

June 22, 2004

Ms. Debbie Kudrna
City Clerk of Othello
500 East Main Street
Othello, WA 99344-1195

Subject: Authorization to Proceed

Dear Debbie:

On behalf of Code Publishing, Inc., thank you for choosing our company to provide legal publishing services to the City of Othello. I am confident you will be pleased with our services.

The following is a brief scope of work with a signature line for an authorization to proceed:

- Create a *Folio Views 4.x* for the Internet and intranet from a CD-ROM provided by the City..... \$350.00
- Provide on-line updates to include editing and proofing of all codifiable ordinances as they become law.....\$18.00 per page
- Provide a CD-ROM containing print image files in a PDF format for in-house printing on a semi-annual basis. The printed supplement will match the existing page layout and format and will include updating the index and tables, and include instruction and checklist pages.

Fifty (50) sets of supplement pages will be printed only upon direction of the city \$0.10 impression

- Host the Municipal Code on the Internet \$350.00 annually
- Provide at no charge a link to the City's Home Page and to MRSC.

By: *Margaret O. Bustion*
Margaret O. Bustion, President

By: *Jeannie L. Sanders*
Jeannie L. Sanders, Mayor

Attest
By: *Debbie L. Kudrna*
Debbie L. Kudrna, City Clerk

Approved as to Form
By: *James Whitaker*
James Whitaker, Attorney

Dated this 2 day of August, 2004.



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Sincerely,

Nazelle J. Heuslein
Nazelle J. Heuslein, CMC
Retired City Clerk/Sales Associate



**Scope of Work and Costs for
City of Othello, WA
July 16, 2013**

Contract Addendum for City of Othello Municipal Code:

Code Publishing Co. will provide a comprehensive legal review of the City of Othello Municipal Code. The legal review applies principles of statutory construction and applicable common law for every state. The review will encompass state and federal constitutional questions, case law conflicts, and court interpretations. The code will be scrutinized for vagueness, fair notice to citizens, free speech infringement, danger of selective enforcement, and equal protection in view of fundamental rights. The attorney will review all sections of the code for consistency, archaic language, and internal conflicts, as well as to ensure accurate references to state statutes. The review also identifies conflicting, duplicative or out of date fees, fines, and penalty provisions.

The municipality will receive a detailed written report, including a thorough analysis and basis for amending or revising ordinances as necessary.

Legal Review of municipal code 2,500.00

By: Margaret O. Bustion
Margaret O. Bustion, President
Code Publishing Co.

By: Mayor Tim Wilson
City of Othello, WA

Mayor Tim Wilson
Print name and title

Dated: 8-27-13

Dated: 08-19-2013



**Addendum to Contractor Services Agreement
for City of Othello, WA
June 10, 2013**

Internet Hosting for the City of Othello Municipal Code:

Code Publishing Co. will provide additional Internet options for the City of Othello Municipal Code as listed below:

Create links to PDF files of ordinances	75.00 per hour set up fee
Host linked ordinance files on CPC server	75.00 annually

By: Margaret O. Bustion
Margaret O. Bustion, President
Code Publishing Co.

By: Mayor Tim Wilson
City of Othello
Mayor Tim Wilson
Print name and title

Dated: 8-27-13

Dated: 08-19-2013