



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: September 16, 2026

Originating Department: Town Clerk

Agenda Title: Resolution 89-09-26 – Master Services Agreement (Renewal) - Civic Plus Agenda & Meeting Management Essentials Platform - \$10,574.90

Agenda Category: (i.e., Consent, New Business, etc.): New Business

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$10,574.90 **Funding Source:** Software

Account Number: 001-512-110-49303 **Finance Signature:** Barbara Gould

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Resolution 89-09-26; CivicPlus Agenda Management Statement of Work; Proposal; Conversion Pro Premium Implementation Overview; and a Fact Sheet.

Please initial one:

_____ Yes I have notified everyone

VM _____ Not applicable in this case

Summary Explanation/Background:

In October 2022, the Town began utilizing the CivicPlus Agenda Management System (formerly Municode Meetings) to electronically organize and distribute Town Commission and Board and Committee Agendas and Agenda Items that resulted in the Town reducing the need to use paper. As a result, agendas, agenda packets and meeting minutes have been included on this public facing, cloud based platform.

In June 2026, CivicPlus notified the Town that their agenda management system would undergo a major migration, ultimately phasing out the version that the Town currently utilizes today. The new platform, Agenda and Meeting Management Select (Select), will replace the current option. Further, this agenda, minutes and meeting management solution is currently being utilized by over 1,000 local government entities across the country.

Note: The new “Select” platform will support ADA compliance with a public portal aligned to WCAG 2.2 AA accessibility standards.

The current CivicPlus contract will expire on October 1, 2026. As a result, the Town Clerk’s Office is recommending the Town Comision to consider the Town continuing with the current CivicPlus option until the new Select platform is available for use by the Town or if the Town selects another agenda management software option (in accordance with the Town’s procurement policy).

The proposed renewal rate of \$10,574.90 with CivicPlus to provide the Town with agenda management services is available within the Town’s proposed FY 2027 Budget. Further, if approved, the Town would enter into a one (1) year contract renewal that will expire on September 30, 2027.

If approved, the Town Commission will accept CivicPlus’ pricing including all terms, conditions, and price contained in the existing agreement. The proposed renewal will be for one year. The Town will not expend more than the amount within the approved budget as it may be adopted or amended for these goods and services over the term of the contract.

The proposed purchase follows the Town of Lake Park’s Purchasing Code, Sec. 2-244. Exemptions.

This division shall not apply to:

14. Proprietary software applications

Note: Various documents related to the CivicPlus Agenda Management System are attached for review, including but not limited to the Statement of Work, the proposal, the conversion implementation overview, and a Fact Sheet.

The proposed Master Services Agreement (Renewal) was prepared by the Town’s agenda management software vendor, CivicPlus, and reviewed by the Town Clerk, the Chief Information Technology Director, the Finance Director.

The Town has previously worked with the proposed vendor and they have provided a quality product and good customer service.

Recommended Motion:

I move to approve Resolution 89-09-26 and authorize the (exemption) Master Services Agreement (Renewal) with CivicPlus to provide agenda management system services, in the total amount of \$10,574.90; and authorize the Mayor to execute all renewal documents.