



PRELIMINARY ESTIMATE -  
DOES NOT INCLUDE  
CODIFICATION OF  
POTENTIAL DECEMBER  
LEGISLATION



## Proposal for Codification Services

PREPARED FOR:

Town of Dewey Beach, Delaware

PREPARED BY:

**LORIANN SHURA**

CODIFICATION ACCOUNT MANAGER

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

800.836.8834

DATE:

November 7, 2023

(Valid for six months)

# Table of Contents

Executive Summary .....	2
<i>General Code's</i> Approach to Codification .....	4
The <i>General Code</i> Recommended Solution and Process .....	5
Project Materials .....	8
Investment Details and Options .....	9
Performance and Payment Schedule .....	10
Authorization and Agreement .....	11
Appendix .....	12
Additional Online Services .....	12

# 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 Town of Dewey Beach'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 Town achieve its goals.

## Situation Analysis

The Town of Dewey Beach's Code was originally codified in 2005 and was last updated in 2023. However, the Code may contain inconsistencies, errors and outdated information that could potentially affect the Code's enforceability and alignment with relevant Delaware statutes.

It is our understanding that the Town would like a complete recodification, including a comprehensive review and update of the 2005 Code, to include all legislation of a general and permanent nature to Ordinance No. 823. This process would ensure that legislation is up-to-date and is in line with Delaware statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

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* platform.

## Our Solution

Our comprehensive codification solution for Dewey Beach includes:

- > **Create an Updated Code**  
General Code® will provide the Town 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 Delaware statutes.
- > **Update your online Code housed on our innovative eCode360 platform**  
Once your new Code is ready, we will update your *eCode360* site to make it available online to your community and staff.
- > **2 custom printed Code books, with an option for additional printed volumes**  
We will provide you with 2 fully customized print copies of your new Code, with additional copies as requested.

## 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 Dewey Beach's Code enforceable
3. Improve transparency with constituents
4. Save Dewey Beach'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.

## Dewey Beach's Investment

The price of *General Code*'s recommended solution will be \$11,500.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 8.

# General Code's Approach to Codification

*Codification Powered by Code Review* brings your code project to life during the milestones of your project. Code Review is a revolutionary Code review platform, shared interactively between the *General Code* project team and your review committee, that guides you through the stages of your Codification project.

Code Review, a secure, searchable platform, gives your codification stakeholders the ability to manage milestones, share and assign questions, and expedite the decision-making process. With digital access to all your relevant project documentation throughout the project, including the analysis, drafts and reference documents, our technology eliminates the need for paper reports, printed legal memorandums or Legal Workbooks.

*Codification Powered by Code Review* is a collaborative process that will guide you through each project stage. We will prepare and evaluate your legislation, prepare the Editorial and Legal Analysis, and create your Digital Manuscript, so that you can easily access the project documents and make decisions.

This streamlined process allows users to collaborate, annotate, print and share comments among all committee members, while staying connected with your *General Code* Editor. It also will provide, as the project moves forward, a record or memorandum of the changes to be made, as users agree upon and make those decisions.

## **So how does it work?**

When the Digital 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 secure link to the online version of your in-process Code. We will facilitate a dedicated e-Learning workshop for your municipal officials, led by our *General Code* training specialist, to guide you through the features and functionality of the platform. *Codification Powered by Code Review* will include these supporting documents as the project progresses through the codification stages:

- > Code Project Contract
- > Code Project Guidelines
- > Digital Manuscript
- > Editorial and Legal Analysis
- > Record of any changes to be made
- > Code Adoption Ordinance
- > Disposition List
- > Digital Drafts of your Code

Upon completion of the codification project and adoption of your new Code, the Code will seamlessly transition from the private *Code Review* platform to your public *eCode360* site and will house the adopted version of your Code, which is available to the public.

# 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 Dewey Beach's designated contact person to review the project generally and to clarify any initial questions for both *General Code* and the Town. To begin the project, the Town and *General Code* shall confirm the source materials for the project. For more detail, see the source materials listed on page 8.

## Editorial and Legal Analysis with Manuscript

The Town'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 Town'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. Town officials, including the Town Attorney, will have the final decision-making authority for the resolution of any and all issues. As part of this Analysis, a proposed reorganization of the Code may be provided for review and approval by the Town if deemed appropriate. (Please note that if reorganization and renumbering is authorized by the Town, this work shall occur at the Draft stage of the project.)

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 Delaware 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.

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 Town'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 Town. With the submission of the Draft, the editorial work on your project will be completed; therefore, if the Town 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 Comprehensive Index**  
We will provide you with an index that is designed to let you quickly and easily locate information in the Code.
- > **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 Town 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 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.

## Update your online Code housed on eCode360

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

## Publish a Custom Printed Code

*General Code* will publish 2 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). We can also include the Town's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

### **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 Town 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 Town's 2005 Code, as updated to Ordinance No. 807
- > Uncodified legislation adopted from Ordinance No. 808 to Ordinance No. 823

## Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. Please note that this project is structured to keep the Town's Code updated through routine scheduled supplementation while the project is in process. Supplements to the current Code are outside the scope of the Code Project and shall be invoiced upon completion. 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 Dewey Beach 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.

# Investment Details and Options

## Codification Project Price

**\$11,500**

### Services included with the codification project:

- > Project Launch
- > Creation of a New Code, with Project Scope Including Legislation to Ordinance No. 823
- > Editorial Work
- > Proofreading
- > Shipping

### Initial deliverables included with the codification project:

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

### Final deliverables included with the codification project:

- > Publication of 2 Code Volumes in Standard Imprinted Post Binders
- > Comprehensive Index
- > Disposition List
- > Customizable Tabs
- > Code Adoption Legislation

*Please note: Code books in addition to the 2 Code books included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.*

## Ongoing Services

### Supplementation

Charges for supplementation during the phases of the project are outside the scope of work and the base price of the project. Therefore, the Town should budget separately for ongoing supplementation during the recodification project.

## Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
<b>Contract Signing</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 Town 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 Town 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.*

# Authorization and Agreement

The Town of Dewey Beach, Type 1S - Recodification, November 7, 2023

**Codification Project Price**

**\$11,500**

The Town of Dewey Beach, Delaware, 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/>.

**Town of Dewey Beach, Sussex County, Delaware**

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 Dewey Beach 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.

## 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 Town, 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 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](mailto:sales@generalcode.com)**

A Member of the ICC Family of Solutions

