

**FLORIDA COURTS E-FILING AUTHORITY
BOARD OF DIRECTORS
AGENDA REQUEST**

DATE: September 20, 2021

TO: Honorable Chairman Rushing and Members of the Board

FROM: Brian Machek, FCCC CFO; Melvin Cox, FCCC IT Director

SUBJECT: Authority 21-22 Budget Modification Request

STATEMENT OF ISSUE:

As delineated in the Interlocal Agreement, the Florida Courts E-Filing Portal (Portal) is currently supported and maintained by the Florida Courts Clerks and Comptrollers (FCCC) and their technical arm, CiviTek. CiviTek subcontracts with Granicus to provide software maintenance for the Portal.

The current 2021-2022 budget amount for Portal software maintenance is an annual amount of \$150,000, the current annual cost of the Granicus maintenance contract. This amount is part of the line item Contract Services.

FCCC is negotiating a new maintenance contract with Granicus to provide for additional programming resources that would result in an increase of \$150,000, resulting in the total cost of \$300,000 annually. This proposed increase would require a budget amendment to reflect an increase of \$150,000 in the Contract Services line item for the 2021-2022 fiscal year.

BACKGROUND AND ANALYSIS:

Since the Portal went live in 2011, FCCC has paid \$150,000 annually for software maintenance. That amount is included in the monthly Authority payment for FCCC services.

When Granicus “bought” the software maintenance contract in 2014, they agreed to keep the same software maintenance fee. From a resource perspective, this current maintenance fee generally provides for one project manager and one senior developer. In 2021, CiviTek approached Granicus with two concerns:

- 1) There were not enough development resources to adequately meet the demand for requested programming on the Portal; e.g., the removal of Silverlight.
- 2) There are no identified backup resources for the senior developer; therefore, this was identified as a major operation continuity risk by CiviTek. Adding other resources will ensure that the Portal can meet the 24x7 operational standards.

Over the past year, CiviTek worked with Granicus to address these concerns and is negotiating a new maintenance contract which would provide for an additional full-time development resource for the Portal. The cost of the new maintenance contract would be \$300,000 annually.

FINANCIAL IMPACT:

The \$150,000 annual increase in the maintenance cost would increase the current budgeted amount being paid to FCCC for Contract Services. While the budget projections for the fiscal year are continuing to be expected to be over \$700,000, the requested reimbursement increase would reduce that expected profitability for the 2021-2022 fiscal year by the same amount.

CLERK IMPACT:

The Clerks would receive faster delivery of programming requests for the Portal and there would be backup in the event the current programmer was not available when needed.

RECOMMENDATION:

The FCCC Finance and Technical team recommend approval of the increased cost for maintenance and upkeep of the Portal and recommends a budget amendment to the budget line item Contract Services to reflect that amount.

Adopted 2021-2022 Budget as approved June 15, 2021

E-Filing Authority

702K

FY2022 Budget

Category	FY2022 Budget	FY2021 Budget	FY2021 Projections
Revenue	7,915,500	7,188,233	7,864,000
Third party Batch Filing Fees	12,500	10,000	12,500
Statutory Convenience Fees	7,900,000	7,166,233	7,850,000
Interest Income	1,000	10,000	
Batch Application Fees	2,000	2,000	1,500
Expense	-7,213,277	-7,075,356	-6,817,781
Miscellaneous	-20,000	0	0
Merchant Fees	-3,294,970	-3,031,566	-3,300,000
Insurances	-3,352	-1,100	-1,100
General Legal	-60,000	-60,000	-40,000
Contract Services	-3,416,618	-3,609,381	-3,127,012
Bank Analysis Fees	-117,000	-70,000	-55,409
Audit Services	-27,000	-27,000	-27,000
Accounting & Banking Services	-274,337	-276,309	-267,260
Total	702,223	112,877	1,046,219

The budget amount for Contract Services would increase to \$3,566,618, thus decreasing the \$702,223 to \$552,223.