**A RESOLUTION APPROVING DESIGNATION OF FY 2024-25 FUND
BALANCE FOR FOUR NEW SOFTWARE INITIATIVES.**

WHEREAS, the Town Manager has determined the acquisition and implementation of these new software
priorities are essential to improving staff efficiency, enhancing public engagement, and providing improved
customer service. The Manager proposes adopting a resolution to designate FY 24-25 fund balance for these
initiatives.

BE IT RESOLVED by the Town Council that fund balance in the General Fund is designated to fund the
following items:

**Designated Fund Balance
FY 2024-25**

Department	Description	Amount
Information Technology	Strategic Planning and Performance Management Software (SaaS)	$40,000.00
Information Technology	Granicus Boards and Commissions Software (SaaS)	$14,000.00
Information Technology	Public Records Requests Management Software (SaaS)	$24,000.00
Information Technology	Public Engagement and Communications Software (SaaS)	$20,000.00
	Total	$ 98,000.00

Summary of Designated Fund Balance Budget Items

Strategic Planning and Performance Management Software (SaaS) – Supports getting strategic and
operational plans centralized and keeping those plans on track. Allows for tracking of performance and the
reporting of progress. Provides an externally facing dashboard to display plan and projects progress (a
Community Dashboard). To be used with Comprehensive Plan and future Strategic Plan. **Manager's Office**.

Granicus Boards and Commissions Software (SaaS) – A single, automated tool to manage the end-to-end
advisory board process that fills seats with the best candidates. Provides the right tools to automate work,
maintain procedures, and keep the process of filling board seats running smoothly. **Town Clerk**.

Public Records Requests Management Software (SaaS) – Allows Town to receive records requests through a
modern online portal, route them to staff automatically, and release records to individuals or the public at large.
This software helps governments manage Freedom of Information Act (FOIA) requests. **Town Clerk**.

Public Engagement and Communications Software (SaaS) – Provides a user-friendly and comprehensive
communication platform for managing public engagement initiatives that will help the Town connect with
stakeholders, gather valuable feedback, and make informed decisions. Enables staff to deploy more effective
engagement strategies, empowers the residents of the town to get more involved and stay connected.
Communication and Engagement.

BE IT FURTHER RESOLVED, the Town Manager may transfer the above designated fund balance of $98,000 to the Information Technology Department for organizational implementation without further action by the Town Council.