



FINANCE

To: Mayor and Town Council

From: Chris Landrum, Finance Director

Through: Mario Canizares, Town Manager
Robert B. Scott, Deputy Town Manager

Re: Budget Suite and Digital Budget Book Software

Town Council Meeting – June 25, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon authorizing the Town Manager to approve the purchase of ClearGov Budget Suite and Digital Budget Book Software in the amount of \$42,500.

Description of Agenda Item:

The Town of Prosper currently uses budget software to create payroll budgets, operational budgets, and manage discretionary requests. ClearGov is intended to replace this software, enhancing our current capabilities by adding capital budgeting and a digital budget book builder. This software automates a significant portion of the budget book creation process, reducing common issues associated with spreadsheets and text editing software, and compiles documents into a cohesive budget book. ClearGov also improves the management of discretionary package requests and provides superior reporting. By implementing ClearGov, we can delay the need for additional staff and deliver a higher level of service. Software is available using cooperative contract 692-23 through Buyboard.

Budget Impact:

If approved by June 30, 2024, all implementation fees will be waived. Annual cost for the software is \$42,500 including the discount for bundling multiple modules. The current application used for this process has an annual cost of \$7,500. The net impact on the budget will be \$35,000. This will be charged to account 100-5419-10-03.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. ClearGov Budget Suite Quote

Town Staff Recommendation:

Town Staff recommends the Town Council authorize the Town Manager to approve the purchase of ClearGov Budget Suite and Digital Budget Book Software in the amount of \$42,500.

Proposed Motion:

I move to authorize the Town Manager to approve the purchase of ClearGov Budget Suite and Digital Budget Book Software in the amount of \$42,500.