

**MEMORANDUM**

TO: Scott Niehaus
Village Manager

FROM: Sheila York
Deputy Village Clerk

DATE: March 25, 2025

SUBJECT: CivicPlus Annual Fees and Previously Approved Changes in Fee Structure

The following recommendation from staff requests approval of funding to CivicPlus LLC, for 2025, not to exceed \$38,000.00, due to aggregated costs of the new annual fee structure (approved May 2, 2024, BOT), annual hosting, and support fees that are above policy threshold.

BACKGROUND

CivicPlus LLC (CivicPlus) began providing Website Services to the Village in 2007, when approved by the Board of Trustees at the June 7, 2007, meeting. Municode, LLC (Municode) provided annual Supplementation Services; however, as of January 2022, because CivicPlus acquired and became sole owner of Municode; the payments began to go directly to CivicPlus, therefore, the amount paid annually to the one vendor increased.

The attached memo gives a summary of the 2024 request for approval, for an amount not to exceed \$35,000.00.

The Village is receipt of paid invoice # 322548 for \$23,418.56, for the Annual Fee for Hosting and Support and other miscellaneous fees and the most recent invoice # 330371 for \$11,890.62, due May 1, 2025, that covers the Municode Full-Service Code Online Renewal plus additional miscellaneous fees; bringing the total cost to \$35,309.18.

RECOMMENDATION

Staff is once again recommending approval of funding to CivicPlus, not to exceed, an increased amount of \$38,000.00 for 2025.

**MEMORANDUM**

TO: Scott Niehaus
Village Manager

FROM: Sheila York
Deputy Village Clerk

DATE: April 29, 2024

SUBJECT: **CIVICPLUS ANNUAL FEES AND CHANGES IN FEE STRUCTURE**

The following recommendation from staff requests approval and acceptance of a new annual flat fee option and approval of funding to CivicPlus LLC as a result of a change in the fee structure for Supplementation and Online Code Services and the current Annual Hosting and Support fees for 2024, in addition to miscellaneous fees, not to exceed \$35,000.00.

BACKGROUND

CivicPlus LLC (CivicPlus) began providing Website Services to the Village in 2007, when approved by the Board of Trustees at the June 7, 2007, meeting. Municode, LLC (Municode) provided annual Supplementation Services; however, as of January 2022, because CivicPlus acquired and became sole owner of Municode; the payments began to go directly to CivicPlus, therefore, the amount paid annually to the one vendor increased.

CivicPlus announced changes in their fee structure in January 2024, transitioning to an annual fee for supplementation services, and presented the Village with an opportunity to change from the current billing structure (per-page rate) to the new annual flat fee option. The annual flat fee option total is \$11,324.40 which includes (\$660 for Online Code Hosting and \$10,664.40 for our Full-Service Supplementation). The per-page rate is set to increase by 30% (\$22 to \$28.60) and based on the last few years, the increase can potentially bring the supplement services fees to \$13,860.00.

Attached is the Statement of Work Quote with details for the new annual flat fee; Full Supplementation Services Subscription and Municode Full-Service Code Online Renewal and the invoice, as reference, for the current Annual Hosting and Support fees; bringing the total amount for 2024 to \$33,627.79 plus.

RECOMMENDATION

Staff is recommending acceptance of the new Annual Flat Fee option and approval of funding to CivicPlus, not to exceed, \$35,000.00.



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#330371
4/1/2025

Bill To
Shelia York
Village of Lombard
255 East Wilson Avenue
Lombard IL 60148

TOTAL DUE

\$11,890.62

Due Date: 5/1/2025

Terms
Net 30

Customer
Village of Lombard, IL

Approving Authority

Qty	Item	Start Date	End Date
1	Municode Full Service Code Online Renewal	4/1/2025	3/31/2026
1	Semi-Annual Print Supplementation Service Included Print Schedule - 1, 7	4/1/2025	3/31/2026
1	Quarterly Electronic Supplementation Service Included Electronic Schedule - 1, 4, 7, 10	4/1/2025	3/31/2026
2	Printed Copies and Freight Included - up to [2] copies	4/1/2025	3/31/2026
1	Full Service Supplementation Subscription	4/1/2025	3/31/2026

Total	\$11,890.62
Due	\$11,890.62

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

PAID Jan 24, 2025



Invoice

#322548

1/1/2025

PO #

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To
Karen Ellis
VILLAGE OF LOMBARD
255 E WILSON AVE
LOMBARD Illinois 60148

TOTAL DUE

\$23,418.56

Due Date: 1/31/2025

Terms	Due Date	PO #	Approving Authority
Net 30	1/31/2025		

Qty	Item	Start Date	End Date
1	Annual Fee for Hosting and Support	1/1/2025	12/31/2025
1	SSL Certificate Annual Fee	1/1/2025	12/31/2025
1	Custom IdP Integration Annual Fee	1/1/2025	12/31/2025
1	48 Month Redesign Premium Annual - CivicEngage Central	1/1/2025	12/31/2025
1	Additional SMS Subscribers (Block of 500) Annual Fee.	1/1/2025	12/31/2025
1	SSL Management - CP Provided Only 1 per domain (Annually Renewes)- for domain intranet.villageoflombard.org.	1/1/2025	12/31/2025

Total \$23,418.56

Due \$23,418.56

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021