

# STAFF REPORT



**SUBJECT:** Consider Approval to Enter into an Agreement for ClearGov Capital Budgeting, Digital Budget Book, and Transparency Software Subscription

**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica Harris

## RECOMMENDATION:

Staff are requesting the Finance Committee to recommend the Council to approve entering into an agreement with ClearGov for Capital Budgeting, Digital Budget Book, and Transparency Software Subscription.

## BACKGROUND:

During budget preparation, the Finance Department requested \$16,130 for Transparency Software subscription, which was approved.

After reviewing software options, ClearGov was chosen as it offered not only the Transparency software, but also Capital Budgeting and Digital Budget Book Software for an annual cost of \$17,400, which can be prorated April 1 through September 30 for a cost of \$8,700.

\$5,000 of the current budget is already committed, leaving \$11,130 remaining to cover the cost through the end of the fiscal year. The City also pays almost \$16,000 a year for Envisio Plans & Analytics, which this software would replace.

The agreement is for 5.5 years and is billed annually in advance, except for the first invoice, which will be for 6 months. Prices will increase annually by 3% per annum for the initial service period, then 6% per annum each year after the initial service period. The City will have the option to terminate the Service in the first 30 days with a full refund of the service fees. The City will have the option to terminate prior to any annual renewal if the Council does not appropriate the funds in the budget with 60 days written notice prior to the current annual termination date (September 30<sup>th</sup>).

## FISCAL IMPACT SUMMARY:

FY 22-23 \$8,700

FY 23-24 \$17,400

FY 24-25 \$17,922

FY 25-26 \$18,460

FY 26-27 \$19,014

FY 27-28 \$19,584

Total for 5.5 years is \$101,080.

## ALTERNATIVES

Not approve the agreement.