

City Council Agenda Memo

From: Ashley Rentsch, Finance Director

Council Meeting: November 28, 2023

Subject: Resolution 23-107: OpenGov Budgeting Software

Presenter: Ashley Rentsch, Finance Director

Summary:

Approval of this Resolution will authorize entering into a three-year agreement for OpenGov comprehensive budgeting software solution. Staff Recommends approval.

Background:

Historically, the City has utilized a series of Microsoft Excel spreadsheets to facilitate the budgeting process along with Springbrook's Extended Budgeting module. The budget is presented in several different formats, including the budget detail, PowerPoint presentations, and the annual Budget Book. These formats require significant manual entry. OpenGov budgeting software will be a central budgeting resource for departments and the budget team to enter and access information, improving accuracy and efficiency, and will allow departments to have more control in managing their budgets throughout the year.

Item Details:

This three-year agreement begins January 1, 2024 and is effective through December 31, 2026. During the first quarter of 2024, the OpenGov implementation team will gather information and complete the setup process for departments to begin entering their budgets. The team will also provide training and engage staff to design the online interactive budget book, which will be available on the City's Website. This format meets the requirements of the Government Finance Officers Association and provides a more user-friendly experience by promoting transparency, budget understanding, and advanced navigation capabilities.

The software will link directly to the City's accounting system and be updated daily with actual revenues and expenditures to assist departments in proactively managing their budgets.

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports the strategic goal of service and innovation excellence by utilizing technology to improve budgeting accuracy and efficiency that enhances budget

preparation, presentation, and management and creates a positive experience for internal and external users of the City's budget information.

Financial Consideration:

This resolution will authorize a three-year agreement for a total of \$87,119.34, and an additional \$51,615.00 in implementation costs. The annual commitment is as follows:

- 2024: \$27,635.00 plus \$51,615 in one-time implementation fees.
- 2025: \$29,016.75
- 2026: \$30,467.59

The one-time implementation fees will be funded through a contingency transfer, and the 2024 annual contract payment will be funded with 2023 Finance Department budget savings. Subsequent year payments will be incorporated into the annual appropriation ordinance.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval.

Supporting Documentation:

Memo

Resolution

OpenGov Agreement

OpenGov Order Form