

# GENERAL CODE



## Proposal for Codification Services

PREPARED FOR:

Village of Buchanan, New York

PREPARED BY:

**TODD METCALFE**

CODIFICATION ACCOUNT MANAGER

[tmetcalfe@generalcode.com](mailto:tmetcalfe@generalcode.com)

800.836.8834

DATE:

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(Valid for six months)

# Table of Contents

Executive Summary .....	2
The General Code Recommended Solution and Process.....	4
Project Materials.....	6
Investment Details and Options .....	7
Performance and Payment Schedule .....	8
Authorization and Agreement .....	9
Appendix .....	10
Additional Online Services .....	10

# Executive Summary

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 Village of Buchanan's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Village achieve its goals.

## Situation Analysis

The Village of Buchanan's Code was originally codified in 1992, and it was last updated in 2020. However, the Code may contain inconsistencies, errors and outdated information that could potentially affect the Code's enforceability and alignment with relevant state statutes.

It is our understanding that the Village would like a complete recodification, including a comprehensive review and update of the 1992 Code, to include all legislation of a general and permanent nature to Local Law No. 5-2020. This process would ensure that legislation is up-to-date and is in line with state statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

## Our Solution

Our comprehensive codification solution for Buchanan includes:

- > **Supplement your Code**  
At the start of the project, we will perform Supplement No. 11 to update the Code with legislation through Local Law No. 5-2020.
- > **Create an Updated Code**  
General Code will provide the Village with an updated 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 state statutes.
- > **Update your online Code housed on our innovative eCode360 platform**  
Once your new Code is ready, we update your eCode360 site to make it is available online to your community and staff.

## Solution Benefits

A comprehensive codification solution from General Code will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Buchanan's Code enforceable
3. Improve transparency with constituents
4. Save Buchanan's staff time and resources by empowering constituents to find Code information independently

## Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using *eCode360* to research similar laws that other communities have passed

## Buchanan's Investment

The price of General Code's recommended solution will be \$11,150.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 6.

# The General Code Recommended Solution and Process

Below is an outline of the process for completing your recodification project.

## Project Launch

General Code will consult with Buchanan's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Village. To begin the project, the Village shall provide the source materials for the new Code. For more detail, see the source materials listed on page 6.

## Supplement No. 11 to the 1992 Code

General Code will supplement your current Code with uncodified legislation through Local Law No. 5-2020, to provide ready access to the most up-to-date version of the existing Code until such time as publication of your new Code is completed.

## Editorial and Legal Analysis with Manuscript

The Village's existing Code will be used as the Manuscript for the project. The Code will be supplemented just prior to preparation of the Editorial and Legal Analysis in order to optimize the Village's review of the Code, and also so that General Code is reviewing the most up-to-date material.

To accompany your updated Code, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Village officials, including the Village Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal 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 Village 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 Village officials and the Village Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

## Code Supplement

In order to minimize the timeframe during which the Village's Code is out-of-date prior to publication, the Code will be supplemented just prior to preparation of the Draft. Once the Draft is

prepared, supplementation of the prior Code shall be discontinued until Code publication is complete.

## Final Editing of the Manuscript and Submission of the Draft

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During this time, we will:

- > Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- > Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- > Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- > Proofread all copy to correct typographical and spelling errors

General Code will submit a Draft of the Code for final review by the Village. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the Village requires any additional changes, further charges will apply.

## Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

- > **A Disposition List**  
Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.
- > **Code Adoption Legislation**  
We will prepare adoption legislation for the proposed Code and give it to the Village Attorney for review and enactment by the governing body. The Code should be adopted as soon as possible to formally enact the many revisions authorized by the Village and establish the Code as the permanent enforceable system of law in the Village. 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.

## Update your online Code housed on eCode360

Once the project has been completed, we will update the Village's eCode360 with the new version of the Village's Code.

## Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Village keeps the Code up-to-date after initial publication. General Code's supplementation services are designed to make the process easy, fast and accurate.

# Project Materials

## Source Materials

General Code will use the following source materials for the codification project:

- > A copy of the Village's 1992 Code, as updated to Local Law No. 4-2020
- > Uncodified legislation to Local Law No. 5-2020

## Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Buchanan set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

## Special Considerations

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

- > Based on conversations with the Village, this proposal does not provide for the print publication of the Code.

# Investment Details and Options

## Codification Project Price

**\$11,150**

### Services included with the codification project:

- > Creation of a New Code, with Project Scope Including Legislation to Local Law No. 5-2020
- > Editorial Work
- > Proofreading

### Initial deliverables included with the codification project:

- > Editorial and Legal Analysis
- > Manuscript
- > Draft

### Final deliverables included with the codification project:

- > Updated *eCode360*
- > *eCode360* Search App
- > Disposition List
- > Code Adoption Legislation

## Administrative Fees

**\$0**

General Code does not charge administrative fees; you will only pay for products and services you actually use

*Please note: Pricing is available upon request for Code books needed in the future.*

## Ongoing Services

### Supplementation

Charges for supplementation after Supplement No. 11 during the phases of the project are outside the scope of work and the base price of the project. Therefore, the Village should budget separately for ongoing supplementation during the recodification project.



## Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
<b>New Code Project Launch</b>	Within 30 days of contract signing	20% of total project price due
<b>*Submission of the Editorial and Legal Analysis with Manuscript</b>	Within 180 days of contract signing; the Village has 100 days for review	40% of total project price due
<b>Submission of Draft</b>	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Village has 45 days to review	30% of total project price due
<b>Delivery of the Code</b>	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.

*\*Code supplements shall be prepared prior to this stage to ensure that the Code remains up-to-date throughout the project.*

Code supplements after Supplement No. 11 shall be invoiced separately and are outside the scope of the project pricing. Estimates are available upon request.

# Authorization and Agreement

The Village of Buchanan, Type 1S - Recodification, February 16, 2021

**Codification Project Price**

**\$11,150**

The Village of Buchanan, New York, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

**Village of Buchanan, Westchester County, New York**

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL CODE, LLC**

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to General Code to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Buchanan for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also fax the completed form to General Code at (585) 328-8189 or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

# Appendix

## Additional Online Services

### MapLink™ powered by ZoningHub™

*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, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Village, which can help grow your community.

*MapLink* uses your municipality's existing GIS map information and seamlessly presents data from *eCode360*, so your interactive map clearly and accurately displays your essential Zoning elements. 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.

### 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 Local Building Code

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 Village only has one set of printed books.

**For more information on our additional online services please contact us at [sales@generalcode.com](mailto:sales@generalcode.com)**

A Member of the ICC Family of Solutions

