

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JUNE 15, 2021 AGENDA**

| Subject: | Type: | Submitted By: |
|---|---|---|
| AUTHORIZE PURCHASE — WORKIVA DOCUMENT PRODUCTION SOFTWARE | ◆ RESOLUTION ORDINANCE RECEIVE/FILE | KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES |

SYNOPSIS

A resolution has been prepared to authorize the purchase of Workiva document production software in an amount not to exceed \$41,600.

FISCAL IMPACT

Based on the FY21 year-end estimate, funding is available through savings in the Lottery Fund for this purchase. The \$41,600 includes the annual licensing fee and a one-time implementation fee for the Comprehensive Annual Financial Report (CAFR) and annual license fees. Funding for the license renewal and one-time implementation fee for the budget documents for a total of \$84,800 will be recommended as part of the FY22 Budget amendment process.

| | <u>Annual Fee</u> | <u>One-time Implementation</u> | <u>Total</u> |
|------|--------------------------|---------------------------------------|---------------------|
| FY21 | \$24,000 | CAFR - \$17,600 | \$41,600 |
| FY22 | \$25,200 | Budget Documents - \$59,600 | \$84,800 |
| FY23 | \$26,460 | | |

RECOMMENDATION

Approval

BACKGROUND

The City currently prepares the biennial budget document using Microsoft Excel spreadsheets, Word documents and Adobe InDesign. This is a labor intensive, manual process of repeatedly uploading, updating, and merging dozens of Excel and Word files. The process has become increasingly complex and prone to human and technical errors.

Because the manual budget process does not interface with the City's ERP system (BS&A) or allow for on demand summary reports, as the budget document is reviewed and edited, staff must manually make changes to all of the documents. The lack of connectivity from the document to the data results in excessive staff time utilized to enter and verify data multiple times.

In order to streamline the process, reduce errors, and enhance the budgeting and reporting capabilities, staff previously explored other software options which resulted in the purchase of Gravity. While we did see some

improvement, spreadsheets and word documents were still necessary and document production staff was unable to have full access to the document requiring certain changes to be made by the Gravity team only, resulting in considerable frustration and time delays. See Exhibit A.

After surveying over 20 municipalities across the country, four budget development software solutions were investigated: Questica, OpenGov, OpenBook, and ClearGov. Questica was the only one to have a budgeting process solution that is user-friendly and comprehensive document management and financial reporting tool that allows multiple users from different departments to create, collaborate, edit, and approve budget submissions without the headaches of multiple spreadsheets/documents, version control issues, manual updates, and duplicating content/visuals such as charts, graphs, tables, and images and integrates with document production software to provide the degree of customization necessary to prepare our budget book, CAFR, and other financial reports. Questica also includes a comprehensive CIP tool. The City Council approved the purchase of Questica on March 16, 2021.

The last piece of a total budget development solution is a document development tool. This provides the link between Questica and InDesign, the budget preparation software and document production software. Two document production products were reviewed and evaluated, CaseWare and Workiva. Of the two, Workiva provides the greatest flexibility for maximizing the use of InDesign software (which staff utilizes for other applications) while maintaining data connectivity. Workiva has a connected platform that puts reporting in one place so multiple users can collaborate in the software at the same time.

Through many demonstrations, work sessions, customer testimonials, and internal staff reviews, it has been determined that Workiva would most efficiently produce linked financial documents, allow for control of the design elements and provide for all around staff collaboration at the most reasonable cost. Exhibit B shows the consolidation of our current manual processes into this new integrated software solution.

If approved, the first phase of implementation in FY21 would be the CAFR. Second phase would start in FY22 on the implementation of the budget documents.

RESOLUTION NO. _____

A RESOLUTION HAS BEEN PREPARED TO AUTHORIZE THE PURCHASE OF WORKIVA DOCUMENT PRODUCTION SOFTWARE IN AN AMOUNT NOT TO EXCEED \$41,600.

WHEREAS, the City Council of the City of La Vista has determined that the purchase of Workiva Document Production Software is necessary; and

WHEREAS, the FY21/22 Biennial Budget provides funding for the proposed purchase; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the city administrator secure Council approval prior to authorizing any purchase over \$5,000.00;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council of La Vista, Nebraska, do hereby authorize the purchase of Workiva Document Production Software in an amount not to exceed \$41,600.

PASSED AND APPROVED THIS 15TH DAY OF JUNE, 2021.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

Exhibit A

Process to Produce the Budget Document

Budget data is extracted from BS&A to create excel spreadsheets by the Finance Department. Each department enters their budget into the excel spreadsheets and narratives are written in Word documents which are submitted to Finance. Finance reviews, analyzes, and combines the spreadsheets and word documents into summary documents that are entered in Gravity. This goes go back and forth several times until the executive budget review is finalized. The budget document is then created in Gravity and Adobe InDesign. To finalize the format, the production staff must work with Gravity as they retain all rights to the InDesign format. This process goes back and forth several times before a final budget document is prepared, downloaded and sent to the printer. (See diagram)

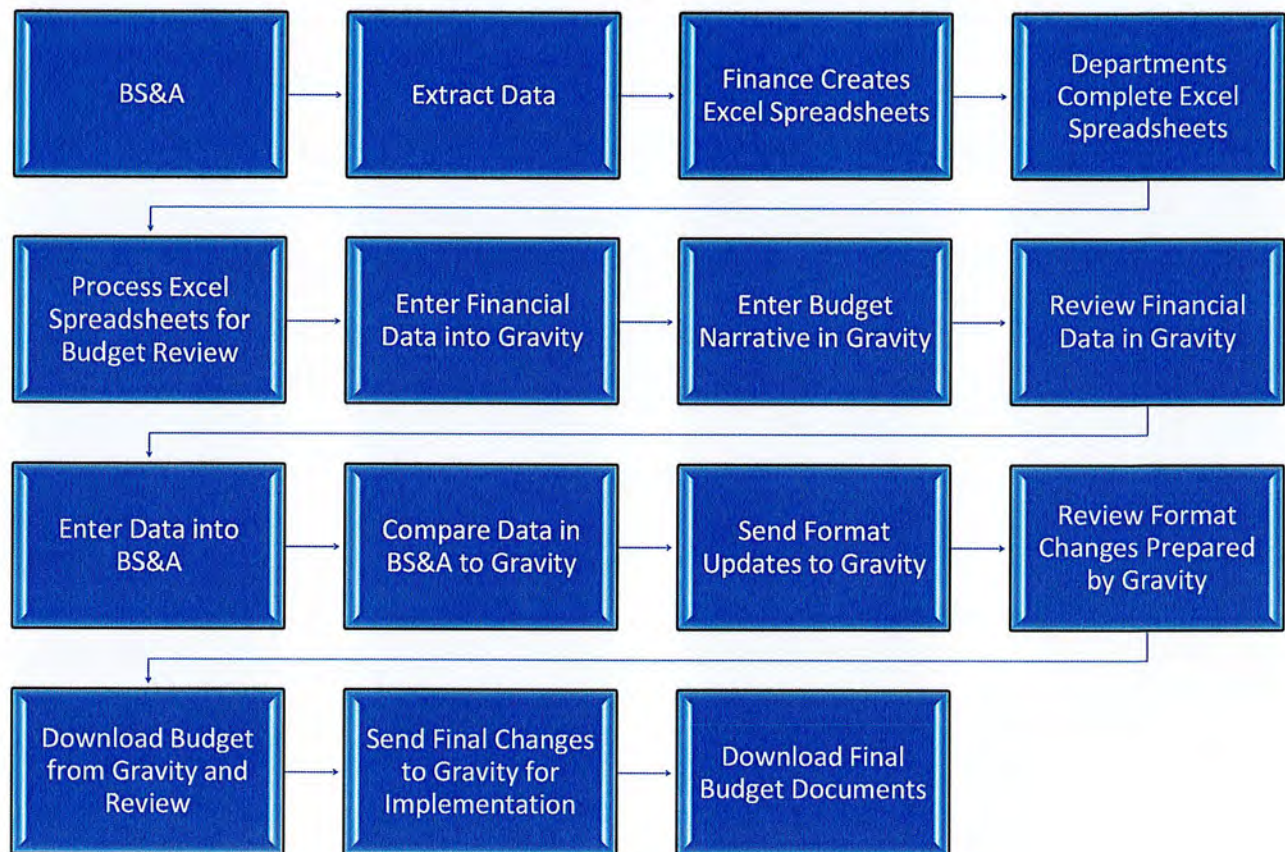


Exhibit B
Process to Produce the Budget Documents
With Questica & Workiva

Departments see their budget and enter their new budget requests directly into Questica. As Questica is a collabative software, the departments can review, analyze, add follow-up and write their narratives in Questica. The executive budget review can all be completed in Questica and once finalized, the budget documents are downloaded into Workiva for staff formatting and printing. (See diagram)

