



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Information Technology Board	<b>Date:</b> 4/3/2019
<b>Common Council Item Number:</b> #19-0471	<b>Date:</b> 4/16/2019
<b>Submitted By:</b> Chris Pofahl, IT Director	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KML</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>RA</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>BER</b>
<b>Subject:</b> Review and act on request to amend the CIP budget for purchase of Tyler Munis Utility Billing Assessments module not to exceed \$9500.	

**Details:**  
 Munis Utility Billing Assessments module promises to provide the City with the ability to easily create and manage ten-year special assessment invoices, for sidewalks and other property improvements, that are greater than \$400, which the property owner has the option to pay over ten years. The module offers the ability for property owners to pay their yearly portion or the entire bill at will, with the ability for the City to transfer the yearly portion, with interest, to the property tax bill.

**Options & Alternatives:**  
 Wait until next year's CIP (not recommended).

**Financial Remarks:**  
 The funds for this purchase and installation of the software will come out Fund 400 Clerk/Treasurer CIP. The funds will be used from 1422.68290 that are available due to the cancellation of ePoll books.

**Executive Recommendation:**  
 City Administrator recommends approving budget amendment not to exceed 9,500.

