

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** June 4, 2024

**DEPARTMENT:** Financial Services

**TITLE:**

Contract with Clear Gov Inc to provide Budget Development Software

**SUMMARY:**

This contract will allow Clear Gov Inc to provide Operating and Capital Improvement Planning Budget software for budgeting and planning.

**BACKGROUND AND JUSTIFICATION:**

The City requires budget and planning software to streamline its annual budget process. The current Excel-based system is time-consuming and lacks technological efficiency. Compatibility with Naviline software is essential to reduce development time and improve efficiency in the annual budget process and budget book development. The new software should also support best practices for budget monitoring and management. The five-year contract with our previous vendor costing \$90,000 annually failed to meet the City's needs, leading to a return to Excel and Power Point, which is cumbersome and lacks collaborative features.

The benefits to the City include a reduced cost to \$44,750 for the Clear Gov Inc software, improved efficiencies in time to complete and update the budget process, and advanced technology in the budget book development process.

The City reached out to experienced and qualified purchasing cooperative Vendor, Clear Gov who has a valid agreement through Buyboard Purchasing Cooperative, for a quotation to complete the required services. In accordance with the City Procurement Code Sc. 2-112 (e), the City may participate in cooperative purchasing agreements for procurements.

**MOTION:**

Move to approve the Budget Development Software agreement with Clear Gov.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Cleargov Agreement

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	\$5100	0	0	0	0
Operating	0	\$44,250	\$44,250	\$44,250	\$44,250
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b>					
<i>(If not budgeted)</i>	0	0	0	0	0
<b>No. of Addn'l Full-Time</b>					
Employee Positions	0	0	0	0	0

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	<b>Expenditure</b>
Department	Financial Services
Division	Accounting
GL Description	Other Contractual Services
GL Account Number	001-9010-513-3450
Project Number	n/a
Requested Funds	\$5100
Remaining Balance	\$65,914
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current Revenues