CITY OF MARSHALL
AGENDA ITEM REPORT

Presenter:	E.J. Moberg
Meeting Date:	Tuesday, March 28, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of proposal for Questica budget software
Background Information:	Finance staff has explored governmental budgeting software attempting to find a software to house our operating, personnel and capital budgets in the same platform, that allows multi-year budgeting (2-3 years likely the most helpful), and that can improve our budgeting processes and functionality. Proposals were received from two companies. Staff recommend a 5-year agreement with Questica with a year-one cost of $24,625, which includes $10,000 in one-time fees for professional services for installation, accounting integration, training and project management. The Questica product has unlimited license seats for operating, personnel planning, and capital modules and unlimited read-only licenses. In addition, the proposal includes OpenBook to foster transparency (see video at https://www.youtube.com/watch?v=q3oZ65J6lQs), enabling information be visualized in an array of charts, tables, bars and graphs, and GIS mapping for capital planning. The proposal, software subscription agreement, and technical standards are included in the Council packet. Director of Administrative Services asked for feedback from the City's IT and legal advisors. Proposed changes for the software subscription agreement were provided to Questica on 3/23, so updates could be pending. Costs for the Questica proposal are $24,625 for 2023, $20,475 for 2024, $21,497.75 for 2025, $22,573.69 for 2026, and $23,702.37 for 2027. Costs for the alternate proposal are $25,200 for 2023, $26,400 for 2024, $27,200 for 2025 and 6% annual increases thereafter.
Fiscal Impact:	While the 2023 budget did not include budgetary software, staff suggest funding year-one costs from Liquor Store profits and for future years be included in the operating budget.
Alternative/ Variations:	City staff could continue past budget processes, which are more labor-intensive and have detail kept segregated (spreadsheets for personnel, accounting system for operating, and separate program for the capital improvement plan). However, staff recommend this product for efficiency and transparency.
Recommendations:	Consider approval of the resolution to accept the budget software proposal from Questica and authorize the City Administrator or her delegee continue to negotiate terms of the agreement on behalf of the City of Marshall.