American Legal Publishing

Proposal for Codification Services

PREPARED FOR:

City of Conrad, Montana

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August 14, 2026
(Valid for six months)

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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 continue to partner with you to make the City of Conrad's Code a more useful and effective resource for your community. American Legal Publishing, working in coordination with General Code®, will build a collaborative solution that can help the City achieve its goals.

Qualifications and Experience

For over 65 years, *General Code* and Americal Legal Publishing has worked with over **8,000 communities across 50 states** to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 17 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community. We possess the experience and resources necessary to deliver all solutions proposed for the City without requiring subcontractor services.

A Member of the ICC Family of Solutions

The International Code Council is the leading global source of model codes, standards and building safety solutions. Code Council codes, standards and solutions are used to ensure safe, affordable and sustainable communities and buildings worldwide.

Our partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives us even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.



Situational Analysis

American Legal published the City of Conrad's Code in 2015 and it was last updated in 2023. As a result, your community may not be able to easily find the City's laws, and your legislation may contain inconsistencies, errors and outdated information that could potentially affect enforceability and alignment with relevant Montana statutes.

It is our understanding that the City would like to update its Code, including a comprehensive review, to include all legislation of a general and permanent nature to August 14, 2026. This process would ensure that legislation is up-to-date and is in line with Montana statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

Our Codification Solution

City of Conrad, MT

American Legal will provide the following codification services:

- Recodification of your municipal code, to provide 4 leather code books with tabs.
- Provide a technical and legal review of the Code.
- Provide supplement editing services for the new Code.
- Publication of the City Code on eCode360® in a searchable format.
- Enhance the accessibility of the City Code for staff and citizens.
- No subcontractors will be hired for your project; we will only use our trained staff.

Codification Services:

American Legal begins the editorial process by reviewing the City's Code and any uncodified ordinances and providing a draft of the new code. This will include incorporating ordinances, formatting them into a single column print format, and updating ordinance tables.

Next, an American Legal staff attorney reviews the code materials to identify legal issues and outdated statutory references for the City's legal advisors. These comments are put into a Legal and Editorial Report, which is delivered with the draft of the new Code and serves as a roadmap for the City to use in reviewing the draft.

Perhaps the most critical phase of the project is the City's review of the draft and Legal and Editorial Report. This is the time to make final decisions regarding improvements and substantive revisions to the Code.

When the City responds to the draft and report, the final editorial changes will be made, and an index will be created. The searchable electronic version of the Code will also be created, and paper copies will be printed.

WORK PLAN

American Legal will initially review the code for editorial changes as part of the Codification process. A draft of the code will then be issued based on these changes. A legal review follows. Then, a final version of the Code is created. Following is a list of what is included in each of these steps:

Draft of the Code

American Legal will incorporate any changes needed into the code based on its technical review. We will incorporate any new ordinances or resolutions issued by the City into the code.

We will prepare the following:

- Title, chapter, and section headings.
- A table of contents and sectional analysis for each chapter.
- A legislative history for each section, citing the ordinance number and date of passage.
- Reference Tables showing the disposition of ordinances (in a numeric sequence) included in the codification (Ordinance to Code).
- An index (which will be created after the draft of the Code is submitted).

Deliver to the City a copy of the draft of the Code for the City's examination within 5-7 months of receipt of the materials necessary to begin the codification draft (questionnaire and new ordinances).

Legal/Editorial Review

One of American Legal's staff attorneys will review all materials to be codified and prepare a written report for the municipal attorney.

The report may include notice of and suggestions for resolving the following:

- Apparent conflicts with state and federal statutes that are referenced in the code.
- Repealed, renumbered, or obsolete state and federal statutory citations.
- Internal discrepancies include duplications, ambiguities, and obsolete terminology.
- The report may suggest new provisions that the City should consider including in the code and suggest deleting old provisions that are no longer necessary.
- The review will include any additional editor's notes compiled while preparing the draft.
- American Legal will not re-draft entire chapters during the review. However, if the City has such models, we will provide model ordinances upon request.

The City can hold a teleconference with our editors to review the report and code draft. If it chooses this option, the City will not be billed for the time of the American Legal staff attorney, but it will be billed for travel expenses if the conference is held in person.

Final Editing (Printing Code)

- Once the City has provided changes to the draft code, the final version of the code will be edited and printed. Leather binders with tabs will be provided.

After the new code is published, American Legal can update the code on any schedule chosen by the City, including weekly, monthly, or quarterly.

Code Structure/Formatting

We suggest the following organization of the code:

Municipal Officials/Officers List	
Table of Contents	
Charter and Charter Index	
Title 1	General Provisions
Title 3	Administration Ordinances
Title 5	Public Works Ordinances
Title 7	Traffic Code Ordinances
Title 9	General Regulations Ordinances
Title 11	Business Regulations Ordinances
Title 13	General Offenses Ordinances
Title 15	Land Usage Ordinances
Table of Special Ordinances (ordinances that are included in summary form only)	
Parallel Reference Tables	
Index	

Titles are odd-numbered to allow for expansion, if necessary.

Sections within a chapter are grouped in a subchapter name if appropriate, and a gap of 5-10 section numbers are left for expansion within that subchapter.

Divisions within a section are as follows, with a space tab added in front of each new subdivision:

§ 31.03 DUTIES.

(A)
(B)
(1)
(2)

(a) Subdivisions rarely go beyond (A)(1)(a/b)
(b)

Supplements



Receipt of ordinances - American Legal can receive ordinances from the City via email or shared drives, including Dropbox.

Editing and proofreading

Upon obtaining the new ordinances and amendments, American Legal's experienced supplement editor shall review the ordinances to make sure that they are complete (for example, making sure that the ordinance contains the passage/effective date, the ordinance number, and a complete copy of the text), and will promptly contact the City if additional information is needed. The editor will then determine the proper placement of the ordinance within the Code. Once the ordinance text is added to the Code, the editor will also update any other affected sections (such as the historical notes, index, table of contents, chapter analysis, comparative tables, cross-references, statutory references, and so on). Appropriate editorial notes will be prepared and appended to the new sections as necessary.

The editor will proofread all affected areas of the Code to ensure the material has been added (or removed) correctly. American Legal shall be responsible for proofreading and typographical correctness. American Legal shall also ensure that the new supplement pages are formatted correctly and contain the same font, typesetting, indent style, and layout as the existing Code.

Printed supplements—American Legal can deliver the appropriate number of printed copies of the supplemented pages or provide the City with a PDF file for in-house printing. The schedule is at the City's option. All such supplements will contain an instruction sheet explaining how to insert and remove the necessary pages from the Code.

Publish a Secure Online Code with *eCode360*

Once the final deliverables have been prepared, we 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 Conrad'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*

Annual Fee $1,295

New Laws
Easy and Flexible Searching
Table of Contents
Email or Share Links
Printing
Archive View
"Sticky" Table Headers
Administrative Tools
Google Translate to 132 Languages
eCode360 Search App
Public and Private Notes
Sample Legislation (Multicode Search)
Download to Word
Download to PDF
New Laws Indicator
Advanced Search
Get Updates
Public Documents Module

For more information on *eCode360* see page 14.

Tenative Schedule

Project Timeline – 10 to 14 Months

- Client will receive a draft within seven months and a Legal Review within eight months.
- A conference call will be scheduled to discuss the Legal Review.
- The client is asked to address the Legal Review items within eight weeks.
- The codification project will be completed within three months after receiving the Legal Review response. The City will receive new code books and a link to the Online Code will be provided.
- Supplementation services start.

Project Materials and Scope

Source Materials

The following source materials will be used for the codification project:

- American Legal's library copy of the City's Code as updated to Ordinance No. 427, November 2023

Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Conrad set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

Special Consideration

American Legal notes that we reviewed no legislation dated later than November, 2023. The City is responsible for submitting any legislation to be codified and not noted above for the project.

Qualifications and Work History

American Legal Publishing and *General Code* operate under the shared leadership of ICC Codification, a division of the International Code Council dedicated to providing comprehensive, integrated codification solutions to local governments nationwide. As ICC Codification organizations, both American Legal Publishing and *General Code* benefit from the stability, resources, and strategic support of the broader ICC Family of Solutions, while maintaining the specialized expertise, service focus, and editorial excellence that distinguish each company.

American Legal Publishing began as the codification division of Anderson Publishing Company in 1934 and became a standalone corporation in 1979. In 2006, the company became primarily employee-owned and is now a Member of the ICC Family of Solutions. For more than 90 years, American Legal Publishing has maintained an unwavering commitment to accuracy, service, and support for local governments nationwide.

General Code was established in Rochester, New York, in 1962. *General Code* has worked with thousands of communities across the United States to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification.

Today, American Legal Publishing's capabilities are further strengthened through its integration with *General Code*, a respected provider in the industry since the 1960s and also part of the ICC Family of Solutions. *General Code* serves more than 4,000 clients nationwide, bringing unmatched scale, long-standing expertise, and a history of service that complements and enhances American Legal Publishing's own legacy. This partnership expands our combined resources while preserving the high-touch, detail-focused approach that clients expect from American Legal Publishing.

American Legal Publishing has provided codification services to nearly 3,400 local government clients, ranging from small towns to cities with populations under 500. With 55 employees, our editorial support team includes more than 25 experienced editors trained across multiple core disciplines: editing, computer operation, proofreading, and indexing.

Together, American Legal Publishing and *General Code* offer the stability of decades-long industry leadership, the capacity of large-scale operations, and the personal service of dedicated, specialized editorial teams. This combined strength enables our organizations to deliver the most reliable, comprehensive, and forward-looking codification services in the nation.

American Legal Project Management Team – City of Conrad, Montana

Todd Myers, J.D.
VP, Major Client Services
Responsible for the overall project quality of editing work; Project manager.

Amy Oaks
Director of Supplement Services
Oversees supplement editing.

Aimee Choi
Director of New Code Services
Oversees codification editing.

Sarah Bauer
Director of Electronic Publishing
Responsible for the production of online Codes; technical contact.

Our typical editor is a college graduate with a degree in English or Law (11 staff members have law degrees, and 3 are paralegals). American Legal has a higher percentage of editors with Master's or Doctorate Degrees than any national codification firm.

Investment Details and Options

City of Conrad **Recodification**

Price $10,535

350 pages. If the draft exceeds the page estimate, the client will be charged $23 per page.

Services and deliverables include:

- Creation of a New Code
- Editorial Work
- Proofreading
- Editorial and Legal Review
- Manuscript
- Draft
- Comprehensive Index
- 4 leather binders with tabs for the printed Code.
- Premium *eCode360*

Client to pay UPS shipping fee for Code books.

2108.20
6324.60
2104.80

Deliverable	Payment Milestone
Contract Signing	20% of total project price due
Submission of Draft	60% of total project price due
Delivery of Final Code	20% of total project price due plus any remaining balance due to page overages

At the City's request, a Code supplement can be prepared prior to delivery of the final code to ensure that the Code is up to date upon adoption. Code supplements shall be invoiced separately and are outside the scope of the project pricing. Estimates are available upon request.

Ongoing Services

***eCode360* Online Hosting Annual Maintenance** **$1,295**

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of the code online. It is recommended that the City budget for this service each year. The fee covers annual licensing, web hosting, and posting of revised Code with each supplement. Please note that this does not include the cost for codifying new legislation through future supplementation services.

Future Supplementation Services

Supplementation services will be provided at a rate of $25.00 per page for a period of three years from date of publication. Pages containting tables, graphics and charts are subject to an additional charge of $15 per change.

After initial 3-year period, fees may be increased annually consistent with the Producer Price Index for Publishing Industries, published by the U.S. Dept. of Labor.

Note: Full zoning rewrites are outside of the scope of this contract regarding supplementation rates. Pricing estimates will be made available upon request.

Authorization and Agreement

The City of Conrad, Montana – August 14, 2026

Codification Project Price **$10,535**

The City of Conrad, Montana, hereby agrees to the procedures outlined above, and to American Legal's Codification Terms and Conditions, which are available at https://www.iccsafe.org/about/terms-of-use/.

City of Conrad, Pondera County, MT

By: A.A.LATER Witnessed by:

Title: MAYOR Title: City Clerk

Date: 10-6-26 Date: 01-17-2026

AMERICAN LEGAL

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

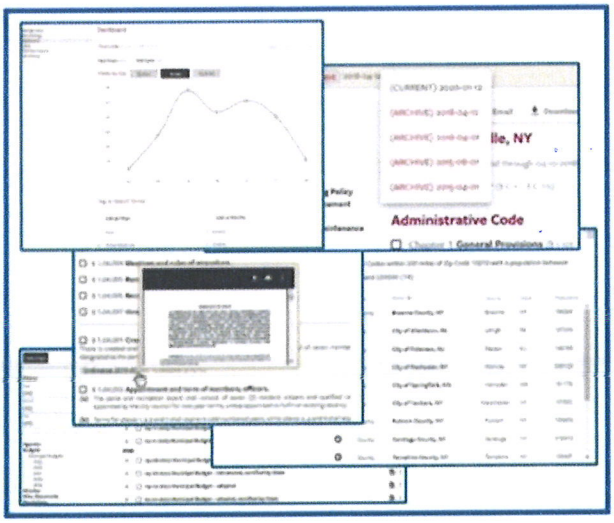
This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to American Legal to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be emailed back to the City.

Scan and email the completed form to contracts@generalcode.com. You may also return it by mail to General Code, 3490 Winton Place, Rochester, NY 14623.

eCode 360® – One platform. All your code.

Serving over	Over	Uptime Rate
3,600	**2,500,000**	**99%**
Local Governments	Hits on eCode a month	Uptime Rate

eCode360® is a powerful, easy-to-use solution built specifically to house codified laws and municipal documents in one secure, accessible location. With intuitive navigation, robust search tools, and a mobile-friendly design, it delivers the fastest, most accurate way to find and share code information, saving time for staff and increasing transparency for your community.



Why Choose eCode360®

- **Stay Current** – Newly adopted laws posted within 24 hours keep your code up to date.
- **Increase Transparency** – Share direct links to code sections via email or social media.
- **Work Smarter** – Search across your code, or across thousands of codes, to find examples, legal precedents, or zoning models.
- **Engage Your Community** – Provide easy access to public documents, archives, and new legislation.

Key Features

New Laws – Access PDFs of newly adopted legislation prior to codification.

Code Archives – Browse permanent historical versions of your code.

Save & Share – Download to Word or PDF. Post content to social media.

Admin Console – View analytics, customize your site, manage users, and track updates.

Multicode Search – Search multiple codes by municipality, region, or population.

Custom Home Page – Highlight key code sections, quick links, and contact info.

PubDocs – Upload public documents for online access and keyword search.

Available Add-Ons

TrackBack® – Instantly view original legislation behind any code section.

eCode API Access – Connect your code to internal platforms, public websites or 3rd party software.

Additional Services

Custom I-Codes

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our customization solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments and make your Building Code regulations available from anywhere at any time, even if the City only has one set of printed books.



ICC Digital Codes Premium

ICC Digital Codes Premium (DCP) is an entire digital toolset of building codes and standards that gives you deeper insights, greater efficiency, and stronger collaboration. Search codes, add notes and bookmarks, access supplemental content, view real-time code change proposals, share licenses, and more. DCP includes the latest in code intelligence tools with ICC AI (Artificial Intelligence) Navigator, a compliance research solution trained and evaluated by ICC experts, and ICC Premium Answers, a searchable database of ICC code interpretations and real time code insights across a constantly expanding range of topics.



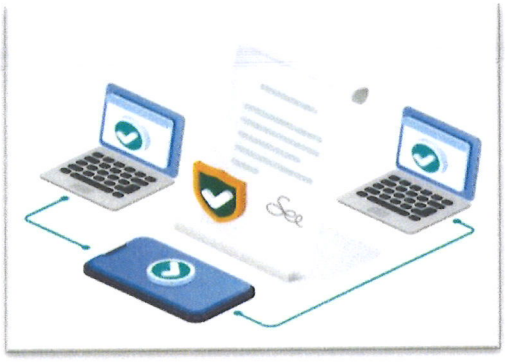
Application Programming Interface

Application Programming Interfaces (APIs) enable your building and municipal codes to seamlessly communicate with external systems, allowing information to be shared across platforms. *General Code's* and ICC's APIs deliver structured code content to a wide range of external systems, including legislative drafting tools, parcel management systems, municipal websites, enterprise content management (ECM) platforms, permitting solutions, GIS-based interactive maps, code enforcement, law enforcement, and more. Through its continued commitment to API development, *General Code* ensures communities can confidently integrate their code content with third-party systems from the provider of their choice.



Municity® NextGen

General Code offers *Municity* NextGen, a cloud-based permitting, licensing, and code enforcement solution designed to manage applications, permits, inspections, property compliance, and contractor licensing within a single, configurable platform. *Municity* NextGen supports flexible, best-practice workflows that adapt to a jurisdiction's internal processes, helping staff track activities, fees, inspections, and approvals more efficiently while providing applicants and the public with clear, anytime access to regulatory processes.



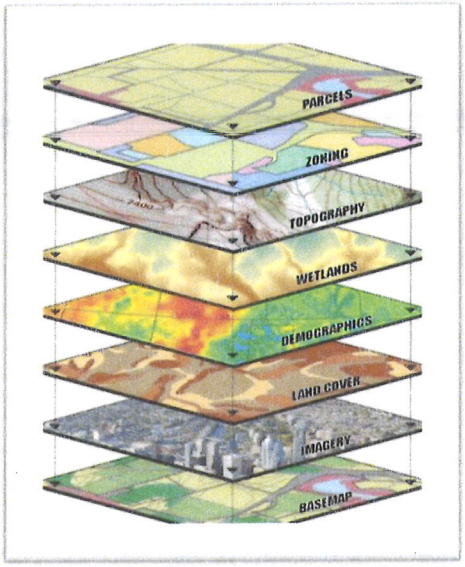
MapLink® Interactive Zoning Map

General Code offers *MapLink*, an interactive zoning and code mapping solution that integrates a jurisdiction's zoning maps directly with its online code. *MapLink* allows users to visually navigate zoning districts, overlays, and boundaries and instantly access the applicable regulations tied to specific parcels or locations. This solution improves transparency, reduces interpretation errors, and makes zoning and land use regulations easier for staff, elected officials, and the public to understand and apply.

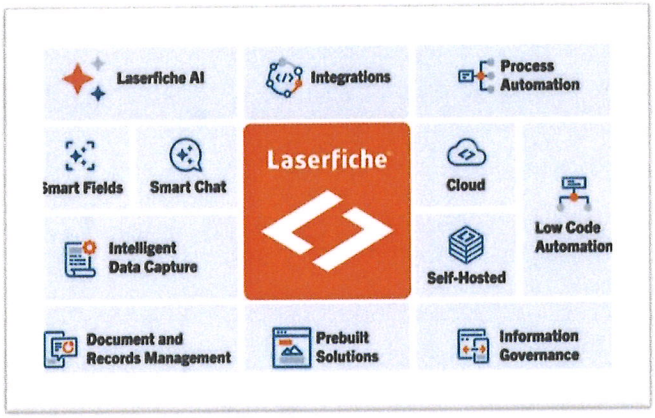


Alternative GIS Support

Alternatively, *General Code* those clients who wish to forego the *MapLink* option for meeting its requirement for GIS integration with its Zoning Code. Some of our clients have opted to build their own GIS-based interactive map and have "deep linked" to referenced sections of code (e.g. Zoning District) themselves. This is made possible by the support that *eCode360* offers by allowing for granular code referencing via URL. Should the GIS and Planning Department choose this "self-service" path, *General Code* will provide technical assistance as needed. Additionally, *General Code* can provide the client with API access to its Zoning Code that could serve dynamically updated code content to the client's GIS. API access can be quoted separately as an option at a later date.



Laserfiche®



General Code offers *Laserfiche*, an enterprise content management and workflow automation platform that helps jurisdictions securely manage documents, records, and business processes in a centralized digital environment. *Laserfiche* enables staff to store, organize, retrieve, and share records efficiently while automating routine workflows such as approvals, routing, and retention. This solution improves operational efficiency, supports records management and compliance requirements, and provides staff with secure, role-based access to information from anywhere at any time.

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eCheck™

eCheck is an AI-powered plan review solution that automates building code compliance checks at the time of submission. eCheck evaluates digital plans against adopted codes and local rules, providing immediate, standardized feedback to applicants and reviewers. This solution improves submission quality, increases consistency in reviews, and helps jurisdictions reduce manual plan review time while accelerating permit approvals.



A Member of the ICC Family of Solutions





