



Date: November 2, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Website and Meeting Management System Migration

Purpose

Staff recommends Council approval of both CivicPlus proposals to migrate the Town's website to Municipal Websites Central and meeting management to AMM Select Pro, subject to updated agreements and confirmed funding.

Background

Alpine uses AMM Essential, formerly Municode Meetings, which CivicPlus has announced will reach end-of-life on June 30, 2027. The two proposals would move website services and meeting management to compatible CivicPlus platforms.

The website quote includes content and meeting-document migration, layout setup, training, hosting and security. The AMM quote includes Select Pro, premium conversion implementation and the AI Editing Assistant. Staff consulted the Town of Jackson regarding its experience. CivicPlus confirmed that Jackson uses AMM Select Standard and Alpine is proposed for AMM Select Pro. Both are part of the same platform family, but features and configuration options may differ. Jackson is not part of the Essential-to-Select migration. CivicPlus has not confirmed that the template issues Jackson demonstrated would be resolved and offered a review with its product and implementation team using Alpine's meeting types.

Staff's preferred option is to proceed with both migrations together. Coordinating the website and meeting management system is expected to create a more consistent look and easier navigation from the Town's website to agendas, packets and minutes. It should also simplify staff publishing, maintenance and support. CivicPlus describes integrated products and coordinated implementation; staff would confirm branding, publishing connections and historical record migration scope before launch.

Alternatives

- A. **Approve both migrations (staff recommendation).** Provides the best opportunity for a consistent public experience and coordinated staff workflow. Requires implementation time, training and ongoing funding for both subscriptions.
 - B. **Approve one migration and defer the other.** Staggers implementation and initial spending but leaves part of the transition unresolved and may require interim website and meeting links.
 - C. **Defer approval and evaluate alternatives.** Allows comparison of other providers. Continued service and pricing must be confirmed, and any delay must allow transition from Essential before June 30, 2027.
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Fiscal Impact

In an October 27, 2026, email, CivicPlus confirmed current annual charges of \$5,118.25 for the website and \$2,657.03 for meeting management, totaling \$7,775.28. The website amount includes the web subscription (\$4,196.56), an annual graphic redesign charge (\$727.65) funding a redesign every 48 months, and Bids & RFPs listings (\$194.04). Meeting management includes AMM Essential Premium (\$2,293.20) and additional meeting bodies (\$363.83).

Proposal	Year One	Later quoted charges
Website migration Initial term of one year	\$5,374.00	Annual recurring: \$6,221.69, subject to uplift
AMM Select Pro Initial term of two years	\$2,789.88	Year Two: \$5,565.00 Year Three: \$5,843.25

The combined quoted first-year cost is \$8,163.88, an increase of \$388.60, or approximately 5.0%, over current annual website and meeting management costs. The website increases by \$255.75 and meeting management by \$132.85 in the first year. The proposals have different initial terms.

AMM's initial two-year total is \$8,354.88, including \$0 in one-time AMM implementation fees. Its quoted Year Two charge of \$5,565.00 is \$2,907.97 above the current annual meeting management cost. The website's quoted recurring amount of \$6,221.69 is \$1,103.44 above the current annual website cost and is subject to uplift. Together, these later quoted amounts total \$11,786.69, or \$4,011.41 above current annual costs, before any additional website uplift. This is a planning comparison; CivicPlus must confirm whether the website's 5% Year Two increase is already included before a combined renewal cost can be finalized.

The report's proposal figures include automatic annual renewals unless notice is given at least 60 days before renewal, and a 5% uplift in Year Two. CivicPlus emailed proposals on October 26, 2026; staff must verify the final agreements' pricing, validity, effective dates, renewal terms, and any proration or credits. Staff must also confirm available funding and whether the proposed subscriptions include the current website features and additional meeting bodies.

Codification is a separate contract with a January renewal date and a current annual cost of \$3,193.05. It is outside the two proposed migrations. Current annual charges across all three services total \$10,968.33. Website and meeting management are invoiced together; codification is billed separately.

Strategic or Community Impact

Coordinating the website and meeting platform can help residents move easily between general Town information and meeting materials. Staff would review migrated records, navigation and any AI-assisted text before publication

Key Questions

1. Does Council support coordinating both migrations as recommended by staff?
2. Can the Town fund the higher ongoing subscription costs after the first-year discounts?
3. If either project is delayed, how will service continuity and transition deadlines be met?

Suggested Motion

I move to approve the website migration to CivicPlus Municipal Websites Central for an initial one-year amount not to exceed \$5,374.00 and the AMM Select Pro migration for an initial two-year total not to exceed \$8,354.88; and authorize the Mayor to execute updated agreements.