

Proposal for Codification Services

PREPARED FOR:

City of Willow Park, Texas

PREPARED BY:

KIRK FRANKLIN

Attorney at Law and Solutions Account Executive kirk@generalcode.com 806.438.5475

> DATE: June 16, 2022 (Valid for 90 days)



June 16, 2022

Crystal Dozier, City Secretary City of Willow Park 516 Ranch House Rd Willow Park, TX 76087

Dear Ms. Dozier:

Thank you for your interest in our codification services. I have put together the attached proposal for your review. I hope that the following information will prove beneficial to you and the City.

As you may know, Franklin Legal was founded over 20 years ago, and soon became the most recommended and respected codification firm in the state. This is due to our absolute commitment to providing the best personal service to our clients; with over 300 Texas clients, we are confident in our level of quality and dedication in our services.

We earned trust and loyalty through the personal touch we provide, and I look forward to continuing to extend that same partnership to your City as well. It is our goal to work with you in providing professional and accurate codification services sure to please you and your citizens.

As you may also know, Franklin Legal is now a General Code® company, providing our clients will enhanced code services, resources and digital options that provide municipal staff and constituents better access to the Code. As a part of this expanded service offering, I have included with this agreement our newest online offering, eCode360. This online municipal code platform includes a responsive design for navigation with mobile devices, robust search functionality, and a portal for hosting minutes, agendas, and public documents.

The Franklin Legal/General Code Advantage

Location and Personal Touch. Franklin Legal was started in Texas, and as such, we're proud to be able to lend you and your City the personal touch that comes from fellow Texans. With representatives located around the state, we can assist you in person, whether it be by attending council meetings or serving as your right-hand regarding your City's code. We pride ourselves on being accessible, offering immediate responses to phone calls or emails, to better serve you and your citizens.

Experience. With over 300 code clients and years of extensive experience, Franklin Legal is able to provide outstanding service to you with our trusted teams of attorneys and legal editors. On average, our attorneys possess over 25 years of experience, while our legal editors average over 12 years. When it comes to handling your City's code, we have the knowledge and experience necessary to ensure a quality product in a timely manner. This is enhanced even more with the expertise and experience *General Code* can now bring to our clients.

Legal Staff. Franklin Legal Publishing is the only codification firm using Texas-licensed attorneys with years of experience working with Texas municipalities. This translates into accurate, up-to-date, and enforceable codes for you.

No Fine Print. As you will see in the attached information, our pricing does not include any extra last-minute charges or add-ons. We want to make the process as simple as possible for you and your City staff, and we realize that these additional fees will add up so that your true cost can be more than originally anticipated. Our pricing is easy to understand, straightforward, and most importantly, affordable.

Forward Thinking. In our desire to make your code as accessible and easy-to-use as possible, we offer multiple options to access your code. Not only do we provide a printed version, but we can also provide the code online using the *eCode360* platform. This user-friendly platform places usability and accessibility at the forefront, and even allows for the code to be accessed through mobile devices to ensure that you and your citizens always have access to your City's code.

The Extra Mile. With our experience and expertise, we are able to scrutinize your ordinances closely, not only in the initial codification, but with each supplement prepared. Each ordinance receives careful attention before being published. We work closely with your City staff to ensure that the code is always accurate, reliable, and up-to-date, and by going this extra mile, we are able to produce high quality and precise publications.

Perhaps our most important advantage is our well-known level of personal service. We are here to serve you through this process. Through our fast service, researching issues, providing sample ordinances, and a host of other services we provide on a daily basis, we hope to show how we value you and your City. Our philosophy is to regard every client as our most important client, and to that effect, we strive to provide you with whatever assistance we can.

If you have any questions or need any additional information, please call at any time. We are always available, and you can reach me directly at any time on my cell phone at 806.438.5475. I look forward to hearing from you and hope we can begin working with you on this project very soon.

Sincerely,

R. Kirk Franklin

Attorney at Law and Solutions Account Executive

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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 City of Willow Park'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 City achieve its goals.

Situation Analysis

The City of Willow Park's Code was originally codified in 2017, and it has not been updated since 2019. As a result, the Code may contain inconsistencies, errors and outdated information that could potentially affect the Code's enforceability and alignment with relevant Texas statutes.

We propose to recodify the Code and recent ordinances into an easy-to-use, completely new Code of Ordinances. The Code can be reviewed by Texas-licensed attorneys. Findings will be discussed with the City, and revisions will be made to ensure the Code is up to date. The completed Code will be delivered in printed form.

The City would also like to provide online 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.

Willow Park's Investment

The price of the recommended solution will be \$12,395.

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

Our Solution

> Create an Updated Code

Franklin Legal and *General Code* will provide the City with a Code that is clear and easy for your community to access and use.

> An Editorial and Legal Review

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 Texas statutes.

> An online Code housed on our innovative eCode360 platform

Created for a variety of users, *eCode360* makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.

> 1 custom printed Code book, with an option for additional printed volumes We will provide you with 1 fully customized print copy of your new Code, with additional copies as requested.

Supplementation Services

We will work with the City to keep the Code up to date in the future.

The Franklin Legal Recommended Solution and Process

Copies of Ordinances

Franklin Legal will recodify the existing Code and all ordinances of a general and permanent nature. The City will provide all ordinances for consideration and inclusion in the new Code (either electronically or copies of originals).

Editorial and Legal Review

After arranging the new Code for the City, full-time licensed Texas attorneys will analyze each draft Code provision against state, federal and case law to determine if any provisions are unlawful, unconstitutional, obsolete, or otherwise unenforceable. Recommendations will be made as to how to rectify any such issues.

Code Review

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. (Please see page 12 for more information about Code Review.) The City will be given access to the draft Code and review via the Code Review platform. Franklin Legal will assist the City in the review process. Once complete, the draft Code will be revised to reflect those changes requested by the City.

Adopting Ordinance

Franklin Legal attorneys will prepare and submit an ordinance to adopt the final draft of the new Code.

Printed Copies

Franklin Legal will provide the required number of printed copies of the new Code. The Code will be bound in an appropriately sized D-ring-style turned-edge binder. The City name will be foil leaf stamped on the binder.

Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, Franklin Legal will make your eCode360 site available to the public. eCode360 is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, eCode360 will provide Willow Park's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

eCode360 Benefits:

A centralized solution—laws, regulations and related documents are integrated into a dynamic, centralized resource

Simple to use—*eCode360* is easy and intuitive and offers powerful time-saving features

Always up-to-date—We will update your *eCode360* site with each supplement to your Code

A trusted, "go-to" resource—Empower staff to answer questions with clarity and confidence

Always evolving—We consistently release innovative functionality based on communities' needs

Premium eCode360 Features

	Premium eCode360
Annual Maintenance Fee	\$1,195
New Laws	X
Easy and Flexible Searching	X
Dynamic Table of Contents	X
Email or Share Links	X
Printing	X
Bookmarking Searches	X
Archive View	Х
"Sticky" Table Headers	Х
Administrative Tools	X
Translate	X
eCode360 Search App	X
Linked New Laws	X
Public and Private Notes	Х
Sample Legislation (Multicode Search)	X
Download to Word	Х
Download to PDF	Х
New Laws Indicator	Х
Advanced Search	X
Customizable Titles	X
eAlert	Х
Public Documents Module	Х

For more information about eCode360, see page 13.

Provide Ongoing Code Maintenance

Franklin Legal Publishing will perform all aspects of the supplementation process. Supplements will be prepared on a schedule as selected by the City. The City need only provide the new ordinances for inclusion in the Code. Franklin Legal will then prepare amendatory pages for insertion in the new Code. The average turn-around time for Code supplements is 3 to 4 weeks, depending on the volume of new legislation.

Project Materials

Source Materials

Franklin Legal, as the current codifier, currently maintains the Code. The Code is updated through Ordinance No. 797-19, adopted August 27, 2019.

Project Scope

The processing, review, and inclusion of any materials not submitted as of the date of this proposal are outside the project scope as proposed and therefore may be subject to additional charges. We request that Willow Park set up a process to routinely send any new legislation upon adoption. Additional legislation can be included in the Code prior to adoption, subject to an additional charge at the end of the project.

Investment Details and Options

Codification \$8,950

The Codification Project includes:

- > Receipt, review and organization of materials
- > Editing and proofreading
- > Formatting
- > Indexing
- > All tables, graphics and tabular materials
- > Printing 1 copy of the completed Code, including custom binder
- > Preparation of adoption ordinance by attorney
- > Color images: Additional charge per image
- > Premium eCode360

Optional Editorial and Legal Review

\$2,250

- Includes telephone/online conference with attorney and implementation of revisions following conference
- > Optional on-site conference: Travel, lodging and per diem

Premium eCode360 Annual Maintenance

\$1,195

The maintenance fee is an annual recurring flat fee that begins on the initial posting of your Code online. Therefore, we recommend that the City budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Total Investment, with Editorial and Legal Review \$12,395

Codification base cost is not dependent on the number of estimated pages. The price above can be easily budgeted, as there are no variable or added costs or fees charged for pages in excess of an estimated number.

Schedule of payments

Note: Cost is split over project milestones and can be split over two fiscal years

>	Execution	\$1,790
>	Delivery of preliminary draft	\$2,685
>	Submission of draft for adoption	\$3,580
>	Premium eCode360 posting	\$1,195
>	Delivery of adopted Codes	Balance

Schedule of Payments if Editorial and Legal Review option is selected

Note: Cost is split over project milestones and can be split over two fiscal years

>	Execution	\$1,790
>	Delivery of preliminary draft	\$2,685
>	Delivery of Editorial and legal review	\$2,250
>	Submission of draft for adoption	\$3,580
>	Premium eCode360 posting	\$1,195
>	Delivery of adopted Codes	Balance

Ongoing Supplementation Services

Future Supplementation Services

Franklin Legal Publishing will provide supplementation services at a rate of \$20.00 per page for a period of three years from date of publication.

Thereafter, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Per page rate includes:

- > Acknowledgement of materials
- > Data conversion
- > Editorial work and codification
- > Proofreading
- > Indexing
- > Updating online version of Code
- > Printing required number of copies
- > Shipping and handling

Items not included in per page rate:

- > Color images: Additional charge per image
- > Shipping and handling

Payment for supplements

Invoices submitted at time of shipment

Authorization and Agreement

The City of Willow Park, Recodification, June 16, 2022

Base Codification Project Price		\$10,145
Editorial and legal review by full-time (includes conference with attorney and im of revisions following conference)	•	\$2,250
Total Investment Including all the options selected above, the to	tal project price will be:	\$
The City of Willow Park, Texas, hereby agrees Code's Codification Terms and Conditions, wh http://www.generalcode.com/terms-and-condit	ich are available at	ve, and to <i>General</i>
City of Willow Park, Parker County, Texas		
Ву:	Witnessed by:	
Title:	Title:	
Date:	Date:	
GENERAL CODE, LLC/FRANKLIN LEGAL P	UBLISHING	
Ву:	Witnessed by:	
Title:	Title:	
Date:	Date:	
This document serves both as a proposal and a authority to <i>General Code</i> to administer the coauthorized signatures. A signed copy of this records. Scan and email the completed form to	dification project, complete the fagreement will be mailed back	form above, including

Appendix

The General Code Recommended Solution and Process

Codification Powered by Code Review brings your Code project to life during the milestones of your project. Code Review is a revolutionary legal review platform, shared interactively between the Franklin Legal 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 your Organizational Analysis, evaluate your legislation, prepare the Editorial and Legal review, 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 Franklin Legal editors.

So how does it work?

When the Digital Manuscript and Editorial and Legal review are ready for review, Franklin Legal 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 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
- > Digital Manuscript
- Editorial and Legal review
- Code Adoption Ordinance
- Disposition List
- > Digital Drafts of your Code

Upon completion of the codification project and publication 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.

eCode360 Platform

Our *eCode360* platform is designed specifically to house codified laws and municipal information. *eCode360*'s intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

Maintenance and Updates

eCode360 is maintenance- free for our users. General Code employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at https://www.generalcode.com/happyecode/.

Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate eCode360's powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

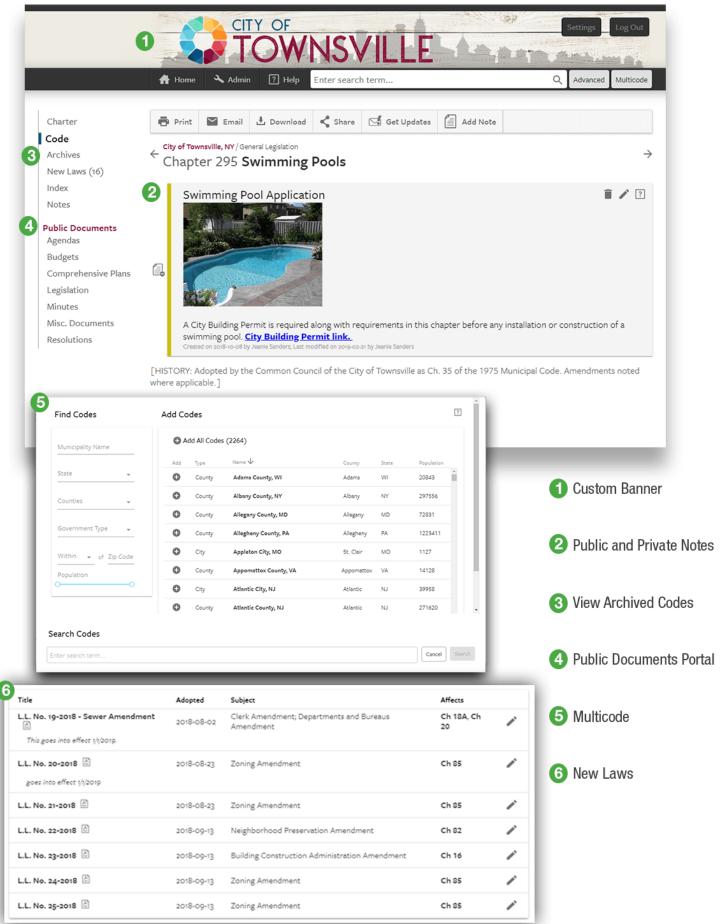
"Multi-purpose" your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With *eCode360* Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at sales@generalcode.com.

Premium eCode360 Features

New Laws	Between regular Code supplements, <i>General Code</i> will temporarily post PDF copies of new legislation to your online Code
Custom Settings for	Control the look of your eCode360 by selecting custom colors and
Admin Users	accents, and uploading a custom banner or photo
Easy and Flexible Searching	Search by key words, phrases, section numbers and more
Electronic Index	A comprehensive list of key words and phrases to speed searching
Dynamic Table of Contents	Users can find the information they need and see their current location with a table of contents that moves as users browse
Email or Share Links	Email a link to a specific Code section or share via social media
Printing	Print with user-friendly functionality and a variety of user options
Bookmarking Searches	Save "favorites" to quickly return to sections of the Code
Archive View	View a permanent archive of your Code, updated with each supplement
"Sticky" Table Headers	Table headers remain stationary as you scroll
Translate	Users can view your Code in more than 100 additional languages
eCode360 Search App	Use your mobile device to search your Code
Linked New Laws	As new legislation is posted, we will add links from the New Laws section of <i>eCode360</i> to the affected Code chapters or articles
Public and Private Notes	Create personalized links and annotations within the Code
Multicode Search	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
Download to Word	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
Download to PDF	Public users can directly download Code text to a PDF document
New Laws Indicator	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
Advanced Search	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
Customizable Titles	Administrative users can add customized titles and comments to your legislation in New Laws
eAlert	Public users can sign up to receive notifications of changes in the Code
PubDocs Module	Post non-Code documents along with your online Code

Sample eCode360 Screens



The American Rescue Plan

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. This \$1.9 trillion stimulus package is a huge opportunity for municipalities as the Plan includes \$360 billion in direct financial relief for state and local governments, including \$65 billion for America's cities, villages and towns, as well as \$65 billion for counties. While the new law outlines the allocation process and authorized use of funds, the U.S. Department of the Treasury is charged with issuing related regulations, guidance and allocation amounts.

The U.S. Department of Homeland Security (DHS) has determined Code enforcement is essential to the U.S. response to the coronavirus pandemic. Federal funding available under the recently enacted American Rescue Plan can be used by governments to continue their essential operations and by addressing their digital (virtual) needs for remote work. According to the U.S. Treasury, this funding can be used for municipal and building Code department hardware and software investments. The investments that establish digital (virtual) capabilities, including the deployment of technology that enables online access to Codes, will help mitigate the challenges ahead for vital governmental services. When considering how to use available American Rescue Plan funds keep in mind:

- > Federal funding to maintain operations and develop digital (virtual) capabilities is essential
- > The lack of digital (virtual) capabilities risks the safety and efficacy of departments' work
- Code officials are essential to health and safety during the pandemic
- Inadequate operations and digital (virtual) capabilities slow construction essential to response and recovery

For more information regarding *General Code*'s Coronavirus advocacy resources use the following links:

General information

https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds

https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf

FAQ

https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf

https://www.naco.org/resources/featured/naco-recovery-fund-fags

Allocations

https://www.naco.org/resources/featured/state-and-local-coronavirus-fiscal-recovery-funds#table https://www.nlc.org/resource/local-allocations-in-the-american-rescue-plan/



Contact us today to join our growing list of clients benefiting from Texas' leading codification and legal review firm!

info@franklinlegal.net ● www.franklinlegal.net ● 806.797.8281

Asterisks indicate those cities that have chosen to leave their previous codifier and join the Franklin Legal family.

Leander

Lefors

Abernathy Clarksville City Alba Claude Alma Clyde Coleman Anna* Andrews* Colorado City Anson Columbus* Archer City Combine* Atlanta Copper Canyon Aubrey* Corrigan Cottonwood Shores Aurora Crandall Azle Balcones Heights* Crosbyton* Ballinger* Cross Roads Bandera Cuero* Dalworthington Gardens* Bangs Bartlett Denver City Bartonville DeSoto Beaumont* Dilley Bee Cave Double Oak Bells Dumas* Bellville Eagle Lake Bertram Earth Beverly Hills* Eastland* Big Lake* Edgecliff Village Big Sandy* Edna* Blanco El Campo* **Blooming Grove** El Lago* Blue Mound Elkhart Blue Ridge Emory Bonham Euless* Borger* Eureka Fairfield* Bovina Boyd Fairview* Brady Flatonia Brazoria Florence Brenham* Floydada* Briarcliff Forest Hills* Bridgeport* Forney Brownfield* Friona* Brownsboro Frisco* Bruceville-Eddy Fritch* Buda* Frost Bulverde Garden Ridge Cactus Garland* Caddo Mills Giddings* Caldwell Glenn Heights Calvert Goliad* Cameron Gonzales* Canadian* Gordon Canvon* Granbury Cedar Park Grand Saline* Granger* Celina*

Granite Shoals*

Lavon

Greenville

Grev Forest*

Chandler*

Channing

Clarendon*

Groesbeck Groom Gunter Hale Center Hallettsville Hamlin Haskell Haslet Hearne* Hempstead Hereford* Highland Haven Highland Park* Highland Village* Hillsboro* Holliday Hondo Horizon City Horseshoe Bay Howardwick* Hubbard **Hudson Oaks** Humble* Huntington Hutchins Hutto Idalou Ingram Iowa Park Italy Ivanhoe* Jacksboro* Jarrell Johnson City Jonestown Josephine Joshua Jourdanton Junction Katy Kaufman* Kermit* Kilgore* Knox City* Krugerville Krum La Feria La Grange* Lake Tanglewood Lake Worth Lakeside City Lakeway Lamesa* Lancaster

Leonard Levelland Liberty* Liberty Hill Littlefield* Llano* Lockney Lone Oak Lorenzo Lowry Crossing Lubbock* Lucas* Lufkin* Magnolia Mart McCamey* McLendon-Chisholm* Memphis Mercedes Mexia* Midlothian* Milford Monahans* Moody Morgan's Pt. Resort Morton* Moulton Mt. Enterprise Muenster* Muleshoe Murphy* Navasota* New Deal **New Fairview** New Home New Summerfield Newark Nixon Nocona Nolanville Northlake Oak Leaf Oak Point Oak Ridge Odessa* Olton Onalaska Overton* Ovilla **Palacios** Palmer Pampa*

Panhandle

Pantego* Paradise Paris* Pecan Hill* Pelican Bay Petersburg Pflugerville* Pilot Point* Pineland Pittsburg **Plains** Plainview* Point Venture Post* Pottsboro Prairie View Presidio Providence Village Queen City Quinlan Ralls* Ransom Canyon Red Oak* Reno-Lamar Co. Reno-Parker Co. Rice River Oaks* Robstown* Rockdale Rockport* Rosebud Royse City* Runaway Bay* Sabinal Sachse* Saint Jo Saint Paul San Augustine San Benito San Felipe San Juan* San Saba Sanger Sansom Park Schulenburg* Seagoville* Seagraves Seminole*

Sevmour

Shady Shores

Shallowater

Sherman*

Shiner

Slaton*

Smithville Snvder* Somerset Southside Place Spearman* Springtown Stanton Stinnett Stratford* Sulphur Springs* Sundown* Sunnyvale Sunray Tahoka* Teague TMCA Inc.. Trenton Trophy Club* Troup* Troy Tulia* Tye University Park Valley View Vega* Vernon* Village of the Hills Volente Waller Weimar West West Lake Hills* Westover Hills Westworth Village Whitehouse* Whitney Wichita Falls* Willow Park Wilmer Wilson Wimberley* Wink* Winnsboro Winters Wolfforth Wortham Yorktown



Texas based. Texas proud.

