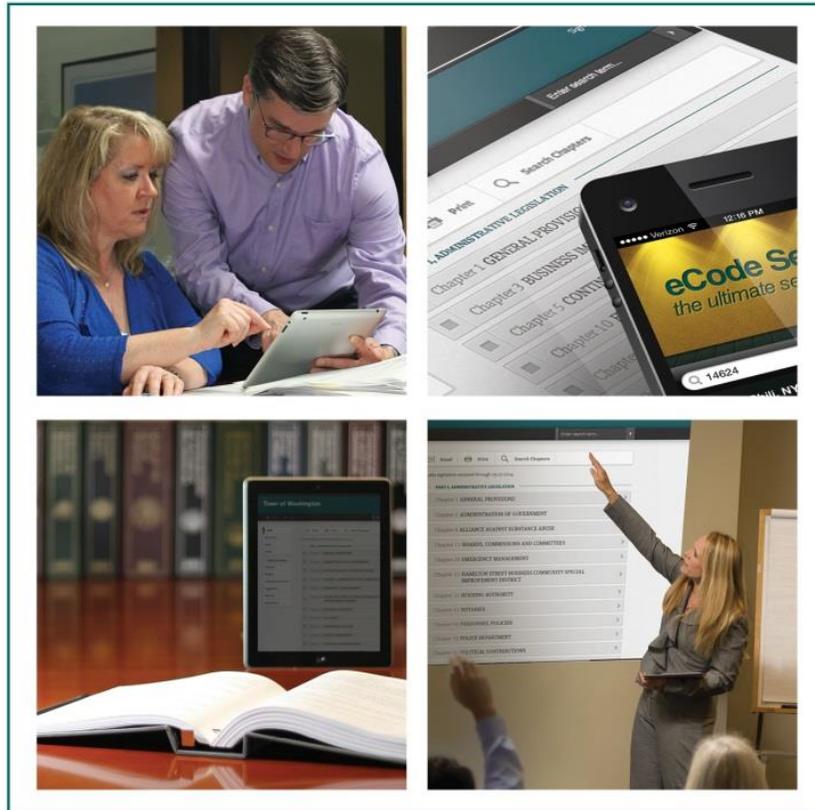


GENERAL CODE

Proposal for Codification Services



Prepared for:

Town of Dryden, New York

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Date:

September 12, 2017
(Valid for 6 Months)

**GENERAL
CODE**
Codification Division

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Executive Summary



Serving the needs of communities for 55 years, General Code provides codification and enterprise content management solutions to more than 3,000 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

Situation Analysis

Thank you for the opportunity to present this proposal for comprehensive codification services.

The local laws of the Town have never been codified. Presently, the Town is requesting proposals for codification of the legislation of the Town. The scope of services is the incorporation of all legislation of a general and permanent nature into the new Code and is to include research and editorial and legal analysis to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the printing of 2 copies of the Code; and the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation. The Town is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 3.

General Code Solution

The Town of Dryden's objectives will be met and goals achieved through our proposed Codification Solution, which includes:

- ♦ An Editorial and Legal Analysis and codification of existing materials
- ♦ Premium eCode360® online code
- ♦ 2 Custom printed Code books, with an option for additional printed books

Investment Summary

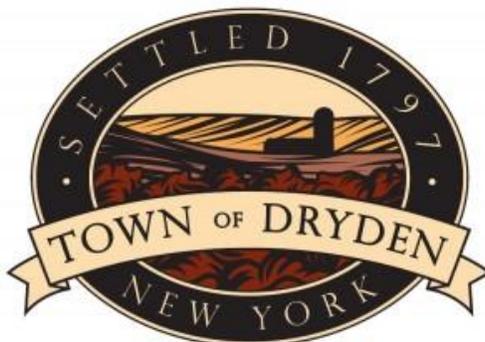
The cost of General Code's recommended solution will be \$ 17,100.

A detailed breakdown of the investment and available options can be found on page 11.

Accepting This Proposal

This document serves both as a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Scan and email the completed form to ezsupp@generalcode.com, 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.

Situation Analysis



The Town of Dryden is located in Tompkins County in New York and was settled in 1797. Today the Town is home to more than 14,400 residents.

Source Materials

The Town of Dryden has provided to General Code the following, which will be used as the source materials for the codification project:

- ♦ A copy of the Town's uncodified legislation adopted from February 3, 1960, through Local Law No. 3-2017

This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. General Code requests that the Town 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.

Recommended Solution



General Code will provide the Town of Dryden with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and 55 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Town of Dryden, including posting on the Internet and traditional print formats.

Services Included



eCode360

General Code's *eCode360* with the PubDocs Module makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable.

The PubDocs Module permits uploading of non-code documents to the web for easy searching and public access, such as resolutions, minutes, comprehensive plans, and proposed local laws under review prior to adoption.

For more detail, see the full *eCode360* description on page 8.



Publication of New Code Volumes

The base price includes the publication of 2 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format on 100% recycled paper. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Town Seal can also be embossed on the front and spine if you wish. Each copy of the Code will be serial-numbered.

Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Town Attorney for review and enactment by the governing body. 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.

Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

The General Code Codification Process



We see you as a partner in the codification process.

General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

Including You in the Process

The unique project workflow that General Code has developed engages the Town with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

Process Outline



Beginning a Code Project

To begin the project, the Town of Dryden has provided the source materials for the new Code. For more detail, see the source materials listed on page 3.

Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Town's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Town.



Organizational Analysis

The first part of the analysis of the Town's legislation will be the preparation of an Organizational Analysis for the Town to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and 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. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the Town. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.



Editorial and Legal Analysis

For the second part of the analysis of the Town's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Town officials, including the Attorney, who 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

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.

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.



Final Editing of the Manuscript

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

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

Draft

General Code will submit a Draft of the Code for final review by the Town. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new local laws, and inconsistencies within chapter provisions. Minor changes in content as a result of the Town's review may be made. Any substantial changes in organization or content shall be subject to additional charges.

Comprehensive Index; Code Adoption Legislation

During final publication, General Code will prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the Town Attorney for review and enactment by the governing body.



Code Delivery; Recordkeeping; Supplement Distribution

After the Code is delivered, we will review the project with the Town to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.



General Code's eCode360 is our electronic Code, providing a choice of on-screen viewing options on any computer platform and, for the first time, automatically customizing the Code for optimal viewing on any computer or mobile device, including smartphones and tablets. Engineered for speed and designed for easy searching and navigation, eCode360 will provide unprecedented flexibility and access to the Code in the office, at home or on the go.

General Code's eCode360 is a secure, reliable, and virtually maintenance-free product containing the complete current text of the Town's Code online. Hosted and maintained by General Code, eCode360 will enable anyone to view and search the Code wherever there is access to the Internet. Access to the Code is as simple as adding a link on your website or General Code's website, enabling users to click and review the Code at any time.

Premium eCode360 includes the following features:

- ◆ Posting of New Laws: Post legislation not yet codified in between supplements
- ◆ Easy and Flexible Searching: Use key words or phrases, section numbers and more
- ◆ Download to Word: Download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
- ◆ Download to PDF: Directly download text and graphics to an Adobe PDF document to view and share offline
- ◆ eAlert: Sign up to receive notifications of changes in the Code
- ◆ Dynamic Table of Contents: Find the information you're looking for and see your current location with a table of contents that moves with you
- ◆ Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- ◆ Email or Share Links: Shortcuts to email a link to a specific Code section, or to share via social media
- ◆ Printing: Simple, user-friendly print functionality and a variety of user options
- ◆ Bookmarking Searches: Save as "favorites" to quickly return to popular sections of the Code
- ◆ eCode360 Search App: Use your mobile device to search throughout your municipal Code
- ◆ Sample Legislation (MultiCode Search): Search across multiple Codes
- ◆ Archive View: View a permanent online archive of your Code, updated with each supplement
- ◆ Public and Private Notes: Create personalized links and annotations within the Code
- ◆ PubDocs Module: Post non-Code documents along with your online Code
- ◆ **Optional Customized Banner:** Add a customized masthead banner and accent colors, for a seamless transition from your municipal website to your online Code



Public Documents Module

General Code is proud to offer our Public Documents (PubDocs) online module for our electronic Code services. With PubDocs, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets, pending legislation, and more.

PubDocs is fully integrated with Premium eCode360, your online Code, and provides an easy-to-use process for document management. PubDocs is a great way to augment your e-government services and improve your overall outreach to the community. Best of all, PubDocs enhances your Town's transparency by offering your citizens and other constituents a solution that meets their ever-growing needs and expectations for instantaneous information in today's digital world. (Please note that PubDocs is not a repository for archiving purposes.)

The screenshot shows the Lacey Township, NJ website interface for the Public Documents Module. The header includes the township name and a search bar. The left sidebar contains a navigation menu with options like Code, New Laws, Index, Notes, Public Documents, Agendas, Budgets, Comprehensive Plans, Legislation, Minutes (highlighted), Misc. Documents, and Resolutions. The main content area is titled 'Minutes' and shows a list of documents for the year 2014, categorized under 'Caucus'. The list includes dates such as 2014-08-14 C, 2014-07-10 C, 2014-06-23 C, 2014-06-12 C, 2014-05-22 C, 2014-05-08 C, 2014-04-24 C, and 2014-04-10 C. The interface also features search filters for category, year, month, and day.

Benefits of PubDocs:

- ♦ Easy to use, self-managing process
- ♦ Secure process for posting documents
- ♦ Documents are automatically converted to searchable PDFs
- ♦ Search by name, date, description, category or use our advanced features such as a color-coded search filter with checkboxes
- ♦ Fully integrated and accessible through eCode360
- ♦ Fully hosted service through General Code
- ♦ Upload all types of documents (e.g., Word documents, Excel spreadsheets, etc.) to view and search
- ♦ Public documents viewable by anyone – anytime, anywhere

PubDocs is included with Premium eCode360 at no additional charge. Costs associated with any necessary scanning services will be provided upon request.

Performance and Payment Schedule



Performance Schedule

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 180 days of receipt of the responses to the Organizational Analysis; the Town has 100 days for review
Submission of Draft	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Town has 45 days to review
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code

Performance schedule reflects business days excluding legal holidays.

Payment Schedule

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
30%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
Balance	Invoiced upon delivery of the Code

Investment Detail and Options



Base Codification Project Price

\$ 17,100

Your base codification project includes the following:

- ◆ Preliminary Telephone Conference
- ◆ Codify Legislation Through Local Law No. 3-2017
- ◆ Conversion of the Code into an XML Document with General Code Numbering and Format
- ◆ Organizational Analysis
- ◆ Editorial and Legal Analysis
- ◆ Manuscript
- ◆ Editorial Work
- ◆ Proofreading
- ◆ Draft
- ◆ Comprehensive Index
- ◆ Disposition List
- ◆ Duplication and Publication of 2 Code Volumes in Standard Imprinted Post Binders
- ◆ Code Adoption Legislation
- ◆ Premium eCode360, Including PubDocs Module (Setup and First Year)
- ◆ Shipping

Premium eCode360 Annual Maintenance \$ 1,195

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation 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.

Optional Components

The following is available to you at an additional charge:

\$ 50 Customized eCode360 Masthead Banner (Initial Setup and Posting Fee)

Please note: Additional Code books (in addition to the 2 Code books included in the base price) may also be ordered; pricing is available upon request.

Prices noted are valid for 6 months from the date of this proposal.

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The Code Solution

Why Codify?

As a municipal official, you need accurate and easily accessible information to effectively serve your constituents. A Code is an investment that will save you time and money and serve your community efficiently now and in the future.



Organization and Presentation

To “codify” means to collect and organize a body of law in a systematic way. Codification is the collection and organization of all your currently effective legislation of a general and permanent nature into a numbered and uniformly presented document that is easy to read and use. A codification project can also include a comprehensive editorial review of your legislation and, if needed, revisions and updates to correct conflicts and inconsistencies.

There are several compelling reasons to have a Code:

- ♦ **Avoid confusion and ensure accurate interpretation and enforcement.** By compiling all of your local laws and legislation into a single up-to-date document, courts, police and other officials charged with enforcement can have a practical and efficient tool on which they can rely for accurate information.
- ♦ **Respond quickly and accurately to questions.** A Code is an easily used resource for local officials, enabling them to find the information they need to answer questions from constituents as well as other local government officials.
- ♦ **Fulfill a community obligation.** It is the responsibility of the Town to maintain its laws in an up-to-date and readily understandable form that citizens can find and use.
- ♦ **Plan for future growth and development.** An up-to-date Code provides a clear view of existing regulations and situations and makes it easier to determine the impact of proposed changes and amendments.

Technology has greatly improved the way local governments store, maintain and gain access to documents. Today your Code is much more than a book – it’s actually a body of information that is also stored electronically. This information, your Code database, is the foundation for maintaining a Code of law that is always accurate and up-to-date. In addition to paper copies, you can have a fully searchable electronic version of your Code networked within your local government so that everyone has immediate access to the most current information. You can easily make your Code available to citizens 24 hours a day by putting it on the Internet.

Formatting and Style

Innovation With Thought

General Code's printed code services have become the hallmark of quality in the codification industry, just as *eCode360* sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

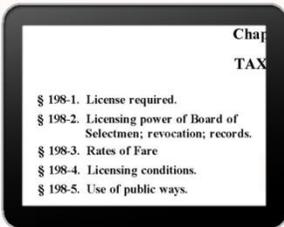


Table of Contents

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.

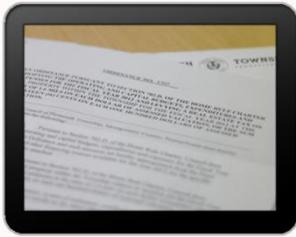


Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which 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 which 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 were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



Legislative Histories

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. 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.

General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Sample Page

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 198-1

Chapter 198 TAXICABS

§ 198-3

§ 198-1. License required.
§ 198-2. Licensing authority;
revocation; records.

§ 198-3. Rates of fare.
§ 198-4. Licensing conditions.
§ 198-5. Use of public ways.

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

§ 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

§ 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

For precision of reference, section titles are repeated as headings in the text.

§ 198-3. Rates of fare.

A. Minimum zone rates. [Amended 2-12-1980 by Ord. No. 80-73]

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

A simple internal numbering system presents material in a clear, easy-to-read format.

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.

Editor's Notes provide supplementary information for the Code user.

198:1

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

01 - 15 - 2010

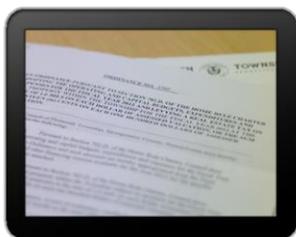
The dateline indicates the date the page was printed.

Future Supplementation Services



Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



Materials

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

- ♦ Electronic copies of the legislation can be sent via email to ezsupp@generalcode.com. A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- ♦ In addition, paper copies of as-adopted legislation can be sent via U.S. Mail or by Fax to (585) 328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic 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

Supplements will be provided on a schedule designed to meet the needs of the Town. 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.

Our average turnaround time for processing routine supplementation is between 4 and 8 weeks.

Editorial Work on Your Supplement

The editorial 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 do the following:

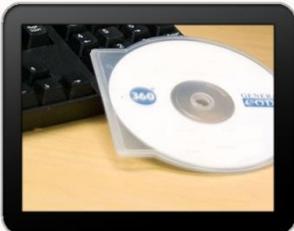
- ♦ Review the legislation to determine proper placement within the Code.
- ♦ Adhere to the structure and style contained in the local law, unless changes are required to ensure consistency in the Code.
- ♦ Use or impose section and subsection numbering.
- ♦ Create chapter, article, and section titles as appropriate.
- ♦ Add historical annotations as applicable.
- ♦ Correct misspellings so that searchability in *eCode360* is not compromised.
- ♦ Check and correct internal section hierarchy, capitalization, grammar, and punctuation.
- ♦ Check internal and statutory references.
- ♦ Correct any missing wording.

General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the Town shall be incorporated into the supplement, with improved presentation as necessary. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include updated Table of Contents, Disposition List, Index and text pages, as well as an 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 have been 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 the Town, unless the Town chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

Why General Code?



Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our Code of Engagement.

We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from 55 years of experience and the constantly changing concerns and needs of our 3,000 customers, including 867 in New York. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.



Experience

- ◆ Over 3,000 clients in 39 states in the United States and Canada
- ◆ Serving local governments since 1962 — over 50 years of broad experience in all aspects of municipal codification
- ◆ Unparalleled reputation for quality and service
- ◆ Leader in providing technical and innovative codification solutions

Customer Service Orientation

- ◆ Highest customer satisfaction ratings
- ◆ Experienced Account Managers
- ◆ Quick responses to questions and commitment to person-to-person interaction
- ◆ Training and support on an ongoing basis
- ◆ Flexible billing plans tailored to meet the specific needs of each client



Professional and Experienced Staff

- ◆ Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- ◆ Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- ◆ Full-time attorney editors, with extensive experience in both new Code projects, as well as supplementation of existing Codes, in numerous states
- ◆ Full-time Code editors, with experience in codification averaging over 15 years
- ◆ Specially trained data entry, proofreading, indexing and research staff

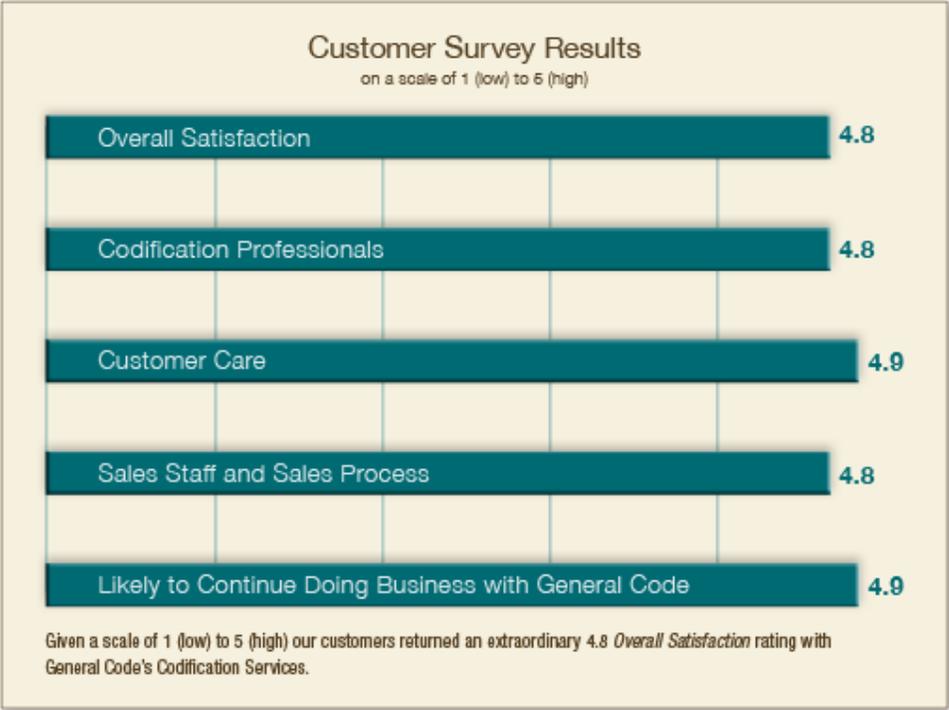


Client Experience

- ◆ User-friendly Code format and organizational system
- ◆ Fast, reliable, accurate supplementation
- ◆ Free sample legislation service for clients

Customer Satisfaction

These survey results demonstrate the way our customers recognize and appreciate our passion for excellence and customer focus.



The Code of Engagement



Our Pledge to You

Our Code of Engagement is General Code's pledge to achieve a high standard, cultivate a long-term working relationship, and earn the status of being your trusted partner.

General Code is a values-based company. As such, our Code of Engagement is the set of principles guiding the way we conduct ourselves. It encompasses how we interact with our co-workers and our community, the way we treat you, the way we communicate with you, and the fact that you are not just our customer, you are our partner. Our Code of Engagement is founded on a set of seven values.

Honesty and Integrity

Every interaction will confirm that you are working with an ethical, conscientious, and trustworthy partner.

Delighting the Customer

We will anticipate, and often surpass, your expectations. We will be proactive and responsive to your needs.

Efficiency

You will receive high-quality products and services in the shortest possible time frame. These solutions will save you time and ease your workload.

Innovation and Creativity

We will stay in front of your ever-changing needs. Visionary thinking, resourcefulness, and technology leadership will make this possible.

Personal Responsibility

Every General Code employee will meet and exceed your expected level of product quality and service excellence.

Caring and Concern

You will receive service that is personable, warm, and reliable—an attentive relationship you can trust.

Teamwork

Across departments and at every level of our company, we will collaborate with each other and with you to meet your needs.

The General Code Codification Process At-a-Glance



Authorization and Agreement



Base Codification Project \$ **17,100**

Optional Components

___ Customized eCode360 Masthead Banner \$ 50

Total Investment

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



The Town of Dryden, New York, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at www.generalcode.com/TCdocs, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

TOWN OF DRYDEN, TOMPKINS COUNTY, NEW YORK

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the Town for its records.