



Memorandum

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: October 12, 2026

Subject: Request for Approval to Upgrade Agenda Management System

I respectfully submit this memorandum to request formal authorization to upgrade the City's current Agenda Management system. The existing platform is being phased out by the vendor and will no longer receive technical support, security updates, or maintenance. Continued reliance on unsupported software poses operational risks and may compromise the efficiency and integrity of our agenda preparation processes.

To ensure continuity of service and adherence to current technological standards, staff recommends transitioning to the vendor's new Lite Agenda Management system. This platform provides improved reliability, ongoing support, and enhanced functionality that aligns with the City's administrative needs.

The financial requirements for this upgrade are as follows:

- **One-time implementation investment:** \$3,700
- **Annual recurring service cost:** \$3,700

Approval of this request will allow staff to proceed with the necessary procurement and implementation steps to maintain a secure and dependable agenda management workflow for the City.

Your consideration of this request is greatly appreciated. Please let me know if any additional documentation or clarification is needed.