



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/02/2025

ITEM NO: 3

DATE: December 2, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a Third Amendment to an Agreement for Services with OpenGov, Inc., for an Amount Not to Exceed \$401,214.79**

RECOMMENDATION: Authorize the Town Manager to execute a Third Amendment to the Agreement for Services with OpenGov, Inc. for Enterprise Asset Management Services and Procurement Suite Services renewable annually, for an amount not to exceed \$401,214.79.

FISCAL IMPACT:

This amendment increases the prior annual service level total through expanded enterprise access and domain modules, as detailed in Exhibit D. Funding for the software services was appropriated in the Adopted 2025-26 Operating Budget for Parks and Public Works Administration Program (5101-63332) and Information Technology (2501-63332). Future year expenditures are dependent on annual budget appropriation and may be adjusted during the annual budget development process.

STRATEGIC PRIORITY:

This action supports the Strategic Priorities regarding prudent financial management. Town staff is working with OpenGov software to create more efficient and streamlined processes for bidding and contract management. Parks and Public Works staff use the Asset Management / Cartograph system for work order management and optimization of work.

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

BACKGROUND:

In 2004, the Town of Los Gatos entered into an agreement with Cartegraph for software related to the management of parks and public works operations. This software has been in continuous use within the Department of Parks and Public Works since that time.

In 2019, the Town entered into a five-year agreement with Cartegraph for services through December 31, 2024. In 2022, Cartegraph was acquired by OpenGov, Inc.

On November 21, 2023, the Town Council approved execution of an agreement with OpenGov through December 29, 2024, to add the Procurement Suite. Parks and Public Works (PPW) proposed this implementation to achieve efficiency and consistency regarding procurement and contract management. The system provides centralized document management with automatic reminders and the ability to track spending, insurance, and change requests.

On November 19, 2024, the Town Council approved a new agreement with OpenGov Inc. that brought the Enterprise Asset Management and Procurement modules under one contract, effective December 30, 2024, through December 29, 2025, for a total agreement amount of \$66,355.59 with four one-year options to renew pending budget appropriation.

On May 20, 2025, the Town Council approved the First Amendment to the Agreement for Services with OpenGov, Inc. for a Request Management and eSignature Add-On to support the existing procurement system services in an amount of \$11,448.72 for a total agreement amount not to exceed \$77,804.31.

On October 7, 2025, a Second Amendment was taken to the Town Council for approval but was not executed because the proposal from OpenGov incorrectly listed “Procurement Expert Services: Elevate” instead of “Professional Services” as the service that would replace the “Request Management” services previously contracted for. This error prevented the Town from finalizing the amendment and initiating services under that version.

On November 4, 2025, a revised Second Amendment was taken to the Town Council to correct the description of services being provided by OpenGov for the remainder of 2025. This revised Second Amendment corrected the inaccurate description of services, which had listed “Procurement Expert Services: Elevate” instead of “Professional Services,” preventing execution of the prior version. The revised version was approved and corrected in the service language, but did not finalize long-term service costs, which are resolved through the recommended Third Amendment.

DISCUSSION:

This third amendment to the Agreement for Services will allow staff to continue using the OpenGov systems. The amendment renews the services the Town currently uses but converts the Asset Management software to an enterprise system with unlimited users. This will provide additional user access across PPW work groups, supporting improved operational efficiency and

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coordination across maintenance divisions. Additionally, aligning the contract term with the Town's fiscal year simplifies budgeting and reduces the administrative workload associated with mid-year renewals.

This amendment also converts the time of services and compensation to match the Town's fiscal year, rather than the calendar year, as is currently the case. The initial renewal period covers December 31, 2025, through June 30, 2026; future renewals would occur on July 1 of each year.

Future years of the agreement will depend on budget appropriations, but this third amendment clearly defines the anticipated future costs as follows:

• December 31, 2025 – June 30, 2026:	\$42,693.14
• July 1, 2026 – June 30, 2027:	\$89,167.01
• July 1, 2027 – June 30, 2028:	\$93,625.30
• July 1, 2028 – June 30, 2029:	\$97,925.03

CONCLUSION:

Town Council authorization of this amendment will allow staff to continue working with the OpenGov software suite to optimize operations.

COORDINATION:

This staff report was coordinated with the Finance Department, Information Technology, the Town Attorney's Office, and the software provider, OpenGov.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Third Amendment to Agreement with Exhibit D - OpenGov
2. Second Amendment for Services with Exhibit C - OpenGov
3. First Amendment to Agreement with Exhibit B - OpenGov
4. Original Agreement for Services with Exhibit A - OpenGov