



RUTHANNE FULLER  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

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April 26, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Dear Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to transfer the sum of \$21,950 from Acct # 0110111-511001 City Council – Full Time Salaries to Acct # 0110111-524100 to City Council - Software Maintenance to fund the purchase of an Online Code Management program.

Throughout the course of Fiscal Year 2023, the City Clerk's Office had several vacant positions which generated savings from attrition. These funds will cover the initial upload and transfer of files, as well as training. An annual maintenance fee in the amount of \$11,000 has been added to the Clerk's FY2024 budget to host the code online and cover monthly code updates.

Please see the attached request from Carol Moore, Clerk of the Council, for further details.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller  
Mayor

CITY CLERK  
NEWTON, MA. 02459

2023 APR 28 PM 12:43

RECEIVED

**City Clerk/Clerk of the Council**

2022-2023

City of Newton



April 25, 2023

Mayor Fuller:

The City Clerk respectfully requests the approval of \$21,947.20 to fund the purchase of an Online Code Management program.

After working with Council members, LAW, IT and Planning to get their feedback on the details of purchasing an online code management service, Municode/Civicplus was the most responsive company with added features that Council and City staff need to research and create Ordinance amendments. All programs provided secure cloud-based storage and hosting, language translation and accessibility. This program will greatly increase internal and external customer service. Please let me know what else you need for approval of this purchase and to move forward.

The costs would be \$21,947.20 for the initial upload and transfer, along with training, taking about 7 months to complete. After the first year, it would be a \$11,000 yearly fee to update our code monthly and host our code online with all the added features to help City staff research and modify our code.

I look forward to introducing the final product once this transfer is complete. Thank you for your consideration on this matter.

Sincerely,

Carol Moore  
City Clerk/Clerk of the Council