



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 NextRequest

DATE: May 12, 2026

GENERAL SUMMARY/BACKGROUND:

The City of Pahokee has experienced a significant and continuing increase in public records requests during 2026. This increase includes a higher volume of complex requests involving electronic communications, PST email files, and large digital record sets, which has contributed to an administrative backlog and extended processing times.

Currently, the City does not have a dedicated, centralized software platform for managing public records requests, tracking statutory deadlines, automating workflow processes, or performing integrated document review and redaction.

To address these operational challenges, staff has identified NextRequest, a proprietary public records request management solution offered through CivicPlus, as a comprehensive system designed to improve efficiency, compliance, and transparency in responding to public records requests.

BUDGET IMPACT:

The Statement of Work provides for a financial impact for Fiscal Year 2025-2026 is as follows:

- Annual Software Subscription Fee: \$5,491
- One-Time Implementation Fee: \$1,000

Total FY 2025–2026 Cost: \$6,491

Beginning in the subsequent fiscal year, the annual recurring fee will be \$5,988, subject to a 5% annual uplift.

Funding for this expense is currently earmarked in Account 1.512020.340 (City Clerk – Contractual Services), 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 2026-49