City of Stevenson
Leana Johnson, City Administrator

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To: Stevenson City Council
From: Leana Johnson, City Administrator
RE: Municode Contract Addendum
Meeting Date: May 17, 2018

Executive Summary:

At the April 19th council meeting, staff discussed using a software called TownCloud for agenda management. There would be no contract for that software as it would be a month to month subscription. Municode, which the city contracts with for ordinance codification services, has partnered with an agency and is now offering meeting and agenda management services at a reduced rate for current customers.

Analysis:

The TownCloud service would be a monthly charge of $25 per user. The public interface would be considered a user. This would cost a minimum $100 per month for a total annual cost of $1,200 with no ability to customize.

The quote for the Municode software is $2,200 per year with unlimited users. It allows users to create their own agenda items and then they can be added to the agenda by staff. The agenda and minutes are customized to the city's format, at no additional charge. It also allows people to subscribe to meetings and get notified when the agenda for that meeting type is published. No more group emails. There is an estimated time savings of at least three hours or more per meeting, which would add up to almost $3,000 for both council and planning commission meetings.

Conclusion:

Staff recommends approving a the Municode Contract Addendum for the cost of $2,200 per year for years 1-4, $2,310 for year 5 and an annual increase after year 5 in line with the prevailing CPI.