

To: President and Members of the Munster Town Council

From: Patricia Abbott, Controller/Interim Town Manager

Date: March 18, 2024

Re: Contract Extension: CivicPlus

The Town Code is available online for Staff and the public to access. In addition, there are hard copies of the Town Code Book available in Town Hall. The Town has worked with MuniCode, now CivicPlus to provide ongoing updates to the website and the physical books.

Under the current structure the Town pays per page when changes are made. The total cost in 2023 was \$5,375.00. The per page cost is set to increase from \$22.25/page to \$28.93/page. Under this method, the Town must estimate how many changes will be made in each billing period. This is difficult to predict and can lead to holding back sending changes for the updates since the costs could exceed what was budgeted.

CivicPlus has presented the Town with a Full-Service Supplementation Subscription option which removes the need to make estimates. The first-year cost would be \$2,786.56. There is an additional charge of \$1,140.00 to host the online version of the Code. There will be a 5.00% increase the next year.

Staff believe the full-service option will be more cost-effective in the long run. This is paid for by the Technology Fund.

RECOMMENDED ACTION:

By motion and voice vote, approve the proposed Full-Service Supplementation Subscription for a cost of \$3,751.56 for the first year and authorize the Council President to sign Quote Q-62965-1.