



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 5, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Statement of Work to the CivicPlus Supplementation Subscription services for the City of Manor.

BACKGROUND/SUMMARY:

Municode/CivicPlus is transferring to an annual fee for Supplement Services. This Supplementation as a Service billing model means:

- **No Surprises.** The annual fee will cover the cost of legislation such as Planning and Zoning documents; Full Chapter Replacements; Tables; Images; and Graphics. With few exceptions such as: Legal Work; Documents created in InDesign or that contain Form-Based code requirements; Creation of Fee Schedules; Gender Neutral Review/Implementation; External Linking; or codifying a newly adopted Term Change, your annual fee will be known, empowering you and your community to send us all your legislation for one annual fee.
- **Reduced Administrative Processing**
- **Consistent Budgeting.** Easily budget for your supplementation costs.
- **Increased Transparency**

Inflation Adjustment

Over the past 10 years, Municode has only raised prices two times. They have raised the prices for the Online Code Hosting service in 2012 and raised prices slightly in 2017.

As we are all experiencing in our day to day lives, the U.S. Dollar has had an average inflation rate of 3.31% per year between 2017 and today, producing a cumulative price increase of 21.58%. In 2022 alone, the rate of inflation was just below 8% nationwide. In order to keep up with the increasing pressures of inflation and to ensure Municode is making the necessary investments in us, their team and their products, the following adjustments will be made:

- Supplementation Page Rates: If we would like to remain with the per page billing model, the per page rate will increase approximately 30%.
- Supplementation as a Service: In order to help keep our costs down, if we opt for the Supplement as a Service model, the price quoted, typically represents only a 10% price increase over the three-year average of city's supplementation bills, plus a 14% increase in your administrative support fee.
- Online Code Hosting and any Electronic Products: With our next renewal, our annual fee will increase 14%.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Statement of Work

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the Statement of Work to the CivicPlus Supplementation Subscription services for the City of Manor and authorize the City Manager to execute the agreement.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**