

Memorandum

REPORT TO: City Commission

FROM: Taylor Chambers, Deputy City Clerk
Mike Maas, City Clerk
Jeff Mihelich, City Manager

SUBJECT: Authorize the City Manager to Sign an Addendum to the Services Agreement with Civicplus, Formerly Municode, for Online Municipal Code Hosting and Additional Contracted Services

MEETING DATE: November 1, 2022

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign an Addendum to the Services Agreement with Civicplus, Formerly Municode, for Online Municipal Code Hosting and Additional Contracted Services

STRATEGIC PLAN: 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

BACKGROUND: Currently, we are paying a flat fee plus a per ordinance codification cost. CivicPlus is moving the MuniCode platform for our Bozeman Municipal Code hosting to an annual subscription model. This will provide budget consistency and cost savings.

The contracted services will be a Legal Review and State Law Reference Linking, in coordination with the City Attorney's Office, a Gender Neutralization in accordance with our Diversity, Equity, and Inclusion efforts, and additional research and staff features to utilize within our code platform.

UNRESOLVED ISSUES: None Identified

ALTERNATIVES: As per the Commission

FISCAL EFFECTS: Annual subscription hosting instead of per ordinance will reduce costs to \$9,894 in the first year with 5% annual escalation, below budget authorization.

Contracted services will result in one-time costs of \$22,325 and \$645 annual

recurring services, within current budget authorization.

Attachments:

[MT - Bozeman - CS - LR SOW - 10202022.pdf](#)

[Bozeman MT Municode Codification SaaS SOW.092022.pdf](#)

Report compiled on: October 20, 2022