
TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Clear Gov Digital Budget Book purchase
DATE: January 16, 2024

OVERVIEW:

Attached is a proposal for Clear Gov's Digital Budget Book purchase. This last year saw the city move forward with the conversion to BS&A Software for all Financial, Payroll and Community Development processing. Clear Gov's Digital Budget Book would work with BS&A to complete the budget book each year. This solution is cloud based and would enhance the building of the budget book. Right now, the book is compiled through several spreadsheets and word documents. It is manually put together into a PDF format. This solution would pull all the parts together and automatically link to the data in BS&A.

ACTION TO BE CONSIDERED:

Approve the contract with Clear Gov for the Digital Budget Book-Civic Edition for an initial cost of \$5,700 in 2024 and the annual subscription rate is \$5,200 for 2025. The first year can be paid out of the ARP funds as we had money left in the computer software that was budgeted and the on-going fees each year would then be split between the major funds.

BUDGET IMPLICATION:

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Attachments:

- Clear Gov Service Order for Digital Budget Book-Civic Edition