



Office of the County Attorney

John M. Nonna
County Attorney

ID# 112724

Date: December 18, 2025

To: The Honorable Board of Acquisition and Contract

From: John M. Nonna
County Attorney

Re: **Request for authority for the County of Westchester to enter into an agreement with CivicPlus LLC for codification and supplementation services to update the Laws of Westchester County and maintain the Laws on the internet, for a total aggregate amount not to exceed \$30,363.35, pursuant to an approved budget and for a period commencing January 1, 2026 and terminating on December 31, 2030.**

Authority is hereby requested for the County of Westchester ("County") to enter into an agreement with CivicPlus LLC ("CivicPlus") for codification and supplementation services to update the Laws of Westchester County ("Laws") and maintain the Laws on the internet ("Agreement"). The Agreement will for a term commencing January 1, 2026 and terminating on December 31, 2030 and be for a total aggregate amount not to exceed \$30,363.35 payable pursuant to an approved budget and subject to appropriation as follows:

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 5,495.00	USD 0.00	USD 5,495.00
Year Two	USD 5,769.75		USD 5,769.75
Year Three	USD 6,058.24		USD 6,058.24
Year Four	USD 6,361.15		USD 6,361.15
Year Five	USD 6,679.21		USD 6,679.21

Since January 1, 2014 the County has maintained an agreement with CivicPlus and its predecessor, Municipal Code Corporation for the above-described services.

The objective of this Agreement is to facilitate the updating of the Laws, compile them in one place and make them more accessible to the employees and the residents of the County. This Agreement is in the County's best interest because it facilitates employees and residents in complying with the Laws and it promotes open government. The services provided by CivicPlus shall be tracked by the County's monitoring of the supplements and Laws in hard copy, on CivicPlus's internet website and from the County's internet links.

Exemption of the Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(xxi) is being sought by separate resolution submitted on even date herewith.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

JN/mg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/23/2025 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from the County Attorney, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement with CivicPlus LLC (“CivicPlus”) pursuant to which CivicPlus will provide codification and supplementation services to update the Laws of Westchester County (“the Laws”) and maintain the Laws on the internet, for the period commencing January 1, 2026 and terminating on December 31, 2030 for a total aggregate amount not to exceed \$30,363.35 payable pursuant to an approved budget and subject to appropriation as follows (“Agreement”):

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 5,495.00	USD 0.00	USD 5,495.00
Year Two	USD 5,769.75		USD 5,769.75
Year Three	USD 6,058.24		USD 6,058.24
Year Four	USD 6,361.15		USD 6,361.15
Year Five	USD 6,679.21		USD 6,679.21

; and be it further

RESOLVED, that this Agreement is subject to appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Agreement _____
 Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
101	52	2125	5100		5,495.00	2026
101	52	2125	5100		5,769.75	2027
101	52	2125	5100		6,058.24	2028
101	52	2125	5100		6,361.15	2029
101	52	2125	5100		6,679.21	2030

Budget Funding Year(s) _____ Start Date 1/1/2026 End Date 12/31/2030
 (must match resolution)

Funding Source _____ Tax Dollars \$30,363.35
 State Aid _____
\$30,363.35 Federal Aid _____
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACTS - 12/23/2025 - RAYMOND SULKY, SECRETARY