

RESOLUTION 61-15

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT
BETWEEN THE BOROUGH OF CLAYTON AND GENERAL CODE**

WHEREAS, the Borough of Clayton and General Code have agreed to enter into an Agreement for the Codification Project; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That the governing body does hereby approve the attached Agreement between the Borough of Clayton and General Code.
2. That the Mayor be and is hereby authorized to execute said Agreement on behalf of the Borough of Clayton.

ADOPTED, at a regular meeting of the Mayor and Council of the Borough of Clayton held on March 12, 2015.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Borough Clerk

CERTIFICATION

I, Christine Newcomb, Borough Clerk, of the Borough of Clayton, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at a meeting of the Borough of Clayton, held on Thursday, March 12, 2015.



CHRISTINE NEWCOMB, Borough Clerk

PROPOSAL *for* CODIFICATION SERVICES



Prepared for:

**Borough of Clayton
Gloucester County
New Jersey**

March 12, 2015

Valid for 6 months

Earl Babb

Codification Account Manager

(855) GEN CODE

Email: ebabb@generalcode.com

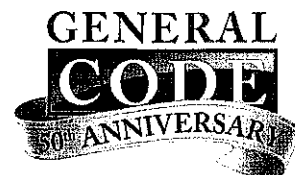


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Executive Summary



Serving the needs of communities for over 50 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

The Borough of Clayton is located in Gloucester County in New Jersey and was incorporated in 1887. Since then, the Borough has grown and currently is home to more than 8,100 residents.

The Code of Ordinances of the Borough of Clayton was originally published in 1974 by General Code in a 6-by-9-inch page format. The initial request was to supplement the code with the 250 page 1998 Unified Development Ordinance but to do so would cost between \$11,500 and \$13,500 and would also require splitting the current code into two volumes and also purchasing new post bound binders. Based upon the aforementioned the most cost effective solution would be to undergo a complete revitalization of the code to include the UDO. After more than 40 years and 68 updates, the Borough of Clayton should consider undertaking a comprehensive review and updating of the 1974 Code, and include all legislation of a general and permanent nature through Ordinance No. 2-2015. The scope of services is to include research; editorial and legal review 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 preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation; and the printing of 12 copies of the Code. The Borough is also interested in a fully searchable online version of the Code. This proposal includes conversion of the existing 1974 Code to General Code's eCode360 platform (eMigrate) as an initial step in the recodification project.

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

General Code Solution

The Borough of Clayton's challenges will be met and goals achieved through our proposed Codification Solution, which includes:

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

Investment Summary

The cost of General Code's recommended solution will be \$18,626.

A detailed breakdown of the investment and available options can be found on page 17.

Accepting This Proposal

This document serves as both a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. 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.

Why General Code?

Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our General Code. 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 over 50 years of experience and the constantly changing concerns and needs of our 3,000 customers, including 373 in New Jersey. 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

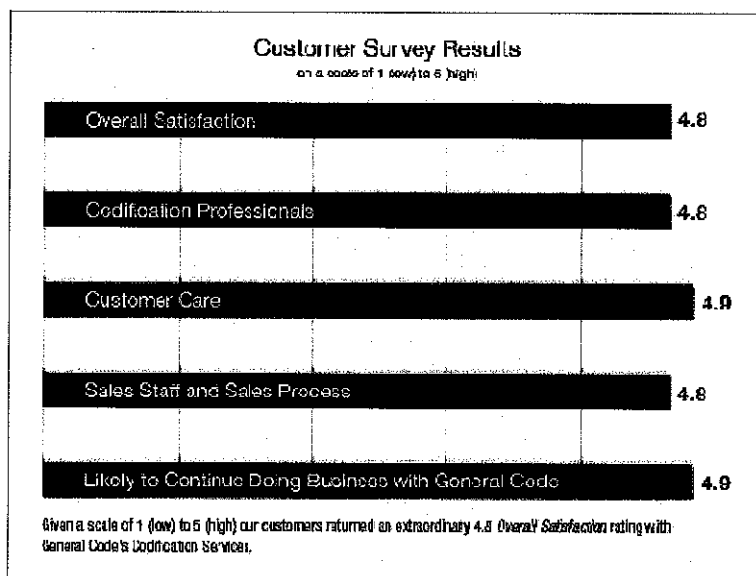


Client Experience

- User-friendly Code format and organizational system
- Fast, reliable, accurate supplementation
- Creative solutions for specific needs
- Ezsupp@generalcode.com for new legislation
- Free sample legislation service for clients

Customer Satisfaction

These 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.

Situation Analysis

General Code Service

"Regarding the service that we get from General Code, in a word - **amazing**. We have yet to encounter a problem that your team has not been able to solve with grace! Thank you for keeping us on track even when we are delayed by the issues that seem to always get in the way.

- Susan Kramarsky,
Town Clerk/Receiver of Taxes
Town of Brighton, NY



Prior Codification

The Code of the Borough of Clayton was originally published in 1974 by General Code. Since then it has been supplemented 68 times, most recently in 2013, including legislation through Ordinance No. 15-2012.

Source Materials

The Borough of Clayton will provide the following to General Code as the source materials for the completed code:

- ♦ A copy of the Borough's 1974 Code, as updated through Ordinance No. 15-2012 (the Borough has already provided this legislation)
- ♦ A copy of the Borough's Unified Development Ordinance No. 3-1998 of March 12, 1998 and amendments through 12-31-2013 (the Borough has already provided this legislation)
- ♦ Uncodified legislation adopted through Ordinance No. 2-2015

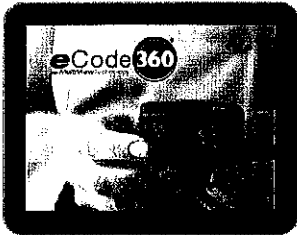
This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. The initial eMigrate portion of the project includes legislation through Ordinance No. 15-2012; additional legislation may be included in the eMigrate portion of the project and shall be subject to an additional charge. General Code requests that the Borough 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 Borough of Clayton with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and over 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Borough of Clayton, including posting on the Internet and traditional print formats.

Services Included

eCode360



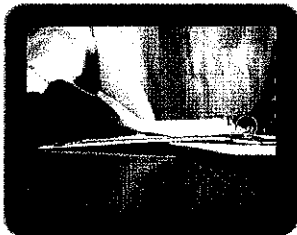
As an initial step toward recodification, General Code will provide an easy-to-use electronic version of the 1974 Code using General Code's eCode360 platform, which will be hosted online with a link on the Borough's website, for the use of both Borough officials as well as the general public. The posting of the Code online will take place prior to the completion of the codification project.

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 ordinances under review prior to adoption.

For more detail, see the full eCode360 description on page 12.

Publication of New Code Volumes



The base price includes the publication of 12 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. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Borough Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

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 Borough Solicitor 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

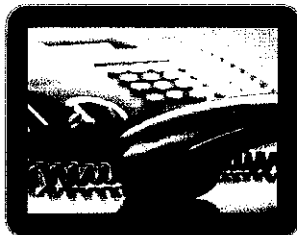
We see you as a partner in the codification process.

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 Borough 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

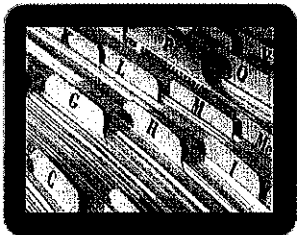


Beginning a Code Project

To begin the project, the Borough of Clayton will provide the source materials for the new Code. For more detail, see the source materials listed on page 6.

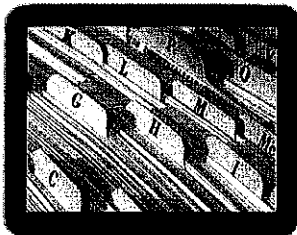
Preliminary Telephone Conference

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



Conversion and Posting of Code on Web

As an initial step in the recodification project, the existing 1974 Code will be converted into our XML publishing system to enable the posting of the updated existing Code on the Web during the remainder of the project. If the Borough authorizes additional supplements to the existing Code during the remainder of the project, additional charges shall apply; estimates will be available upon request.



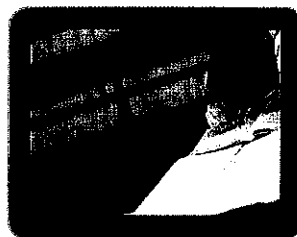
Organizational Analysis

The first part of the analysis of the Borough's legislation will be the preparation of an Organizational Analysis for the Borough 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 Borough 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 Borough. 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

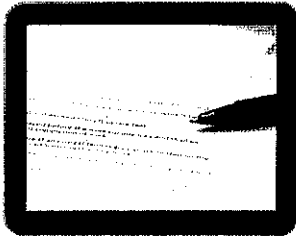
For the second part of the analysis of the Borough's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can 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 Borough officials, including the Solicitor, 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 Jersey statutes
- ♦ Any practical recommendations to make your legislation more enforceable
- ♦ Suggestions regarding fines, fees and penalties
- ♦ Suggestions on ways to modernize your legislation

The Borough 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 Borough officials and the Borough Solicitor.

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

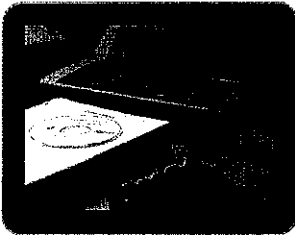
Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During the editing process, we will:

- 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

During this process, General Code will also 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 Borough Solicitor for review and enactment by the governing body.

Draft

General Code will submit a Draft of the Code for final review by the Borough. 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 ordinances, and inconsistencies within chapter provisions. Minor changes in content as a result of the Borough's review may be made. Any substantial changes in organization or content shall be subject to additional charges.



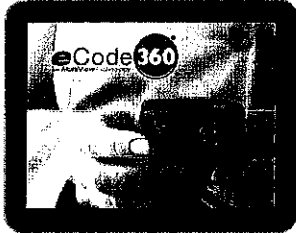
Code Delivery; Recordkeeping; Supplement Distribution

After the Code is delivered, we will review the project with the Borough 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.

Updated eCode360

Once the project has been completed, General Code will replace the Borough's online 1974 Code with the updated version.

eCode360



General Code's **eCode360®** with MultiView Technology is our all-new 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, tablets, and eReaders. 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 Borough'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:

- ♦ Easy and Flexible Searching: Use key words or phrases, section numbers and more
- ♦ Sample Legislation (Multi-Code Searching): Search across multiple Codes
- ♦ Posting of New Laws: Post legislation not yet codified in between supplements¹
- ♦ Easy Navigation: Easy-to-use interface with multiple options for exploring the Code
- ♦ Printing: Simple, user-friendly print functionality and a variety of user options
- ♦ Public and Private Annotations: Create personalized links and notes within the Code
- ♦ Easy Exporting: Copy text quickly and easily into your preferred word-processing program
- ♦ Email Links: Convenient shortcuts to email a link to a specific Code section
- ♦ Bookmarking: Save as "favorites" to quickly return to popular sections of the Code
- ♦ Archive CD: View a permanent archive of your Code without connecting to the Internet; provided with each supplement
- ♦ Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- ♦ Free Upgrades With Additional Features
- ♦ 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 ordinances under review prior to adoption
- ♦ Optional Customized Banner: A customized masthead banner and accent colors, for a seamless transition from your municipal website to your online Code

¹ **Posting of New Laws:** This service is included with the Annual Maintenance for eCode360. 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 legislation.

Opening Page with Optional Masthead Banner

Masthead Banner and
Accent Colors

City of Rochester, NY

Browse

Charter

Code

New Laws

Index

Email Print

Includes legislation adopted through 04-16-2013.

- Chapter 1 GENERAL PROVISIONS
- PART I, CITY GOVERNMENT
- Chapter 2 ASSESSMENT, DEPARTMENT OF
- Chapter 3 ASSESSMENT METHOD, LOCAL
- Chapter 4 BOARD OF REVIEW
- Chapter 4A CABLE TELEVISION
- Chapter 5 CITY CLERK
- Chapter 6 (RESERVED)

Posting of New Laws

Post legislation not yet codified
in between supplements

City of Rochester, NY

Browse

Charter

Code

New Laws

Index

New Laws

- LL No. 2-2013
- LL No. 3-2013
- Local Improvement Ord. No. 1675
- Ord. No. 2013-111
- Ord. No. 2013-112
- Ord. No. 2013-113
- Ord. No. 2013-114
- Ord. No. 2013-115
- Ord. No. 2013-116
- Ord. No. 2013-117
- Ord. No. 2013-118
- Ord. No. 2013-119
- Ord. No. 2013-120
- Ord. No. 2013-121
- Ord. No. 2013-122
- Ord. No. 2013-122

Printing



Clicking the Print Button will open a new tab with your selected text print-ready, with some options to adjust text size.

If no selections have been made, eCode360 will give you all content available from that page. For example, if you would like an entire chapter printed, click on the Chapter from the Table of Contents. Leave all title bars unselected, and click the Print button in the eCode360 Toolbar. A new tab will open with the entire chapter, formatted for print.

Search Results


The screenshot shows a search interface with a search bar at the top containing the word "fence". Below the search bar, it says "27 results for: fence". There are two tabs: "Code" (selected) and "Minutes". A "Relevance" dropdown menu is on the right. The results are displayed in a table-like format with two columns: the search term and the count. The first result is for "§ 184-11 Fences; covers; access ladders or steps." with a count of 11. The second result is for "§ 104-11 Safety and aesthetic requirements." with a count of 8.

Code	Minutes	Relevance
§ 184-11 Fences; covers; access ladders or steps.		11
... enclosed by a permanent fence or wall enclosure of durable ... the effective height of the fence less than four feet. All said fence openings or points of entry ... 15 years of age or older. Fences shall not have openings, ... gaining access beneath the fence. Said four-inch gap, opening ...		1
City of Atlantis > SWIMMING POOLS > Private Swimming Pools		6
§ 104-11 Safety and aesthetic requirements.		8
... be enclosed by a suitable fence to limit exit or entrance to ... and maintenance of said fence so as to prevent ready access ... the same. That part of the fence which separates the premises ... the		

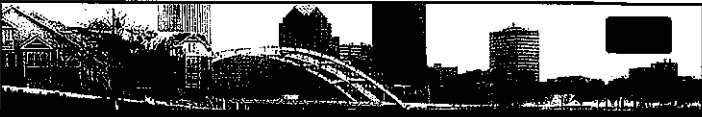
You may enter Search Mode by clicking the "Search" icon. This will bring you to a page with a field to enter your search term and a search button. Enter your term and any helpers (see Advanced Search) and either click "Search" or hit enter.

You may also begin your search by entering a term in the quick search bar and hitting enter.

Help Page



City of Rochester, NY



Help

Welcome

Browse

Search

Administration

FAQ

Welcome

eCode360 holds a variety of electronic content that delivers a searchable online version of your municipal code. You can easily search, print, email, and copy and paste any text contained in the code. The features and functionality of eCode360 provide superior content management.

Introduction

eCode360 offers two modes to help you find the information you're looking for in your Municipal Code: Browse and Search. Browse mode will give you access to the entire Code as published by your municipality, as well as access to Public Documents such as meeting minutes or agendas and budgets, New Laws that have not been incorporated into the Code, and a Quick Search bar. Search mode is designed to give you powerful tools to dig in and find exactly the information you need to get your task done.

Questions About Content

This documentation is designed to help you learn more about how to use General Code's eCode360 Platform. **Please be aware that General Code is not allowed to answer specific questions about content.** If you have a question about the content in a Code, please contact your Municipality directly. Our Customer Service cannot provide specific answers to questions about content of a Code such as "What does this section mean?", or "How high can I build my fence?". ([More information here.](#)) Feel free to save or bookmark this document for future reference. You can also check out our [Webinar schedule](#) for an hour-long training session on eCode360, free for municipal officials.

Browser Requirements

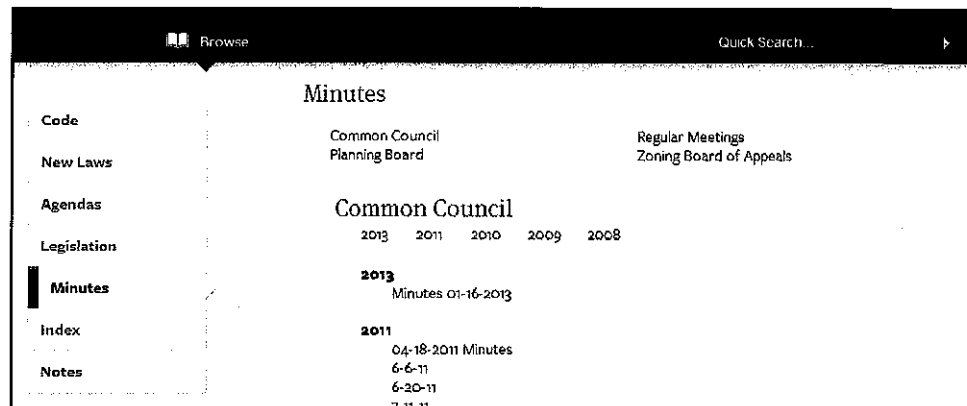
To make full use of the features of eCode360, we recommend using the latest versions of Chrome, Firefox, or Internet Explorer. Some content in eCode360 requires a PDF reader to view. [Get Adobe PDF Reader for free.](#)



Public Documents 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 Borough'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 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
Delivery of eCode360	Within 60 days of contract signing and receipt of the materials
Submission of the Organizational Analysis	Within 30 days of completion of eMigrate project; the Borough has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 120 days of receipt of the responses to the Organizational Analysis; the Borough has 90 days for review
Submission of Draft	Within 100 days of receipt of responses to the Editorial and Legal Analysis; the Borough has 30 days to review
Delivery of Code volumes	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
10%	Invoiced within 30 days of contract signing
10%	Invoiced upon posting of eCode360
20%	Invoiced upon submission of the Organizational Analysis
20%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
20%	Invoiced upon delivery of the Codes

Investment Detail and Options

Base Codification Project Price

\$ 18,626

Your base codification project includes the following:

- ♦ Preliminary Telephone Conference
- ♦ Premium eCode360, Including PubDocs Module (Set-Up and First Year)
- ♦ Conversion of the Code into an XML Document with General Code Numbering and Format
- ♦ Creation of a New Code Through Ordinance No. 2-2015, Including the Unified Development Ordinance No. 3-1998 of March 12, 1998 and Amendments through December 31, 2013
- ♦ Organizational Analysis
- ♦ Editorial and Legal Analysis
- ♦ Manuscript
- ♦ Editorial Work
- ♦ Proofreading
- ♦ Draft
- ♦ Duplication and Publication of 12 Code Volumes in Standard Imprinted Post Binders
- ♦ Comprehensive Index
- ♦ Disposition List
- ♦ Derivation Table
- ♦ Customizable Tabs
- ♦ Code Adoption Legislation
- ♦ Update Premium eCode360 Upon Completion of Project
- ♦ Shipping

Premium eCode360® Annual Maintenance \$ 1,195

The maintenance fee is an annual recurring flat fee commencing one year after the posting of the 1974 Code on the Web. Therefore it is our recommendation that the Borough budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the work we incur to update the electronic Code each time the printed Code is supplemented. Please note that this does not include the cost for codifying new legislation.

Optional Components

These options are available to you at an additional charge:

\$50 Customized Masthead Banner

\$65 Price per Additional Code Book

Please note: These copies are in addition to the 12 Code books included in the base price.

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

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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 Borough'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 Borough will have the opportunity to review and approve the organization of the Code.

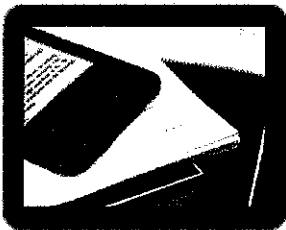


Table of Contents

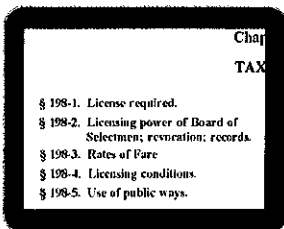
The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering 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.

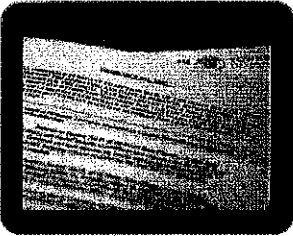
Scheme

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

§ 198-3

TAXICABS

§ 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. 80-73¹]

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

(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:

- (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

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

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.

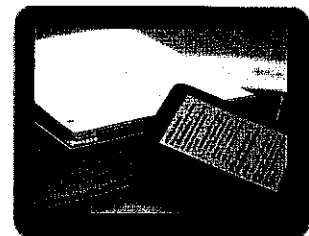
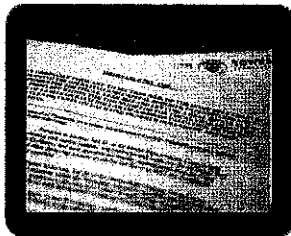
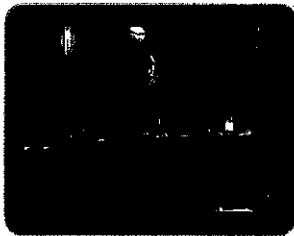
01 - 15 - 2010

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 Borough 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 US 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 Borough. 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 Borough. Typical schedules may be monthly, bimonthly, quarterly, triannual, semiannual, or annual, or upon authorization by the Borough. 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 6 weeks.

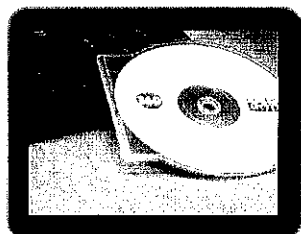
Editorial Work on Your Supplement

We will review the legislation to determine proper placement within the Code. General Code will adhere to the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code. 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 Borough shall be incorporated into the supplement. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



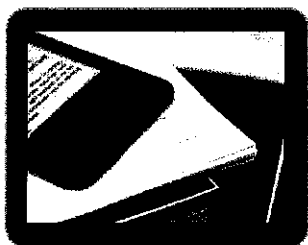
Printed Supplements

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 or on CD.



Delivery

Printed supplements to the Code will be delivered in bulk to the Borough, unless the Borough chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

Authorization and Agreement

Base Codification Project

\$ 18,626

Optional Components

___ Customized Masthead Banner

\$ 50

- 6 ___ Additional Code book(s) @ \$65 each

\$ - 390.00

Total Investment

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

\$ 18,376.00

The Borough of Clayton, New Jersey, 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.

BOROUGH OF CLAYTON, GLOUCESTER COUNTY, NEW JERSEY

By: [Signature]

Witnessed by: Christine Neunob

Title: Mayor

Title: Municipal Clerk

Date: 5-4-15

Date: 5-4-15

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 Borough for its records.

Authorization and Agreement

Base Codification Project

\$ 18,626

Optional Components

___ Customized Masthead Banner

\$ 50

-6___ Additional Code book(s) @ \$65 each

\$ - 300.00

Total Investment

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

\$ 18,376.00

The Borough of Clayton, New Jersey, 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.

BOROUGH OF CLAYTON, GLOUCESTER COUNTY, NEW JERSEY

By: [Signature]

Witnessed by: Christine Nucomb

Title: Mayor

Title: Municipal Clerk

Date: 5-4-15

Date: 5-4-15

GENERAL CODE, LLC

By: [Signature]

Witnessed by: Lucian Clavage

Title: President & CEO

Title: Contract Coordinator

Date: 5/6/2015

Date: 5-6-2015

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