

MEMO

TO: Finance Committee
FROM: Tony Saucerman, Finance Director ^{TS}
DATE: January 22, 2015
RE: Request the following 2014 Budget adjustment be approved :

General Fund – Common Council Budget

Other Contracts – Granicus System	+\$13,000
Reserve for Contingencies – TWC Fund	- \$13,000

During the preparation of the 2015 Budget, we discovered that an error was made in estimating the cost of maintenance and support for the Granicus system in the 2014 budget. The maintenance and support costs for the system are separated into two parts: the base cost of the legislative management platform; and a separate charge for the voting system. In the 2014 Budget, the cost of maintenance and support of the legislative management platform was included, however the cost of the voting system support was not. The support cost for the voting system is approximately \$13,000 annually.

The funding for the budget adjustment is proposed to come from a reserve established within the contingency fund to support public education and government access. This fund has historically been used to pay the support costs of the Granicus system and currently has a balance of \$103,703.

Thank you for your consideration of this budget adjustment. Feel free to contact me if you have questions on this matter.