



**DATE:** February 2, 2021

**TO:** Mayor and City Council

**FROM:** Director of Finance

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Amend the Agreement with OpenGov, Inc. in an Amount Not-to-Exceed \$294,654 for Financial Reporting and Budgeting Services

## **RECOMMENDATION**

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute a contract amendment with OpenGov, Inc. to provide reporting and analysis, budget builder, MUNIS integration, and budget book services not-to-exceed \$96,290 annually through December 19, 2023.

## **SUMMARY AND BACKGROUND**

OpenGov, Inc. (OpenGov) is a web application that allows governments to easily create and share internal operational reports, combining financial and nonfinancial data from numerous sources to develop and monitor the annual budget, keep residents, staff and Council informed, and streamline workflows from the budgeting process to long-term financial planning. The City acquired the OpenGov Reporting & Analysis product in 2017 and launched a transparency portal to provide easily accessible information about the City's budget. In 2018, the City acquired Budget Builder, Budget Book, Personnel Cost Forecasting, and MUNIS Integration products. The contract amendment will extend the City's agreement with OpenGov for a period of three years.

## **DISCUSSION**

Staff has worked diligently over the past several years to develop an efficient budgeting process. The time and effort spent in developing the budget is extensive. While efforts are made to create a productive and effective budget, there are many things that can be improved. The intended outcome of using the following OpenGov products is to increase financial transparency and streamline the processes staff uses to create the Operating Budget and the Capital Improvement Program Budget:

**OpenGov Reporting and Analysis:** City staff can create an unlimited number of reports, and choose which reports are made public, and build private or shared reports with internal staff.

The Reporting and Analysis platform includes monthly budget and actual reporting. OpenGov supports the presentation of the non-financial, performance data collected by the data. The City purchased this product in 2017.

**OpenGov Budget Builder/Budget Book/Personnel Cost Forecasting:** This module assists with building collaborative budgets and engages all departments within the City. OpenGov worked with staff to build department budgets and customize and organize the City's chart of accounts as needed. Working and final versions of the budget can easily be exported for further analysis and collaboration in the OpenGov intelligence reporting module. Both the Operating Budget and the Capital Improvement Program Budget are developed and modified within this software. The City purchased this product in 2018.

**OpenGov MUNIS Integration:** OpenGov synchronizes directly with the City's existing enterprise planning MUNIS software, which contains all financial reporting information, project data, and other data used for monthly reporting. The ability to directly synchronize multiple data sources to a single platform saves a considerable amount of staff time.

## **FISCAL IMPACT**

There are sufficient funds budgeted in the FY 2021 operating budget to cover the cost associated with the amended professional services agreement with OpenGov, Inc. The total annual fiscal impact is \$96,290 and is included as an allocation in the Finance Department General Fund budget for FY 2021.

## **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not related to any of the six priorities outlined in the Council's Strategic Roadmap.

## **NEXT STEPS**

If the Council approves the attached resolution, the City Manager will execute the contract amendment in a form to be approved by the City Attorney.

*Prepared by:* Nicole Gonzales, Deputy Director of Finance

*Recommended by:* Dustin Claussen, Director Finance

*Approved by:*



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Kelly McAadoo, City Manager