TOWN OF NEWPORT

Town Code Codification Proposal

NEWPORT TOWN BOARD

Town Supervisor Nathaniel E. Lowell



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Letter from the Town Supervisor

Dear Town Board & Community:

Having local laws, ordinances, and policies that are modernized and in alignment with community goals is essential in promoting a government that routinely advocates for and enforces community interests.

The Town of Newport has some laws that have not been updated since the 1970s or earlier. A lot has changed since then. It is beyond time for the Town to start an all-encompassing review of our laws, ordinances, and policies for compliance with Federal, State, and local requirements, as well as the Town's self-determined objectives set throughout the last few decades.

In understanding the importance of modernizing our Town laws and ensuring the Town is in compliance with all Federal and State requirements, I have developed a supporting proposal to supplement the professional services proposal submitted by General Code, LLC.

Embarking on this project now is especially important considering the Town is currently in a Comprehensive Planning process. Working to ensure the Town has clear policies and procedures to pursue a new set of goals in 2025 will set up the Town for success in its long-term planning objectives by setting a firm legal and procedural foundation for the Town that can be built upon throughout the next decade and beyond.

All my best,

Nathaniel Lowell

Town of Newport Supervisor

Project Main Contacts

The Town Board shall be the lead agency for this project, with the Town Supervisor and Deputy Supervisor serving as the project's main contacts between General Code, LLC's project manager, or equivalent position, and the Town Board in between Town Board meetings.

Main Contacts Responsibilities

The Main Contacts are responsible for working with General Code, LLC in between Town Board meetings, as described in General Code's "Proposal for Codification Services," as well as developing new Town laws, ordinances, and policies for codification, ensuring the project remains on schedule, creating and posting project announcements and updates to the community through social media and other mediums, and other administrative day-to-day duties needed to complete the project. The main contacts are also responsible for reporting progress on a monthly basis to the Town Board at its meetings.

Project Budget

I have reviewed General Code's "Proposal for Codification Services" ("the Proposal") RFP submission and have the following allocation recommendations. The proposed cost projections are as follows:

ITEM	SOURCE	PRICE	TOTAL
Codification Project Price ¹	A1680.4	\$8,990.00	\$8,990.00
Estimated Price to Implement Gender-Neutral Language in Code ²	A1680.4	\$450.00	\$450.00
TrackBack Services ³	A1680.4	\$600.00	\$600.00
Special Consideration ⁴	A1680.4	\$6,000.00	\$6,000.00
			\$16,040.00

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¹ See General Code's "Proposal for Codification Services" for further detail.

² See General Code's "Proposal for Codification Services" for further detail.

³ See General Code's "Proposal for Codification Services" for further detail.

⁴ This will allow the Town to develop new laws, ordinances, and policies in a streamlined and efficient process by providing in-house staff with the external support and resources needed to get it done thoroughly, but in an appropriate amount of time and cost effective manner. It is important to note that the alternative would be in-house development followed by review by the Town Attorney, which would be at a rate of \$250.00 per hour. The funding amount recommended allows for the review and inclusion of up to 300 pages of new laws, ordinances, and policies. There is a provision in Resolution 2024-99 requiring unused funds to be transferred back into the Town of Newport American Rescue Plan Act (ARPA) funding account by April 1, 2025.









Proposal for Codification Services

PREPARED FOR:

Town of Newport, New York

PREPARED BY:

TODD METCALFE

CODIFICATION ACCOUNT MANAGER tmetcalfe@generalcode.com 800.836.8834

DATE: September 4, 2024 (Valid for six months)

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September 4, 2024

Nathaniel Lowell Town Supervisor 2788 Newport Road Newport, NY 13416

RE: Town Code Codification Services Request for Proposals

Dear Mr Lowell:

As a subsidiary of International Code Council, General Code[®] helps ensure that safe, affordable, and sustainable communities across North America accurately maintain and efficiently share critical municipal, development, and building code information both for internal use and with their public constituents. *General Code* has supported this mission by combining industry-leading municipal codification services with the development of smart code-centric digital solutions that are designed to provide municipal staff and public users access to critical code information with accuracy and ease, with cost-effectiveness in mind.

It is our understanding that the Town would like to codify its legislation including a comprehensive review which would ensure that legislation is up-to-date and is in line with New York statutes and the current needs of your constituents.

The Town would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled $eCode360^{\circ}$ platform.

Our highly experienced team of legal publishing experts, headquartered in Rochester, NY, will work hand in hand with the code industry's leading digital solutions professionals to always provide the Town with the highest level of service and innovation.

Best regards,

Cristina LoVerde

Vice President for Client Engagement

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Firm Background

For over 62 years, *General Code* has worked with over **4,700 communities across 42 states** to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in



municipal law and local government and an average of 17 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community. *General Code* possesses the experience and resources necessary to deliver all solutions proposed for this RFP without requiring subcontractor services.

General Code has over 130 employees located in Rochester, New York; Manchester, Missouri; Lubbock, Texas; Seattle, Washington; and Spring Lake Heights, New Jersey.

A Member of the ICC Family of Solutions

The International Code Council is the leading global source of model codes, standards and building safety solutions. Code Council codes, standards and solutions are used to ensure safe, affordable and sustainable communities and buildings worldwide.

General Code's partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives General Code even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.



Our Solution

Our comprehensive codification solution for Newport includes:

> Create a Code

General Code will provide the Town with a Code that is clear and easy for your community to access and use.

> An Editorial and Legal Analysis

This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with New York statutes.

> An online Code housed on our innovative eCode360 platform

Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.

> 5 custom printed Code books, with an option for additional printed volumes
We will provide you with 5 fully customized print copies of your new Code, with additional copies as requested.

> Professional Services

We will assist the Town with research and review of sample subjects the Town is interested in codifying, either as part of the project or for future consideration, including a subscription to *eCode360* with multicode search for your research needs.

Requirements

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Town of Newport's Code a useful and effective resource for your community. The following project requirements serve as an overview for building a collaborative codification solution that can help the Town achieve its goals.

We understand that the Town's project requirements include a process for the adopted legislation the Town currently has in effect, as well as a process for the list of subjects for which the Town does not currently have legislation, but for which it would like to review and include in its Code as part of the codification or in the future.

The specifications outlined here address both adopted legislation and subjects the Town is interested in and may wish to include in its Code.

a. Internal comparison and legal review: General Code will prepare a Manuscript using the adopted legislation provided by the Town. The Manuscript organizes your legislation into a logical system of chapters arranged alphabetically by subject matter. At this step we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. The 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 New York statutes
- > Any practical recommendations to make your legislation more enforceable
- Suggestions regarding fines, fees and penalties
- > Suggestions on ways to modernize your legislation

Your Responsibilities

The Town 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 Town officials and the Town Attorney.



Code Review

Code Review is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and a Disposition List. Upon completion of the project, your *Code Review* site will be replaced by your *eCode360* site and will house the adopted version of your Code, which will be made available to the public. The posting of *Code Review* is considered the first posting of *eCode360*.

b. Code structural plan: As the first step in the project, we will prepare an Organizational Analysis of your legislation for the Town to review. This will include a proposed Table of Contents of the Code and a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed. The Town will review the Organizational Analysis and make whatever changes it feels are necessary. The Town will have the opportunity to review and approve the organization of the Code. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

As part of the preparation of the Organizational Analysis, this stage will include a discussion with the Town about the list of subjects it would like to research further for the inclusion of such provisions in the Code.

c. Meetings/reports: A minimum of two meetings will meet the requirements of this RFP and in general we expect to meet as needed to make sure *General Code* and the Town are in unison on the direction of the project. At the project launch, *General Code* will consult with Newport's designated contact person to review the project generally and to clarify any initial questions for both *General Code* and the Town. At the legal review stage, your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for

improvement. The legal analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Town officials, including the Town Attorney, will have the final decision-making authority for the resolution of any and all issues. As needed, we will accommodate meetings onsite or as virtual/teleconferences in order to meet the Town's needs.

- **d. Proofreading**: We will proofread the entire Code for accuracy and be responsible for the typographical correctness of the Codes. Any errors will be corrected at no charge to the Town of Newport during the codification project.
- **e. Codification of new laws, ordinances and policies**: *General Code* will codify any new laws, ordinances, and policies which are required to be included. Any substantive changes to the laws, ordinances, and policies will be presented to the Town Board for consideration. See item **a. Internal comparison and legal review** for more detail on our codification process.
- **f. Paper copies**: General Code will publish 5 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

General Code lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). Each copy of the Code will include a set of 15 generic tab dividers that may be customized, by user, to create a unique user experience that highlights the most significant subjects by user.

- g. Supplement services: General Code offers update services that will provide for timeliness, efficiency, accuracy, for our customers' convenience. Completing over 2,500 supplements per year we pride ourselves on a turnaround time for routine updates between 4 and 6 weeks and electronic supplements completed sooner. With attention to detail, we provide ongoing communication with our customers, quality control checks and consultation with every supplement we provide. Our process is easy with new local laws sent via email to ezsupp@generalcode.com. Upon receipt, we will send you an email confirming that we have received your legislation. General Code will hold legislation pending a pre-approved schedule with Quarterly, Semi-Annual and Annual options or begin the update as directed by the Town. Per our process, each update is reviewed with the Town to confirm the legislation is received and ready to proceed with a regular scheduled estimate provided for approval. For your convenience, between regular Code supplements, General Code will temporarily post PDF copies of adopted ordinances within 1 to 2 business days of receipt of new legislation to your online Code.
- **h. Electronic copy**: Once the Town's *eCode360* site is active users may download Code material in both word and pdf format for the Town's use.
- i. Internet/online services: Once the final deliverables have been prepared, *General Code* will make your *eCode360* site available to the public. *eCode360* is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, *eCode360* will provide Newport's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

Premium eCode360
New Laws
Easy and Flexible Searching
Table of Contents
Email or Share Links
Printing
Archive View
"Sticky" Table Headers
Administrative Tools
Google Translate to 132 Languages
eCode360 Search App
Public and Private Notes
Sample Legislation (Multicode Search)
Download to Word
Download to PDF
New Laws Indicator
Advanced Search
Get Updates
Public Documents Module

eCode360 is our proprietary platform and does not require any Folio installation, software or licenses. See the *eCode360* site for the Village of Ilion, NY here: https://ecode360.com/IL1246. Access any City, Town or Village Code in New York, or across the US, at www.eCode360.com. For more information about *eCode360* see page 15.

- **j.** History notes/legislative history: The legislative history for each chapter in the Code is located immediately following the scheme for that chapter. 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.
- **k. Adopting resolution**: We will prepare adoption legislation for the proposed Code and give it to the Town Attorney for review and enactment by Newport's governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Town and establish the Code as the permanent enforceable system of law in the Town. 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.

I. Supplemental services/support:

Supplemental Service and Support Costs

Service	Price
Annual Maintenance Fee	None
Update Services	\$26.00 per page + \$10.00 per table and image
Internet Hosting Service	\$1,195 annually
Telephone Support	Included in your update and Hosting Fees
Training	Included in your Hosting Fees

m. Optional services: *General Code* presents the following optional services for the Town's consideration:

Gender Neutral Code Language-- A *General Code* Editor will assess your goals and work with you to develop a strategy to make your Code language gender neutral and more inclusive. Typical solutions include direct pronoun replacement. Solutions that are more complex, such as an analysis of gendered terms in your Code or the re-writing of Code text to eliminate the use of pronouns, may be deemed outside of the scope of this project.

TrackBack.- As a new local law is codified and added to your code, TrackBack automatically embeds links in the related code section so you can easily reference the original local law — no more searching though old files. TrackBack is an excellent way to help clarify or confirm aspects of a particular law, help solve disputes or simply serve as a starting point for updating local laws. This service begins with new local laws provided to *General Code* going forward. It does not include any local laws going back in time.

MapLink-- *MapLink* is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from *eCode360* in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts. When a Code supplement including a Zoning change is completed and posted to *eCode360*, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

Cost proposal

Source Materials

The Town of Newport has posted on their website the following documents, which will be used as the source materials for the codification project:

Uncodified local laws adopted from Local Law No. 1972-1 to Local Law No. 2024-1

Project Scope

This proposal takes into account the adopted legislation on the website at the time of preparation of this proposal as included within the scope of this project. The proposed scope of work and price is based on an estimate of up to 165 pages, which will be included within the scope of this project. Additional subjects included through the professional services component shall be billed on a perpage basis, based on the size and extent of content being added, as referenced below. A "page" shall be defined as the printed area on one side of a sheet of paper; a sheet of paper may include two pages. In addition, *General Code* requests that Newport 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.

Special Consideration

General Code has identified the following specific special consideration that will be addressed by our staff as the project progresses:

- > This proposal is based on the Town's adopted legislation currently on their website. We will work with the Town to confirm that all Code-relevant legislation is included or, if not, to secure copies of any uncodified local laws for inclusion in the Code.
- Any subjects added to the Code from the Draft Outline during the project as part of the professional services research, review and inclusion shall be charged at a rate of \$20 per page.
- > We will assist the Town with research and review of sample subjects the Town is interested in codifying, either as part of the project or for future consideration, including a subscription to eCode360 with multicode search for your research needs.

Codification Project Price

\$8.990

Services included with the codification project:

- > Project Launch
- Creation of a New Code, with Project Scope Including Local Laws to Local Law No. 2024-1
- > Editorial Work
- > Code Review Launch
- Proofreading
- Shipping

Code Review deliverables:

- Organizational Analysis
- > Editorial and Legal Analysis
- Manuscript
- > Draft
- Comprehensive Index
- > Disposition List
- Code Adoption Legislation

Final deliverables included with the codification project:

- > Premium eCode360
- > eCode360 Search App
- > Publication of 5 Code Volumes in Standard Imprinted Post Binders
 - Customizable Tabs

Codification Optional Components

Estimated Price to Implement Gender-Neutral Language in Code

A *General Code* Editor will assess your goals and work with you to develop a strategy to make your Code language gender neutral and more inclusive. Typical solutions include direct pronoun replacement.

Hosting Services

Premium eCode360 Annual Maintenance

\$1,195

\$450

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of *eCode360*. Therefore, we recommend that the Town budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Future Supplementation Services

General Code will provide supplementation services at the rates quoted above for a period of three years from date of publication. Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately.

Hosting Optional Component

TrackBack Services \$600

Annual Maintenance: \$350 (billed with annual eCode360 maintenance fee) and \$250 onetime setup fee

As a new local law is codified and added to your code, Trackback automatically embeds links in the related code section so you can easily reference the original local law — no more searching though old files.

Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
Contract Signing	Within 30 days of contract signing	20% of total project price due
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review	20% of total project price due
Submission of the Editorial and Legal Analysis with Manuscript	Within 180 days of receipt of the responses to the Organizational Analysis; the Town has 100 days for review	30% of total project price due
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Town has 45 days to review	20% of total project price due
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

Authorization and Agreement

The Town of Newport, Codification, September 4, 2024

Codification Project Price

\$8,990

Optional Components

✓ Estimated Cost to Implement Gender-Neutral Language in Code

\$450

★ TrackBack Annual Maintenance: \$350 (billed with annual eCode360 maintenance fee)
 and \$250 onetime setup fee \$600

Total Investment

Rochester, NY 14624.

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

\$ 10,040.00

The Town of Newport, New York, hereby agrees Code's Codification Terms and Conditions, which http://www.generalcode.com/terms-and-conditions	
Town of Newport, Herkimer County, New Yor	rk I to all a should ge
By: Millian Jonall	Witnessed by:
Title: Youn Supervisor	Title: Nown Clerk
Date: 9/11/2024	Witnessed by: Stelle Sodge Title: 10mn Clerk Date: 9/11/2024
GENERAL CODE, LLC	
By:	Witnessed by: Lans Davis
Title: VP of Client Engagement	Title: Proposal Publishing Associate
Date:09/11/2024	Date:9/11/2024
authority to General Code to administer the cod	an agreement. To accept this proposal and delegate lification project, complete the form above, including ement will be mailed back to Newport for its records.
	@generalcode.com. You may also fax the completed urn it by mail to <i>General Code</i> , 781 Elmgrove Road,

Appendix

New York Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 867 municipalities in New York that have trusted *General Code* to codify their laws:

Herkimer County

Town of Frankfort Village of Ilion Town of Webb

Fulton County

Town of Broadalbin Village of Broadalbin Town of Ephratah Fulton County City of Gloversville Town of Johnstown

Hamilton County

Town of Inlet

Lewis County

Town of Lowville Village of Lowville Town of Martinsburg

Montgomery County

City of Amsterdam
Village of Canajoharie
Village of Fonda
Village of Fort Plain
Village of Fultonville
Town of Minden

Oneida County

Village of Boonville
Village of Camden
Village of Clinton
Town of Kirkland
Town of New Hartford
Village of New Hartford
Village of New York Mills
Village of Sylvan Beach

Town of Trenton
City of Utica
Town of Vernon
Village of Vernon
Town of Verona

Town of Westmoreland Village of Whitesboro Town of Whitestown Village of Yorkville

St. Lawrence County

Village of Canton

Town of Colton Town of Massena Village of Massena Town of Norfolk Town of Potsdam Village of Potsdam

eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.99%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

Maintenance and Updates

eCode360 is maintenance- free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at https://www.generalcode.com/happyecode/.

Free Introductory eCode Webinar for Municipal Staff

Our eCode webinar lets you work online with an experienced Training Specialist who can demonstrate *eCode360*'s powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents! Register here: https://www.generalcode.com/training/#webinars

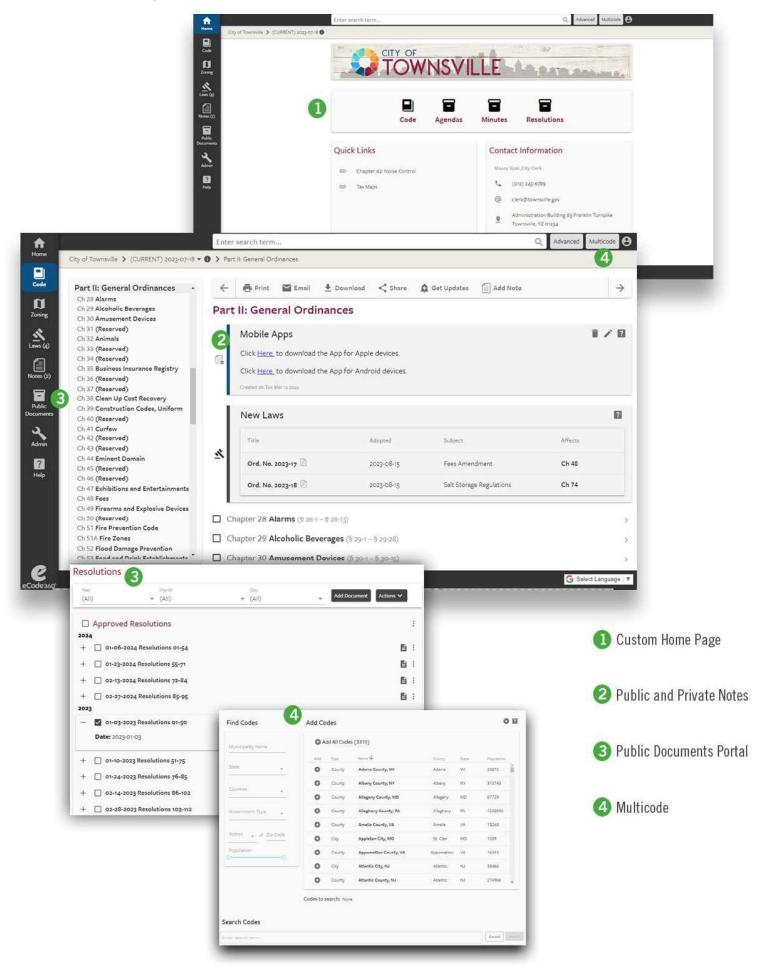
"Multi-purpose" your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With eCode360 Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

Premium eCode360 features

New Laws	Between regular Code supplements, <i>General Code</i> will post PDF copies of new legislation to your online Code
Custom Settings for	Control the look of your eCode360 by selecting custom colors and
Admin Users	accents, and uploading a custom banner or photo
Easy and Flexible	
Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Table of Occidents	Users can find the information they need and see their current location
Table of Contents	with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Archive View	View a permanent archive of your Code, updated with each supplement
"Sticky" Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word
	document to edit and track changes when drafting new legislation
View Code Analytics	See how many views your Code is getting, discover the most commonly searched topics
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of <i>eCode360</i> to the affected Code chapters or articles
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicators	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles of	Administrative users can add customized titles and comments to your
New Laws	legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Add Code adjacent documents to your eCode site. They will be searchable right alongside the Code. Documents can be made available to the public, or remain private to the municipal staff.
	to the public, of femalit private to the mullicipal staff.

Sample eCode360 Screens



Additional Online Services

eCode360 Enhanced Graphics™

eCode360 Enhanced Graphics can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date. Enhanced Graphics offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

Custom I-Codes

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Town only has one set of printed books.

Application Programming Interface

Application Programming Interfaces (API) make it possible for your Code in *eCode360* to "talk" with additional external systems to share information. *General Code* has APIs that deliver structured Code information contained in *eCode360* to external systems, including legislation drafting, parcel management, municipal websites, enterprise content management (ECM), permitting, GIS-based interactive maps, code enforcement, law enforcement, and more.

For more information on our additional online services please contact us at sales@generalcode.com

Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

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 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.

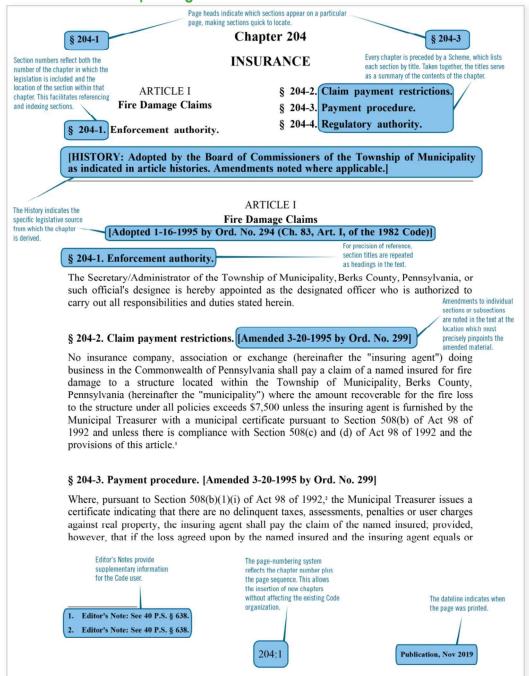
Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that 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 are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Printed Code Sample Page



Ongoing Code Updates

Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. *General Code* provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

Materials

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

Posting of New Laws

Between regular Code supplements, *General Code* will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online 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

Code supplements will be provided on a schedule designed to meet the needs of Newport. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Town prefers.

Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- > Acknowledge receipt of all materials
- Verify adoption of all legislation, including date of action by governing body
- > Review legislation and distinguish between Code and non-Code material
- Update record of legislation received and its disposition (Disposition List)
- > Request any missing legislation/missing pages
- > Determine proper placement of legislation within Code
- Impose or utilize the adopted flexible section numbering system that allows for later changes
- Create/modify chapter, article and/or section titles
- > Add historical annotations
- Add any necessary cross references
- Update of index
- > Include editorial notes to sections that require additional explanation
- > Correct any misspellings so that searchability in eCode360 is not compromised

- Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- Impose standard internal section organizational hierarchy consistent with the rest of the Code
- > Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, non substantive grammar and punctuation, internal and statutory reference citation
- > Confirm accuracy of internal references; correct as necessary and appropriate
- > Confirm accuracy of statutory references; correct as necessary and appropriate
- > Read and review for missing wording; internal conflicts
- Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- > Update Code Index
- Create an Instruction Page so that Code holders can properly update the Code
- Notify client of any issues and concerns noted and work together to determine appropriate resolution

Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and 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 be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

Delivery

Printed supplements to the Code will be delivered in bulk to Newport, unless it chooses to utilize *General Code's* Distribution Services. The website will be updated in one to two business days.



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Final Audit Report 2024-09-11

Created: 2024-09-11

By: Lane Davis (LDavis@generalcode.com)

Status: Signed

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