

Board Summary

Website and Agenda Meeting Management (AMM) Migration

Client	Village of Ridgeway, WI
Prepared for	Village Board and Finance Committee
Prepared by	Theresa St. John, Account Manager II, CivicPlus
Contact	Lori Phelan, Clerk/Treasurer
Quotes	AMM Select: Q-127462-1 Website Migration: Q-127390-1
Projects	Agenda Meeting Management Essentials to Select (E2S) and Web Open to Central Starter (O2C) website migration

Decision Needed

Both quotes should be signed by **11/30/2026** so the Village can be scheduled for implementation and launch ahead of the **June 30, 2027** end-of-life date. The AMM quote is valid through **1/1/2027**; the website quote is valid through **9/30/2027**.

Executive Summary

The Village's current website and agenda management products reach end-of-life on **June 30, 2027**. CivicPlus recommends migrating both to current, supported platforms: **AMM Select** for agendas and meetings, and **Municipal Websites Central** for the Village website.

Migrating now supports the Village's **DOJ ADA Title II accessibility** obligations, keeps the website and meeting records on a **supported, secure platform**, and allows the Village to plan the change over a full training and go-live runway rather than a rushed one.

Recommended Action

Authorize the Clerk/Treasurer to sign both Statements of Work by **11/30/2026**, so the Village can be placed in the implementation queue and launch ahead of the June 30, 2027 end-of-life date:

- **AMM Select** (Q-127462-1): three-year initial term starting 1/1/2027, with a phased price increase
- **Website Migration** (Q-127390-1): three-year initial term starting 5/1/2027, with a phased price increase

Why Migration Is Required

End of life and security. Support for the Village's current website and AMM products ends **June 30, 2027**. After that date, the products will no longer receive updates, which increases security risk for a public-facing government website. Moving to current platforms keeps the Village's site and meeting records protected and supported.

DOJ ADA Title II accessibility. The DOJ's ADA Title II rule requires state and local government web content and documents to meet accessibility standards (WCAG 2.1 AA). For communities under 50,000 in population, the compliance deadline is **April 26, 2028**. Agendas, packets, and website content are all in scope, and the newer platforms are built to support this requirement.

Timing. Starting the migration now leaves room for content migration, training, and a calm go-live well ahead of June 30, 2027.

What's Included

Item	Details
AMM Select (Q-127462-1)	Pro Annual Fee; Conversion Pro Premium Implementation, AI Editing Assistant, and Conversion Pro Premium Package included at \$0 one-time cost
Website Migration (Q-127390-1)	DNS and domain hosting setup, content migration, migration standard implementation, and meeting migration (publicly available Word/PDF meetings and agendas), all at \$0 one-time cost
Website training	Blended training: 3 seats of pre-scheduled joint training sessions, up to 3 hours per session, at \$0
Website annual services	Premium annual fee, Guardian Security (Cloudflare WAF/CDN), module-based hosting and security, SSL management and DNS/domain hosting provided by CivicPlus, AI Editing Assistant, and text messaging (up to 20,000 texts)

Current Renewal Baseline

Current Service	Annual Estimate	Renewal Timing
Website	\$3,770	April
AMM / meetings premium	\$2,400	December
Combined	\$6,170	

Quote Comparison and Financial Summary

AMM Select (Q-127462-1) phases in the new rate over the three-year initial term. Year One matches the Village's current AMM renewal.

Initial Term Year	Invoice Date	Annual Total
Year One (2027)	1/1/2027	\$2,400.00
Year Two (2028)	1/1/2028	\$3,850.00
Year Three (2029)	1/1/2029	\$5,300.00
Three-Year Subtotal		\$11,550.00

Year Four and beyond: **\$5,565.00** per year (\$5,300 plus the 5% annual uplift applied in Year Four).

Website Migration (Q-127390-1) also phases in the new rate over a three-year initial term. The full annual rate of **\$5,300** is made up of the Premium Annual Fee (\$4,750), Guardian Security (\$300), and hosting and security (\$250).

Initial Term Year	Invoice Date	Annual Total
Year One (2027)	5/1/2027	\$3,220.00
Year Two (2028)	5/1/2028	\$4,260.00
Year Three (2029)	5/1/2029	\$5,300.00
Three-Year Subtotal		\$12,780.00

Year Four and beyond: **\$5,565.00** per year (\$5,300 plus the 5% annual uplift applied in Year Four).

2027 budget view: AMM Year One **\$2,400** (invoiced 1/1/2027) plus website Year One **\$3,220** (invoiced 5/1/2027) = **\$5,620** for calendar year 2027, compared with the current combined estimate of \$6,170.

Both projects, three-year total: AMM \$11,550 plus website \$12,780 = **\$24,330**.

Contract Terms and Timeline

Term	AMM Select	Website Migration
Quote number	Q-127462-1	Q-127390-1
Initial term	1/1/2027 – 12/31/2029	5/1/2027 – 4/30/2030
First payment	Invoiced 1/1/2027, Net 30	Invoiced 5/1/2027, Net 30
Quote valid through	1/1/2027	9/30/2027
Renewal	Automatic 1-year renewal each January 1; 60 days' notice to cancel	Automatic 1-year renewal each May 1; 60 days' notice to cancel
Annual uplift	5% applied in Year Four	5% applied in Year Four

Contract consolidation: once both agreements are signed, CivicPlus will combine the website, AMM, and codification contracts into one agreement on a single co-term date, handling the reconciliation of each contract's historical payment period so the Village does not have to.

Mutual Action Plan

Step	Action	Timing
1	The Clerk/Treasurer reviews both quotes and this board summary.	Before the Board meeting
2	The Clerk/Treasurer presents this summary at the full Board Meeting.	Next Tuesday; date to be confirmed
3	The Board approves both projects and authorizes signature.	At the Board meeting
4	The Clerk/Treasurer signs both Statements of Work.	By 11/30/2026
5	CivicPlus receives the signed agreements and places the Village on the implementation schedule ahead of the June 30, 2027 end-of-life date.	Upon receipt of signed agreements

Board Action Requested

Approve the AMM Select and Website Migration quotes and authorize the Clerk/Treasurer to sign both Statements of Work **by 11/30/2026** so implementation can be scheduled and the Village can launch ahead of the **June 30, 2027** end-of-life date.