

**VILLAGE OF BROCKPORT
VILLAGE BOARD
Work Session Agenda
Tuesday, December 4, 2012
Location: Village Hall conference room**

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.
If any action is taken, a Board member takes notes & provides to Clerk.

- **CALL TO ORDER / PLEDGE:** Please silence cell phones & electronic devices & refrain from texting
- **MOMENT OF SILENCE:** to honor those that serve our Country, enforce our laws, & respond to emergencies
- **MISSION STATEMENT:** "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."
- **GUEST:**
 - Michele Reed – Student Conduct Coordinator – SUNY College at Brockport
- **ITEMS FOR DISCUSSION / REVIEW:**
 - Village Code - General Code proposal re code revitalization & ecode 360 – any further feedback before placing on agenda for approval?
 - Village Newsletter – propose reinstating (Trustee Blair)
 - Emily L. Knapp Museum & Library of Local History – various needs (Trustee Hannan)
(Use of Shafer Trust – July lighting improvements request awaiting estimates & recommendation from DPW Spt., leaking roof concerns, need for petty cash for small purchases, etc.)
- **GUEST:**
 - James Sauberan – Commissioner/Chair – Brockport Fire District
- **EXECUTIVE SESSION:** (if needed)
- **ADJOURNMENT**

Upcoming:

- 7pm Tuesday, 12/11 – Village Board meeting

Leslie Ann Morelli

From: LoriAnn Shura [lshura@generalcode.com]
Sent: Friday, November 30, 2012 1:56 PM
To: lmorelli@brockportny.org
Subject: Proposal
Attachments: Brockport Revitalization Proposal - revised.pdf

All the new local laws are included

LoriAnn Shura
Account Manager
General Code, LLC
781 Elmgrove Road
Rochester, NY 14624
Phone: 855-436-2633
Fax: 585-328-8189
lshura@generalcode.com
www.generalcode.com



GENERAL CODE PROPOSAL *for*

CODIFICATION SERVICES

For

Village of Brockport

Monroe County
New York

November 30, 2012

Valid for 6 months

Codification Account Manager
LoriAnn Shura
Email: lshura@generalcode.com

PRESENTED BY

**GENERAL
CODE**

Information made civil.



CONTENTS

EXECUTIVE SUMMARY 3

EDITORIAL OBSERVATIONS 4

PROJECT DELIVERABLES 6

WORKFLOW 8

OPTIONAL SERVICES..... 9

INVESTMENT DETAIL AND OPTIONS 12

PERFORMANCE AND PAYMENT SCHEDULES 13

AUTHORIZATION AND AGREEMENT 14

EXECUTIVE SUMMARY

ABOUT GENERAL CODE

Serving the needs of communities since 1962, General Code provides codification and enterprise content management solutions to more than 2,700 municipal governments throughout the United States and Canada. General Code's focus on superior client service, commitment to quality and technical innovation has made our organization the codifier of choice for progressive municipalities who understand the value of transparency and efficient operations. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small towns and villages to major cities and counties. We invite you to view a selection of customer testimonials on our website, www.generalcode.com.

SITUATION ANALYSIS

The Village of Brockport is located in the Town of Sweden in Monroe County in western New York and was incorporated in 1829. Since then, the Village has grown and currently is home to more than 8,330 residents.

The Code of the Village of Brockport was originally published by General Code in 1967. Since then, it has been updated 82 times, most recently in 2008, including legislation through Local Law No. 8-2008. At this time, the Village wishes to update and revitalize the Code with new legislation through Local Law No. 4-2012. General Code can meet the Village's objectives and has outlined its price, processes, and procedures for doing so in the following proposal for the Village's consideration.

GENERAL CODE RECOMMENDATION

The Village of Brockport's challenges will be met and goals achieved through our Revitalization recommendation outlined within. With the above considerations in mind, General Code has the following recommendations for the Code of the Village of Brockport:

- General Code will provide professional codification services to ensure that the Code of the Village of Brockport is up-to-date, accurate and enforceable, including incorporation of any revisions or new legislation as may be necessary.
- General Code will provide the Village with new Code books in an 8 ½-by-11-inch format, which will be more functional and more visually accessible to the reader, and which will better allow for continued growth of the Code book in the future.
- General Code will also create a new index for the Code book, so that users of the Code can easily locate Code sections on a particular subject.
- Finally, General Code will work with the Village in the future to provide for ongoing supplementation and updating of the Code as may be necessary from time to time.

SUMMARY OF INVESTMENT: \$ 9,500 *

The investment is explained in detail in the investment section of this proposal and is based on the requirements identified by the Village.

**Note: Price may vary depending on Project Options selected by the Village.*

EDITORIAL OBSERVATIONS

Reasons for the Village to consider this work at this time include:

- The original Table of Contents was created with gaps in the chapter numbering system to accommodate the insertion of new chapters without affecting the alphabetic sequence. Over the course of time, some of the gaps have been filled, requiring we assign "A" suffix characters to chapter numbers to maintain the alphabetic sequence. Suffix characters are used to not incur considerable expense to the Village by renumbering the Table of Contents and therefore reprinting the entire Code; however, after 45 years, the Table of Contents has reached the limits of what can be done with this approach.
- Many copies of the 1967 Code may be in various stages of upkeep or may have been lost altogether. This is not an unusual situation, but one that can reduce the reliability and value of the Code as a legal, administrative, enforcement and reference tool.
- With all of the legislation adopted over the past years, the binders may be wearing out with age and use. Many municipalities have found the 8 ½-by-11-inch page size for the Code to be more functional. Not only does this page size photocopy more efficiently, but the larger pages accommodate more text in a more readable format. This results in the handling of fewer pages by Code holders during supplementation. The fewer pages handled, the less likely it is that errors might be made in removing/replacing pages. In addition, tables and charts are better laid out on the larger pages, making them easier to use.
- Now more than ever, there is a need for municipalities to have their Code in a searchable and accessible electronic format. In addition to having the document in a much more versatile form, many municipalities have been able to reduce the number of printed Code volumes in circulation by providing access to the Code on their computer network. Not only does this save you time and money on future supplementation, it also gives the Village the ability to provide public access via the Internet.
- The Index to the Code currently consists of two parts: a main Index and a Supplemental Index. When a Supplemental Index reaches a certain size, its use in conjunction with the main Index becomes quite cumbersome, and the outdated entries in the main Index could create confusion for Index users. We now have technology to keep new Indexes up-to-date directly with subsequent supplementation.
- A Code is a living document that is constantly under revision through the addition of new legislation and amending of existing laws to stay current with the times. Over time, inconsistencies, duplications and conflicts will begin to occur and may become contentious or may cause significant problems for the community. This is not an unusual situation, but one that can reduce the reliability and value of the Code as a legal, administrative, enforcement and reference tool.
- After 45 years, there may be a need for the Village to have the Code reviewed to identify areas that may not have kept pace with changes in state statutes or which no longer accurately reflect the current practices and policies within the Village. For example, fees and penalties contained in the Code may need to be reviewed to ensure they cover enforcement and administrative costs and are high enough to deter breaking of the laws; titles of officers and employees, as well as

departments, may have changed (the former Dog Warden may now be the Animal Control Officer, or the former Building Inspector may now be the Code Enforcement Officer); and new laws may be required for situations not previously regulated, such as recycling, cell towers and wind turbines.

Since 1962, General Code has been developing flexible formats and procedures that accommodate changes and growth. As a result of our efforts, many of the Codes on our shelves that were originally published 20 or more years ago are still viable documents because they were "built" with ample room for growth and designed so that new material could be easily added to the document.

The organizational structure of the Code makes locating specific information nearly effortless. With the adoption of each new local law, the task of accessing current information can become more and more difficult. The publication of your new Code by General Code will make information more readily available for the Village of Brockport officials, employees and residents.

PROJECT DELIVERABLES

Project Materials: To begin the project, General Code will use the following materials:

- A copy of the Village's 1967 Code, as updated through Local Law No. 8-2008
- Uncodified legislation adopted from Local Law No. 9-2008 through Local Law No. 4-2012, previously supplied by the Village *

* Please note that only those local laws already reviewed are included within the scope of this project. Additional local laws may be included and shall be subject to an additional charge.

General Code requests the Village 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.

Preliminary Telephone Conference: As the first step in the process, General Code will consult with the Village's designated contact person. The purpose of this discussion is to review the project generally and clarify any initial questions for both General Code and the Village.

Electronic Inputting; Proofreading; Stylizing: The text of the current Code and any additional materials that may not already be electronic will be input and thoroughly proofread to ensure complete accuracy.

Organization: The Code will be reorganized, utilizing the General Code style. The Table of Contents will be expanded and renumbered to fit accordingly.

Administrative Review: We 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 other questions pertaining to the completeness of the materials being reviewed.

Editing: During the editing process, we will:

- Edit the text of the legislation to include historical notations indicating the source and date of adoption of each enactment
- Update the Table of Contents to add, delete or revise chapters and articles included in the Code, as applicable
- Insert descriptive title headings for each chapter, article and section, as applicable
- Include or update cross-references and Editor's Notes, as required
- Copyread the legislation for style and grammar and to correct typographical and spelling errors

Formatting: Final formatting and page layout work will be completed. 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.

Index: We 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.

Publication of new Code volumes: The base price includes the publication of 5 new Code volumes in high-quality, custom-imprinted post binders. You may choose blue, dark red, green, brown, black or gray binders, with either white, silver or gold silk-screen lettering. The Village Seal can also be embossed on the front and spine if you wish. Each copy of the Code will be serial-numbered. We will provide you with forms to keep track of the distribution of the Codes, so that as officials leave office, you will know whether or not their copy of the Code has been returned.

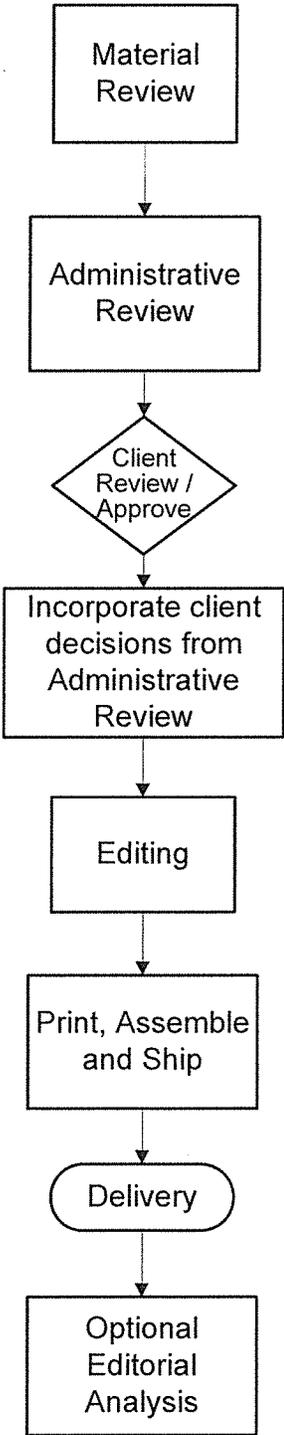
Disposition List: The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating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

Derivation Table: Our agreement with the Village provides for the renumbering and reorganization of the Code into our standard format. To ease the transition from the old numbering to the new numbering system, we will prepare a Derivation Table. The Derivation Table, which will be included at the end of the published Code, will clearly show the chapter numbers from the Village's existing Code, and where they have been included in the new Code.

Code Adoption Legislation: We will prepare the proposed Code adoption legislation and/or necessary information to establish the Code as an official document. This material will be furnished to the Village 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.

Code Delivery; Recordkeeping; Supplement Distribution: After the Code is delivered, we will review the project with you 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. Our standard system makes it easy for you to keep track of Codes and to ensure that they are being kept up to date. Each Code is serial-numbered, and each supplement is serial-numbered to match the Code books and is individually enveloped and addressed to the department or individual who holds that copy of the Code. They can either be mailed directly to Code holders from our offices or sent to you for distribution.

WORKFLOW



OPTIONAL SERVICES

General Code's eCode360® is a virtually maintenance-free product containing the current and complete text of the Village's Code online. Hosted and maintained for your convenience by General Code, the Village will be able to view and search the Code by simply having access to the Internet. Access to your Code is as simple as adding a link on your website or General Code's website, enabling users to click and review your Code at any time. MultiView Technology provides a choice of viewing options on any PC or Mac platform, including optimized viewing for smartphones, tablets and eReaders.

To view and use the Town of Ballston's eCode360 click: <http://www.ecode360.com/BA1734>

The screenshot shows the eCode360 web application interface. At the top, it says "GENERAL CODE" and "eCode360 with MultiViewTechnology". Below this is a search bar with the text "Search more than 1000 Codes at once!" and a "Subscribe Now" button. There are also navigation icons for back, forward, home, and search. The main content area is divided into two columns. The left column has tabs for "Main", "Contents", and "Index". Below the tabs is a search box with the text "Search" and a "Search" button. Below the search box is a section titled "Legislation not yet codified" with a sub-header "[Applicable to Codes only; excludes eLex and W/P]" and "Town of Ballston, NY". Below this are links for "Dock Ordinance", "Docks, Moorings, Boathouses and Marinas Regulations", and "LL No. 3.2011". The right column has a "Library" tab with "Town of Ballston, NY" selected. Below this is a "Change Views" link. A disclaimer states "This electronic version is provided for informational purposes only. For the official version please contact the municipality." Below the disclaimer is a dropdown menu for "Town of Ballston, NY" and a "Town of Ballston, NY" button. The main content area is a table of contents with two parts: "PART I, ADMINISTRATIVE LEGISLATION" and "PART II, GENERAL LEGISLATION". Each part contains a list of chapters with dropdown menus for chapter numbers and corresponding titles.

PART I, ADMINISTRATIVE LEGISLATION	
CHAPTER 1	GENERAL PROVISIONS
CHAPTER 5	APPEARANCE TICKETS
CHAPTER 10	DEFENSE AND INDEMNIFICATION
CHAPTER 14	ETHICS, CODE OF
CHAPTER 19	INVESTMENT POLICY
CHAPTER 26	OFFICERS AND EMPLOYEES
CHAPTER 28	PERSONNEL POLICIES
CHAPTER 30	PROCUREMENT POLICY
CHAPTER 35	RECORDS
CHAPTER 39	SEXUAL HARASSMENT POLICY
CHAPTER 42	SMOKING POLICY
PART II, GENERAL LEGISLATION	
CHAPTER 48	ANIMALS
CHAPTER 52	BUILDINGS, UNSAFE
CHAPTER 56	ELECTRICAL STANDARDS
CHAPTER 59	FIREARMS

© 2008-2011 General Code

Standard eCode360 includes the following features:

- Pre-Supplementation Posting *
- Annual Quick View CD
- Easy Navigation
- Electronic Index
- Simple-to-Use Print Functionality

Premium eCode360 includes all Standard features plus:

- Multi-Code Searching
- Bookmarking Searches
- Public And Private Annotations
- Personalized Links Within Annotations
- Free Upgrades With Additional Features
- PubDocs Module Included at No Additional Charge – Permits Uploading of Non-Code Documents, Such as Resolutions and Minutes, to the Web for Easy Public Access **



* **Pre-Supplementation Posting:** 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. This service is included with the Annual Maintenance for eCode360. Please note if supplementation does not occur within one year of appending, General Code will remove the link to the that legislation.

** **Public Documents Online Module**

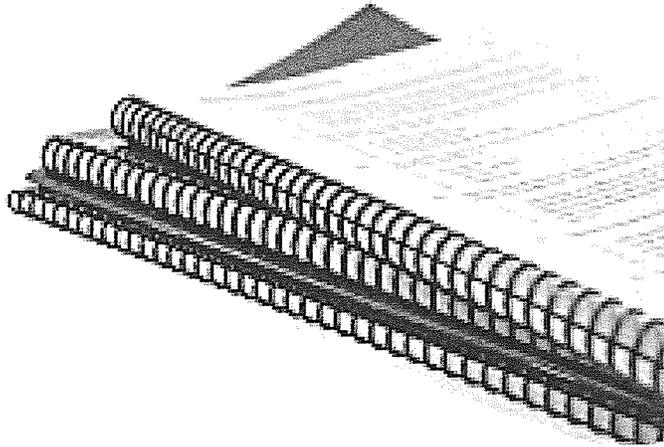
General Code is proud to introduce our new Public Documents (*PubDocs*) online module for our electronic Code services. With *PubDocs*, you can provide immediate online access to information and documents that you want to make available to the public, such as meeting minutes, agendas, resolutions, budgets,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

Benefits of *PubDocs*:

- Easy to use, self-managing process
- Secure process for posting documents
- Documents are automatically converted to searchable PDFs
- Search document content concurrently along with your Code
- 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.



Optional Post-Project Editorial and Legal Analysis: Following the delivery of the Code books, an Editorial and Legal Analysis can 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 the Village 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 Village will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed to be necessary. All final decisions regarding the sufficiency of the legislation that is codified, and any changes to be made to said legislation, shall be the province of the Village officials and the Village Attorney.

Some municipalities prioritize the issues to be reviewed and work on a few at a time, adopting changes as decisions are made and then incorporating them into the Code through routine supplementation. Other municipalities prefer to review the entire Analysis and incorporate all of the changes in one comprehensive Code supplement and then readopt the Code.

INVESTMENT DETAIL AND OPTIONS

Prices noted for listed components of the project as well as other services are valid for 6 months from the date of this proposal.

Base Revitalization Project Price **\$ 9,500**

- Preliminary Telephone Conference
- Update 1967 Code through Local Law No. 4-2012
- Proofreading
- Administrative Review
- Editorial Work
- Formatting and Stylization
- Duplication
- 5 Code volumes in Standard Imprinted Post Binders
- Comprehensive Index
- Disposition List
- Derivation Table
- Code Adoption Legislation
- Shipping

Optional Components

Additional Codes purchased with this project \$ 65 each

Please Note: These Codes are in addition to the 5 included in the base price as noted above.

Post-Project Editorial and Legal Analysis \$ 3,805

Premium eCode360[®] and Pre-Supplementation Posting
*Includes set-up and the first year maintenance fee of \$1,195 **

\$ 1,195

-OR -

Standard eCode360[®] and Pre-Supplementation Posting
*Includes set-up and the first year maintenance fee of \$995 **

\$ 995

* eCode360 Annual Maintenance **Standard** - \$995 **Premium** - \$1,195

The maintenance fee is an annual recurring flat fee. We strongly recommend that the Municipality budget for this expense each year. Please note that this does not include the cost for codifying new legislation.

PERFORMANCE AND PAYMENT SCHEDULES

Performance Schedule *(reflects business days excluding legal holidays):*

- Initial telephone conference: within 30 days of contract signing.
- Submission of Administrative Review: within 90 days of contract signing and receipt of materials; Municipality has 30 days for review.
- Delivery of Code volumes: within 100 days of receipt of responses to the Administrative Review.
- **Optional** Delivery of Post-Project Editorial and Legal Analysis: within 110 days of delivery of Code volumes.

Payment Schedule A: (without Editorial and Legal Analysis)

- 30% of the total project price shall be invoiced within 30 days of contract signing.
- 20% of the total project price shall be invoiced upon submission of the Administrative Review.
- 50% of the total project price shall be invoiced upon delivery of the Code volumes.

Payment Schedule B: (with Editorial and Legal Analysis)

- 25% of the total project price shall be invoiced within 30 days of contract signing.
- 25% of the total project price shall be invoiced upon submission of the Administrative Review.
- 25% of the total project price shall be invoiced upon delivery of the Code volumes.
- 25% of the total project price shall be invoiced with delivery of the Post-Project Editorial and Legal Analysis.

AUTHORIZATION AND AGREEMENT

The Village of Brockport, New York hereby agrees to the procedures outlined above, 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.

Base Revitalization Project Price **\$ 9,500**

Optional Components

- _____ Additional Code books* purchased at \$ 65 each: \$ _____
- Post-Project Editorial and Legal Analysis \$ 3,805
- Premium eCode360[®] and Pre-Supplementation Posting \$ 1,195
- OR-
- Standard eCode360[®] and Pre-Supplementation Posting \$ 995

**Please Note: These Codes are in addition to the 5 included in the base price as noted above.*

Total Investment with any selected options: **\$ _____**

VILLAGE OF BROCKPORT, MONROE COUNTY, NEW YORK

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

Please sign, fax and mail this page to General Code at (585) 328-8189 • 781 Elmgrove Road • Rochester, NY 14624

General Code will sign and mail a copy of this agreement to the Municipality for its records.

