

Memo

To: Mayor & Commissioners
cc: Bob Vitas, City Manager
From: Cheri Smith, City Clerk
Date: 5/30/2014
Re: Municipal Code

Budget Increase Request

Municipal Code is the publisher of the City's Code of Ordinances and also the proprietor of the City's Electronic Agenda (Legistar). The annual maintenance of Legistar is \$13,746.00 per year.

For FY13/14 \$7000.00 was budgeted for supplements for the City's Code Book. The funding for supplements varies from year to year depending on the number of ordinances which are passed during the fiscal year. To date \$20,745.80 has been paid to Municipal Code to include maintenance for Legistar and supplements for the City's Code of Ordinances; therefore exceeding the \$20,000.00 threshold and also exceeding the \$7000.00 budget for supplements. I am requesting \$8000.00 for additional funding for supplements for the remaining fiscal year.

Financial Impact:

\$8000.00 from the City Manager's contingency fund.

Recommendation:

Approval of the additional funding.