



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: November 29, 2022

Subject: Contract with ClearGov for Digital Budget Book publishing subscription service

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Administrator, or designee, to execute a contract with ClearGov in an amount not to exceed \$108,350 to provide software licensing and configuration, including three years of maintenance and set up support, of a digital budget book publishing software system for the period December 12, 2022 through December 11, 2025.

FISCAL IMPACT:

The contract cost comprises a one-time set up fee of \$5,600 and annual subscription service fee of \$34,250. The total general fund cost of the three-year contract term would be \$108,350.

BACKGROUND:

Each year the County Administrator's Office produces a digital and physical budget book for the Recommended Budget. The process involves creating, formatting, and synthesizing nearly 200 Excel, Word, and PDF files into a single, cohesive, budget document. Narratives are written, hundreds of tables and charts are pasted in, countless individual figures are populated and vetted and re-vetted, and a table of contents is assembled and manually

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/29/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 29, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Adam Nguyen, (925)
655-2048

cc:

hyperlinked. Since 2011, the annual cycle for the budget book has resulted in a Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award, but the process has been manual and extremely labor intensive.

The requested contract with ClearGov would provide a software subscription service to help produce an easy to navigate, web-based budget book with far more administrative efficiency. Raw data files for the county's budget would be loaded in the software system and transformed. The GFOA award criteria has been built-in to ClearGov's framework and templates, and auto-creates key sections and pre-populates them with required data. Subsequent updating of budget tables, charts, and figures throughout the budget book would be far simpler and error-free, and virtually all of the administrative and formatting tasks would be automated, freeing staff to focus on content. The County's Recommended Budget would be available online in an intuitive, easy to navigate, interactive format, or it could be downloaded as a single PDF document.

BACKGROUND: (CONT'D)

Obtaining the subscription service would enable the County to more easily produce an award winning budget book that would be more user friendly and accessible for the public.

CONSEQUENCE OF NEGATIVE ACTION:

Disapproval of the recommendation would continue the manual, highly labor-intensive production of the County's annual budget book, and the County would not have an easy to navigate, interactive web-based version of the annually recommended budget.