

## Staff Report

**Subject:** Approval of CivicPlus Agreement

**Author:** Danielle Carver, Procurement and Capital Projects Manager

**Department:** County Clerk

**Meeting Date:** August 6, 2024

**Item Description:** Consideration to approve the CivicPlus (formerly Municode) Agreement for Annual Recurring Supplement Services

**Summary Recommendation:** Staff recommends approval of the CivicPlus Agreement for Supplement Services.

### Executive Summary/Background:

The attached Statement of Work is for CivicPlus (formerly Municode) that outlines Product offerings as well as the annual recurring supplement services.

- This agreement changes the terms of our codification subscription from a per page fee to a one time fee as well as updates our electronic supplementation.

Product Name	DESCRIPTION	QTY	TOTAL
Full-Service Supplementation Subscription	Full-Service Supplementation Subscription - Includes Admin Fee	1.00	USD 2,692.50
Code and Supp Year 1 Annual Fee Discount	10% Supplement Subscription Adjustment - First Year Only	1.00	USD -269.20
Quarterly Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a quarterly basis - Mar, Jun, Sep & Dec	1.00	USD 0.00
Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis - Dec PDF Copy	1.00	USD 0.00
Supplement PDF	Supplement PDF	1.00	USD 100.00
Annual Recurring Supplement Services - Initial Term			USD 2,523.30
Annual Recurring Supplement Services - (Subject to Uplift)			USD 2,792.50

### Alternatives for Commission to Consider

1. Approval of the CivicPlus Agreement for Annual Recurring Supplement Services.
2. Take no action.

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** County Clerk, PCPM, County Attorney

**Funding Source:**

**Attachments:** CivicPlus Statement of Work