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**DATE: May 30, 2019**

**TO: Administration and Finance Committee**

**FROM: Steven Braatz, City Clerk**

**TOPIC: Budget Transfer of \$15,500 from Elections 2019 Budget to City Clerk 2019 Budget**

**Background Information/Rationale**

I recently received the following outstanding invoices from Granicus related to the Legistar Product:

**102762**

Billed Amount: \$10,486.80

Billing Period: 7/1/18 – 6/30/19

Description: Legistar Upgrade to L5

**102767**

Billed Amount: \$3,182.70

Billing Period: 9/1/17 – 6/30/18

Description: Legistar (L5 Upgrade) \$318.27/mo

After lengthy research and followup with Granicus, it appears that both of these invoices remain unpaid. #102767 would normally have been paid through 3 independent invoices to cover 3<sup>rd</sup> quarter 2017 and 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2018. #102762 would have been one bill sent in the end of May 2018. Granicus switched billing software during this period. In addition, there was a switch in City Clerks during this period. The two combined resulted in the City never receiving either of these bills.

In the meantime, a quote was received to renew the contract with Granicus for the next three years. The first period invoice, 2019-2020, in the amount of \$10,801.41, would be due by the end of July, assuming the proposal is approved.

All of this results in a total of \$24,470.91 that would be paid to Granicus in 2019.

**Key Issues for Consideration/Fiscal Impact**

In the 2019 City Clerk budget, \$9,000 was budgeted to be paid to Granicus for the Legistar product. This means an additional \$15,470.91 is needed to cover the remaining expenditures.

In the 2019 Elections budget, a total of \$88,125 was budgeted. This factored in two elections. Fortunately, only one election was conducted this year. Because of this, it is anticipated that there would be around \$18,000 left over in the Elections 2019 budget at year end.

Per policy, any transfers between departmental budgets in excess of \$10,000 require Committee and Council approval.

**Requested Action by Committee**

I request a budget transfer of \$15,500 from the Provisional Employees-PT/Salary and Wages account in the 2019 Elections budget to the Maintenance Contracts / Computer Equip/Software account in the Clerk's 2019 budget to cover costs related to outstanding Granicus invoices and the 2019-2020 renewal of the Granicus Legistar program