A **

G) Supplement Service (8 1/2 11" format)

- 1) Single-column \$ N/A Per Page
- 2) Dual-column \$ N/A Per Page

Included in flat rate annual fee of \$1,250, we update online code immediately, and provide year-end paper supplements -- regardless of number of pages.

** Code is readliy searchable online and with PDF and Word documents.

CODIFICATION SERVICES AGREEMENT

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

PART ONE CODIFICATION SERVICES

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

- b) Following the conference, Citycode's attorney will implement the changes to the Code agreed upon at the conference. A revised draft of the Code will be made available to the Municipality's attorney and interested officials along with a memorandum outlining such changes.
- c) If travel exceeds one round trip, additional mileage will be reimbursed by the Municipality to Citycode.

4) **EDITORIAL WORK.** The Code will be prepared to include:

- a) Chapter arrangement. Each chapter of the Code shall include all ordinances of the same subject matter. Within each chapter, ordinances and sections thereof will be arranged in a logical and orderly fashion. Chapters will be broken down into articles and sections as appropriate.
- b) Table of Contents. A table of contents will list the chapters and articles of the Code with references to the page number on which each begins.
- c) Catchphrase. Each section will be preceded by a catchphrase describing the content of the section.
- d) Phraseology. Citycode will review sections for modern and proper phraseology in addition to a review of spelling and sentence structure.
- e) Historical notes. Where appropriate, historical notes will be added to the Code to reference the original source of a section, e.g., previous code section, ordinance number, state statute, etc.

5) **PRINTING AND BINDING.** When the final modifications are complete, Citycode will print and bind the Code.

- a) Copies. Twenty (20) copies of the Code will be provided to the Municipality on 8.5 x 11 inch paper. Additional copies will be provided for an additional charge (\$50 each).
- b) Page Format. Citycode will provide a single column layout with headers and footers containing page numbers and descriptive text, where appropriate.
- c) Binding. Citycode will deliver the twenty (20) copies of the completed Code in three-ring, D-ring or similar binders. Other binder types may be available and can be provided at no or some additional cost.
- d) Separator Tabs. Citycode will furnish separator tabs for the bound Code indicating each chapter and other relevant sections.

6) **OFFICIAL ADOPTION.** Upon completion of the foregoing, Citycode will ship the Code as directed by the Municipality. Citycode's attorney will provide the Municipality with a suggested adopting ordinance. Upon approval of the adopting ordinance, the Municipality will send a copy to Citycode for its files.

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

PART TWO ALWAYS UP-TO-DATE SERVICE

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

QUOTATION SHEET

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

Base Cost	\$ <u>4,500.00</u>
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Total for Codification Services	\$ <u>4,500.00</u>
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PART TWO – ALWAYS UP-TO-DATE SERVICE (Printed, Web and Digital)

Annual Fee	\$ <u>1,250.00</u>
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Total for Always Up-to-Date Service	\$ <u>1,250.00</u>
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Terms of Payment for Codification Service: First half due upon delivery of code draft; second half due upon delivery of adopted code.

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

Please make checks payable to “Citycode Financial LLC”

Kansas Municipal Bonds | Codes | News
www.citycode.com

City of Lyons : Codification Services Agreement

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

Submitted by:

CITYCODE FINANCIAL LLC

By *Larry Kleeman*
Larry Kleeman, President

August 14, 2020

Accepted by:

CITY OF LYONS, KANSAS

By: _____

Title: _____

Attest:

By: _____
City Clerk

Date: _____

Always Up-To-Date Online Municipal Codes

Add your city to the largest online code library in Kansas at www.citycode.net. Citizens can browse the code on the internet. Email us your latest ordinances and we will immediately update the online code and provide annual printed updates.



Do your ordinances look like this?



We keep it up-to-date for you!

Civic Websites

Your city's website will come with everything your local government needs (calendar, documents, notifications emailed to citizens and more) at a very affordable price. And, by placing your city's ordinances online and simply publishing a summary in the newspaper, having a website can actually save the city money.



Ranson Financial Group LLC & Citycode Financial LLC

200 W. Douglas, Suite 600 • Wichita, KS 67202

(316) 264-3400 • fax (316) 265-5403

www.ransonfinancial.com | www.citycode.com

Call us at (316) 264-3400



LARRY KLEEMAN
Attorney & Municipal Advisor
larry@citycode.com



BETH WARREN
Municipal Advisor
ewarren@ransonfinancial.com



ROSE MARY SAUNDERS
Municipal Consultant
rsaunders@ransonfinancial.com



JOHN HAAS
Municipal Advisor
jhaas@ransonfinancial.com



DON OSENBAUGH
Municipal Consultant
dosenbaugh@cox.net



STEVE SAUNDERS
Municipal Consultant
ssaunders@ransonfinancial.com



NIKKI HUNTINGTON
Municipal Consultant
nikki@citycode.com



LIBBY KLEEMAN
Municipal Consultant
lkleeman@ransonfinancial.com



JARROD JANSEN
Municipal Consultant / Financial Analyst
jarrod@ransonfinancial.com



CRYSTAL HINNEN
Municipal Consultant
chinnen@ransonfinancial.com



ZACH FRIDELL
Municipal Attorney
zfridell@citycode.com



Ranson Financial Group LLC & Citycode Financial LLC



Putting Kansas Communities First

**Municipal Bonds & Public Finance
Grant & Loan Administration**

Utility Rate Reviews

**Online Municipal Codes & Civic Websites
Continuing Bond Disclosure Filings
Kansas Municipal News**

Public Finance & Municipal Bonds

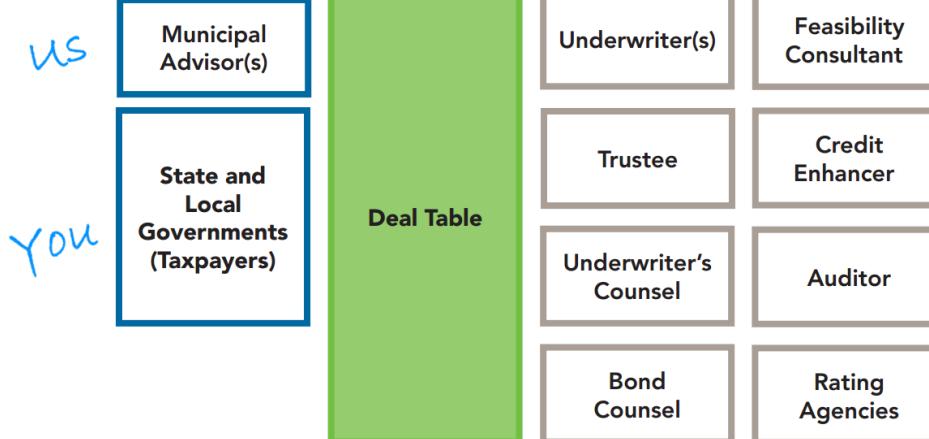
Our financial advisory services include:

- debt analysis, capital improvement planning, and debt financings for cities, counties, hospitals, school districts, special districts and other public-purpose corporations
- general obligation, utility revenue bond, mortgage revenue bond and industrial revenue bond financings
- insured, rated and non-rated issues
- negotiated and competitively marketed financings

Grants & Loans

We assist with applying for, and administering, various grants and loans offered through the Kansas Department of Commerce, Kansas Department of Health and Environment, United States Department of Agriculture and many other entities.

Who is looking out for your community when issuing municipal bonds?



With recent changes in federal law, only registered "Municipal Advisors" (the term used by the feds to refer to financial advisors) have a federal fiduciary obligation to put your local government's interest first!

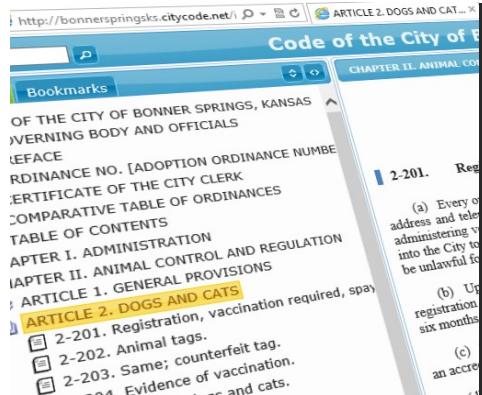
provide suggestions for the optimal rate structure and proposed impact of the rate increase on the financial situation of the System.

Utility Rate Reviews

Our staff has developed a unique methodology of evaluating the effectiveness of utility systems' rate structures for a number of the cities and rural water districts in Kansas. The rate reviews are prepared utilizing customized spreadsheet modeling and are instrumental in determining if the utility system's rates are effective in covering the system's expenditures in a sufficient manner. In addition to evaluating the system's existing rate structure, the rate reviews also

Continuing Disclosure

We assist municipal bond issuers with their continuing disclosure obligations. On behalf of our clients, we prepare and submit filings to the Electronic Municipal Market Access system ("EMMA") in compliance with SEC Rule 15c2-12.

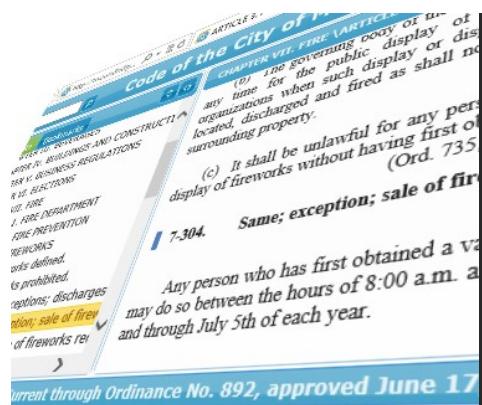


Always Up-to-Date
City Codes for Kansas cities
in print and online
at www.citycode.net



Citycode Financial LLC &
Ranson Financial Group LLC
200 W. Douglas, Suite 600
Wichita, KS 67202

www.ransonfinancial.com | www.citycode.com



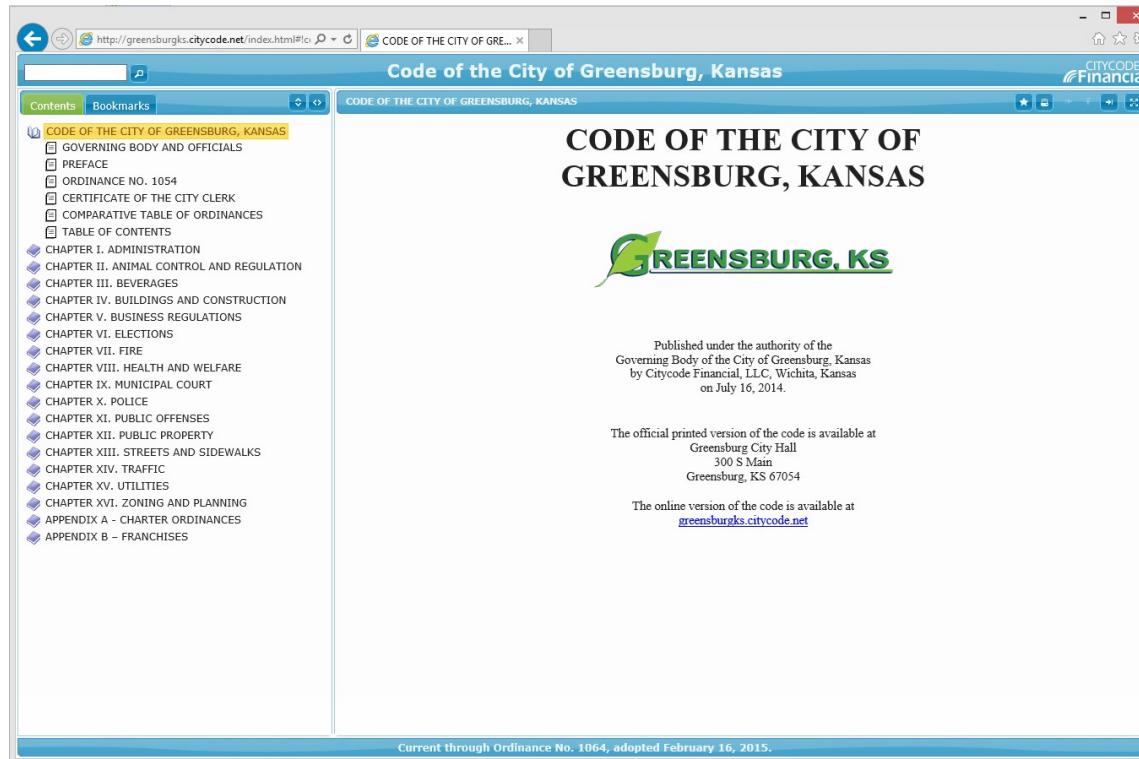
Browse. Search. Print.

Available to city staff and
the public 24 hours a day.

VISIT THE CODE ON THE WEB

View your always up-to-date city code on the web. To view the Code of the City of Greensburg visit:

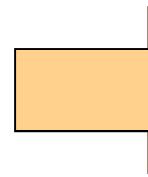
greensburgks.citycode.net



The screenshot shows a web browser displaying the "Code of the City of Greensburg, Kansas" website. The title bar reads "Code of the City of Greensburg, Kansas". The left sidebar contains a table of contents for the code, including sections like "CODE OF THE CITY OF GREENSBURG, KANSAS", "GOVERNING BODY AND OFFICIALS", "PREFACE", "ORDINANCE NO. 1054", "CERTIFICATE OF THE CITY CLERK", "COMPARATIVE TABLE OF ORDINANCES", "TABLE OF CONTENTS", and various chapters from "CHAPTER I. ADMINISTRATION" to "APPENDIX B - FRANCHISES". The main content area features the title "CODE OF THE CITY OF GREENSBURG, KANSAS" in large, bold, black letters, followed by the "GREENSBURG, KS" logo with a green leaf icon. Below the logo, text states: "Published under the authority of the Governing Body of the City of Greensburg, Kansas by Citycode Financial, LLC, Wichita, Kansas on July 16, 2014." Further down, it says: "The official printed version of the code is available at Greensburg City Hall 300 S Main Greensburg, KS 67054" and "The online version of the code is available at greensburgks.citycode.net". At the bottom of the page, a blue bar states: "Current through Ordinance No. 1064, adopted February 16, 2015."

BROWSE THE CODE ONLINE

Drill down into the code by clicking on the chapter, article or section on the left side of the screen.

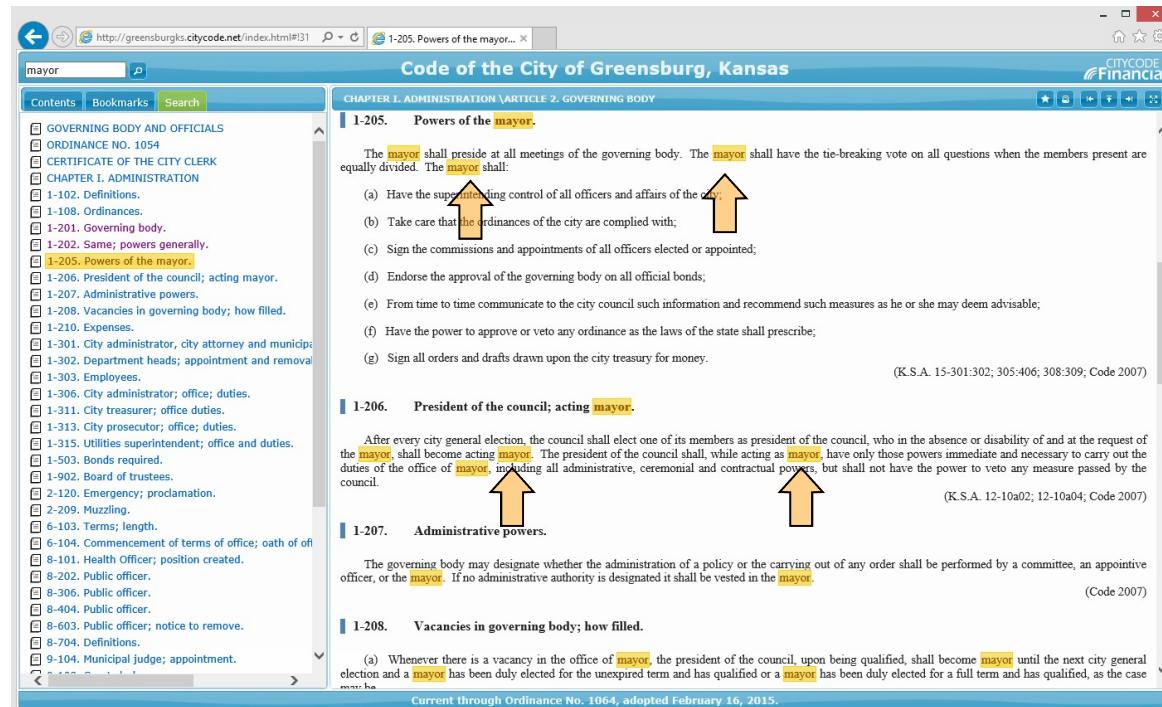


The selected sections of the code appear in the main window.

SEARCH THE CODE ONLINE

Type a search term ➔

Sections of the code
with the search term
appear below. ➔



The screenshot shows a web browser displaying the 'Code of the City of Greensburg, Kansas'. A search term 'mayor' has been entered into the search bar. The results are listed in a sidebar on the left, including 'GOVERNING BODY AND OFFICIALS' and various sections like '1-102. Definitions.', '1-108. Ordinances.', and '1-205. Powers of the mayor.' The main content area shows the 'CHAPTER 1. ADMINISTRATION \ ARTICLE 2. GOVERNING BODY' section. Several sections are highlighted in yellow, including '1-205. Powers of the mayor.', '1-206. President of the council; acting mayor.', '1-207. Administrative powers.', and '1-208. Vacancies in governing body; how filled.'. Three orange arrows point from the text 'The selected sections of the code appear in the main window with the search term highlighted in yellow.' to these yellow-highlighted sections.

The selected sections of the code appear in the main window with the search term highlighted in yellow.

HOW UP-TO-DATE IS THE CODE ?

New ordinances are emailed to info@citycode.com and updates are online typically within 48 hours.

Status bar indicates the latest ordinance included in the online code and its adoption or effective date.

1-208. Vacancies in governing body; how filled.

(a) Whenever there is a vacancy in the office of mayor, the president of the council, up election and a mayor has been duly elected for the unexpired term and has qualified or a mayor may be

Current through Ordinance No. 1064, adopted February 16, 2015.

CODE CLIENTS (as of February 24, 2020)

- Abilene, Kansas
- Altoona, Kansas
- Andover, Kansas
- Anthony, Kansas
- Attica, Kansas
- Auburn, Kansas
- Augusta, Kansas
- Baldwin City, Kansas
- Belle Plaine, Kansas
- Belleville, Kansas
- Beloit, Kansas
- Bennington, Kansas
- Benton, Kansas
- Bonner Springs, Kansas
- Bucklin, Kansas
- Buffalo, Kansas
- Caney, Kansas
- Chapman, Kansas
- Cherryvale, Kansas
- Clifton, Kansas
- Colwich, Kansas
- Concordia, Kansas
- Conway Springs, Kansas
- Cottonwood Falls, Kansas
- Council Grove, Kansas
- Deerfield, Kansas
- De Soto, Kansas
- Douglass, Kansas
- Ellinwood, Kansas
- Ellis, Kansas
- Enterprise, Kansas
- Eudora, Kansas
- Frontenac, Kansas
- Galva, Kansas
- Garnett, Kansas
- Gas, Kansas
- Girard, Kansas
- Goddard, Kansas
- Goessel, Kansas
- Greensburg, Kansas
- Harveyville, Kansas
- Haven, Kansas
- Hiawatha, Kansas
- Hillsboro, Kansas
- Hoisington, Kansas
- Inman, Kansas
- Iola, Kansas
- Kechi, Kansas
- Kiowa, Kansas
- La Cygne, Kansas
- Lakin, Kansas
- Leon, Kansas
- Louisburg, Kansas
- Maize, Kansas
- Marion, Kansas
- Marquette, Kansas
- Marysville, Kansas
- McLouth, Kansas
- Miltonvale, Kansas
- Minneapolis, Kansas
- Montezuma, Kansas
- Moundridge, Kansas
- Mount Hope, Kansas
- Natoma, Kansas
- Newton, Kansas
- Nortonville, Kansas
- Oakley, Kansas
- Osawatomie, Kansas
- Osborne, Kansas
- Oswego, Kansas
- Ottawa, Kansas
- Overbrook, Kansas
- Palco, Kansas
- Park City, Kansas
- Peabody, Kansas
- Plains, Kansas
- Plainville, Kansas
- Pretty Prairie, Kansas
- Riley, Kansas
- Rose Hill, Kansas
- Russell, Kansas
- St. John, Kansas
- Satanta, Kansas
- Sedgwick, Kansas
- Solomon, Kansas
- Stafford, Kansas
- Sterling, Kansas
- Stockton, Kansas
- Sublette, Kansas
- Thayer, Kansas
- Towanda, Kansas
- Udall, Kansas
- Wakefield, Kansas
- Wellsville, Kansas
- White City, Kansas
- Yates Center, Kansas

View our latest list of city code clients at www.citycode.net.

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Ranson Financial Group LLC & Citycode Financial LLC provide:

- ✓ Bond financing services
- ✓ Bond refunding analysis
- ✓ Capital improvement planning
- ✓ Economic development services
- ✓ Always up-to-date online city codes
- ✓ Latest municipal news on our website
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Our advisors' prior experiences include:

- ✓ Attorney with League of Kansas Municipalities
- ✓ Director of Finance with League of Kansas Municipalities
- ✓ Administrators/managers/assistants with numerous Kansas cities and counties
- ✓ Bond counsel
- ✓ Lobbyist on behalf of Kansas municipalities