



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 4/9/2026

**File ID:** TMP-6819

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**Department:** City Clerk

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Master Services Agreement between the City of Huntsville and CivicPlus for Municode codification services.

Resolution No.

**Finance Information:**

**Account Number:** N/A

**City Cost Amount:** \$18,384.18

**Total Cost:** \$18,384.18

**Special Circumstances:**

**Grant Funded:** N/A

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:**

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:** This is a two year renewal for services to maintain our City of Huntsville Code of Ordinances. Municode provides both online and printed updates to the City's Code of Ordinances. The first-year cost is \$8967.89 and the second year is \$9416.29.



**RESOLUTION NO. 26-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into an Agreement between the City of Huntsville and CivicPlus, LLC, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as “Master Services Agreement between the City of Huntsville and CivicPlus, LLC,” for renewal of Municode Codification consisting of three (3) pages, including Quote #Q-119892-1, and the date of April 9, 2026, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 9th day of April, 2026.

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President of the City Council  
of the City of Huntsville, Alabama

**APPROVED** this the 9th day of April, 2026.

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Mayor of the City of Huntsville,  
Alabama



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**  
**CivicPlus Pricing**  
**Approval Date:**  
**Expires On:**

Statement of Work  
Q-119892-1  
3/18/2026 10:50 AM  
  
5/17/2026

**Client:**  
City of Huntsville, AL

**Bill To:**  
HUNTSVILLE CITY, ALABAMA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Maggie Brown		maggie.brown@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Full-Service Supplementation Subscription	Full Service Supplementation Subscription
1.00	Online Code Hosting	Municode Codification Full Service Code Online

Initial Term	5/1/2026 - 4/30/2028, Renewal Term 5/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
<b>Year One</b>	USD 8,967.89	USD 0.00	USD 8,967.89
<b>Year Two</b>	USD 9,416.29		USD 9,416.29
<b>Subtotal</b>			USD 18,384.18
<b>Annual Recurring Services Starting Year 3</b>			USD 9,887.10
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date		
Annual Uplift	5% to be applied in year 2		

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

**Acceptance of Quote # Q-119892-1**

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

\_\_\_\_\_  
Printed Name:

  
\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

Amy Vikander  
\_\_\_\_\_  
Title:

Senior Vice President of Customer Success

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

3/27/2026  
\_\_\_\_\_

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)