



May 6, 2014

Mayor Devine and Common Council Members  
7525 W. Greenfield Ave.  
West Allis, WI 53214

**CITY CLERK/TREASURER'S OFFICE**  
414/302-8200 or 414/302-8207 (Fax)  
www.westalliswi.gov  
**Paul M. Ziehler**  
*City Admin. Officer, Clerk/Treasurer*  
**Monica Schultz**  
*Assistant City Clerk*  
**Rosemary West**  
*Treasurer's Office Supervisor*

Honorable Mayor and Common Council Members:

We respectfully request a transfer of \$18,000 from the contingency fund for the purchase of an upgrade to the City's legislative management system.

The Clerk's Office originally planned on requesting an upgrade as part of its 2015 budget. However, since the City upgraded its operating system, users have been experiencing program errors that cannot be resolved. In addition, browser incompatibility with the legislative portal has been identified primarily affecting the public. The outdated Legistar 4.8 has become difficult to support.

The timing for this requested approval would also work well with the Common Council's summer schedule. The users of the system would be able to attend training over a two to three day period during the July/August break.

Other benefits to expect with the upgrade include:

- Cloud hosted system: new features, functionality, and bug fixes are added as they are built; and remote, 24/7 customer support.
- Connect agenda data to the iPad to review agendas and support documents, take notes, and bookmark through the iLegislate application.
- Granicus platform integration.
- Increase efficiency and sustainability by promoting a paperless workflow.

Thank you for your consideration, and should you have any questions regarding this request, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Paul M. Ziehler".

Paul M. Ziehler  
City Administrative Officer  
Clerk/Treasurer

A handwritten signature in black ink that reads "Monica Schultz".

Monica Schultz  
Assistant City Clerk

cc: Mark Wyss