



# STAFF REPORT

**SUBJECT:** Consider Approval to Purchase ClearGov Digital ACFR – Civic Edition

**DEPARTMENT:** Finance

**STAFF CONTACT:** Monica

## RECOMMENDATION:

Staff is requesting the Finance Committee to approve the purchase of the ClearGov Digital ACFR – Civic Edition with a positive recommendation to Council on July 2, 2024.

## BACKGROUND:

The City of Stephenville contracted with ClearGov for Transparency and Budgeting in March 2023, which has been successful in presenting Transparency data on the website, as well as the creation of the digital budget book for FY 2023-2024. ClearGov has created a module for the digital presentation of the Annual Comprehensive Financial Report that will result in easier collaboration with auditors for the creation of the report.

## FISCAL IMPACT SUMMARY:

ClearGov is offering the product at a 30% discount until June 29, 2024. The initial setup cost, net of bundle discount, is \$1,755. ClearGov will prorate the first-year cost for January 2025 through September 2025 in the amount of \$4,515. The annual cost, net of bundle discount, for October 1, 2025, to September 30, 2028 is \$6,020. The total cost of this contract is \$24,330. This contract may be cancelled with at least 60 days' notice prior to the end of the then current annual term. As the setup will not commence until January 1, 2025, this will not affect this year's budget.

## ALTERNATIVES

Not approve the purchase.