



AGENDA

MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Office of the City Clerk

SUBJECT: Approval of Statement of Work with CivicPlus for Agenda and Meeting Management Migration

DATE: May 12, 2026

GENERAL SUMMARY/BACKGROUND:

CivicPlus currently provides proprietary services for more than 300 municipalities throughout Florida, including 30 of the 39 municipalities within Palm Beach County, such as the Cities of Pahokee, Belle Glade, and South Bay.

The City currently utilizes CivicPlus Agenda and Meeting Management (AMM) Essentials for agenda preparation and meeting management functions. CivicPlus has announced that the Essentials platform will become obsolete effective June 30, 2027, requiring migration to the Select platform to maintain continuity of operations. This item is necessary to allow CivicPlus to move forward with migration.

The Select platform provides enhanced accessibility, security, public engagement tools, live meeting functionality, expanded administrative features, and integrations with services including Zoom, Google Drive, and OneDrive. Additionally, CivicPlus also owns and operates the Municode platform, allowing integration between agenda and meeting management services and codified municipal records within the City's existing CivicPlus ecosystem.

BUDGET IMPACT:

The Statement of Work provides for a recurring annual cost of \$5,300, commencing March 1, 2027 (FY 2026–2027), with a 5% annual uplift thereafter.

Funding for this expense is currently earmarked in Account 1.590000.367 (Non-Departmental – Other Charges), and all funds will be expended in accordance with the adopted budget.

LEGAL NOTE:

This item has been reviewed for legal sufficiency. Any additional legal guidance will be deferred to the City Attorney as necessary.

STAFF RECOMMENDATION:

Staff recommends approval of the item.

ATTACHMENTS:

Resolution 2026-48