



## Cover Memorandum/Staff Report

File #: 23-1717

Agenda Date: 2/6/2024

Item #: 6.Q.2.

**TO:** Mayor and Commissioners  
**THROUGH:** Hugh Dunkley, Chief Financial Officer  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** February 6, 2024

APPROVAL OF RESOLUTION NO.16-24 TO AWARD AN AGREEMENT TO CLEARGOV FOR THE IMPLEMENTATION AND ANNUAL MAINTENANCE OF A SOFTWARE PACKAGE THAT INCLUDES LABOR COSTING AND INTERACTIVE ONLINE BUDGET BOOK UTILIZING BUYBOARD RFP NO. 692-23 IN THE AMOUNT OF \$68,084.27.

**Recommended Action:**

Motion to approve Resolution No.16-24 to award an Agreement to ClearGov for the implementation and annual maintenance of a software package that includes labor costing and an online budget book in the estimated amount of \$68,084.27 through March 31, 2024, utilizing the BuyBoard RFP No. 692-23, and authorizing the City Manager to approve renewal options, in the amounts below, contingent on appropriations of funds and BuyBoard renewing their agreement with ClearGov.

**Background:**

Staff is seeking approval to implement ClearGov Budgeting and Labor Costing software as a new budget tool that will address process improvements, build staffing scenarios, forecast labor costs (e.g., for union negotiations), and include robust reporting tools to build the City’s Interactive Online Budget Book. Furthermore, the new software will publish a Digital Budget Book that is easy to navigate, easy to understand, and easy to engage, and can be printed with just one click.

The agreement term will start upon full execution of the agreement and will expire on March 31, 2024. If BuyBoard renews their agreement, the contract can then be renewed for two additional one-year terms.

Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below.

|  | One-Time Set Up Fee | Annual Subscription Fee | TOTAL        |
|--|---------------------|-------------------------|--------------|
| February 6, 2024 - March 31, 2024        | \$ 3,600.00         | \$ 4,826.67             | \$ 8,426.67  |
| April 1, 2024 - March 31, 2025 (Renewal) | \$ -                | \$ 28,960.00            | \$ 28,960.00 |
| April 1, 2025 - March 31, 2026 (Renewal) | \$ -                | \$ 30,697.60            | \$ 30,697.60 |

|              |                    |                     |                     |
|--------------|--------------------|---------------------|---------------------|
| <b>Total</b> | <b>\$ 3,600.00</b> | <b>\$ 64,484.27</b> | <b>\$ 68,084.27</b> |
|--------------|--------------------|---------------------|---------------------|

**Attachments:**

1. P2024-016 ClearGov Agreement
2. Resolution No. 16-24
3. Exhibit A ClearGov
4. CleargovInc Contract
5. Original Proposal No. 692-23
6. Legal Review Checklist

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available in G/L Account - 001-13-000-513.51-25 - Computer Software

**Timing of Request:**

Timely approval is requested as purchase orders are required to secure these vehicle purchases.