

Board Summary: Website & Agenda Management Migration

City of Richland Center, Wisconsin

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Date Prepared	August 24, 2026
Contract Start / Renewal Date	March 1, 2027
Quote Reference	Q-124062-1 (expires 3/1/2027)
Implementation Deadline	December 31, 2026 (current D7 website and AMM Essentials reach end of life)

EXECUTIVE SUMMARY

The City of Richland Center's current D7 website and AMM Essentials agenda management system are both reaching end of life. CivicPlus is proposing a combined website and agenda management migration to AMM Select and Municipal Websites Central: Starter, with implementation needed before December 31, 2026. The attached quote (Q-124062-1) reflects a 3-year initial term structured to work within the City's budget constraints under Wisconsin's levy limits, with the standard 5% annual increase held off until Year 3.

PROJECT SCOPE & MIGRATION TIMELINE

- The City will move to Municipal Websites Central: Starter (12 core modules) rather than Full Central; any modules currently in use, such as job postings, will be grandfathered in at no extra cost.
- The City has expressed a preference for a new template design rather than a mockup of the current site, and has narrowed the selection to one of two templates shared on the call.
- Migration is provided at no cost: implementation, meeting/content migration, DNS and domain hosting setup, SSL management, and blended system training are all \$0.00 one-time fees.
- Publicly available minutes and documents will transfer regardless of age; agenda packets will need to be manually downloaded during training, as they will not migrate automatically.
- The current site will remain live for 60 days after launch as a safety net.
- Implementation is targeted to begin within about two weeks of signing, with the City's November election schedule in mind.

RECOMMENDED ACTION

Staff recommends the Council approve the 3-year agreement (Quote Q-124062-1) authorizing migration to AMM Select and Municipal Websites Central: Starter. Approval before the quote's March 1, 2027 expiration and the December 31, 2026 end-of-life deadline for the current systems ensures continuity of the City's website and public meeting agenda services.

- Approve the 3-year Statement of Work (Quote Q-124062-1) for AMM Select and Municipal Websites Central: Starter.
- Authorize migration and implementation to begin following Council approval, ahead of the December 31, 2026 end-of-life deadline.

FINANCIAL SUMMARY

3-Year Investment Schedule

Term Year	Invoice Date	Annual Total	Notes
Year 1	3/1/2027	\$11,735.00	Base pricing
Year 2	3/1/2028	\$13,500.00	Base pricing
Year 3	3/1/2029	\$16,206.75	Includes 5% annual uplift
3-Year Subtotal		\$41,441.75	
Year 4+	3/1/2030	\$17,017.09/yr	Recurring annual service; contract auto-renews annually unless 60 days' notice is given

Guardian Security (Cloudflare WAF/CDN) protection (\$600/year) and module-based hosting and security (\$800/year) are bundled into the annual subscription totals above.

TERMS

- Initial Term: Three years, beginning March 1, 2027 and running through February 28, 2030.
- Pricing Structure: Years 1 and 2 held at base pricing; the standard 5% annual increase is deferred until Year 3 to accommodate the City's budget under Wisconsin's levy limits.
- Renewal: After Year 3, the contract automatically renews annually unless either party provides 60 days' written notice.
- Payment Method: Net 30.
- Quote Expiration: Quote Q-124062-1 expires March 1, 2027.

DETAILED LINE ITEMS (YEAR 1 — QUOTE Q-124062-1)

AMM (Agenda Management)

Product / Service	12-Month Value
AMM Select: Pro Annual Fee	\$3,800.00
AMM Select: AI Editing Assistant	\$0.00
AMM Select: Conversion Pro Premium Implementation	\$0.00
Conversion Pro Premium Package	\$0.00

Web

Product / Service	12-Month Value
Municipal Websites Central: Starter Standard Annual Fee	\$6,535.00
Municipal Websites Central: Starter Hosting and Security Annual Fee	\$800.00
Guardian Security (Cloudflare WAF/CDN)	\$600.00

Year 1 Total: \$11,735.00

ITEMS PENDING CONFIRMATION

- Which subsites (tourism, parks & rec, possibly library/police) carry department header packages.
- Whether the codification line item should be removed, given the City's code rewrite is currently on hold.
- Whether AMM Select group trainings are recorded for team members who cannot attend live (relevant given roughly 8-10 agenda contributors).