



# City Council Communication

**AGENDA DATE:** April 6, 2026

**LEGISTAR ITEM #:** Res 2026-033

**PRESENTER:** Tiffany Chacon  
Technology

**DEPARTMENT:** Information

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Public Hearing
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## REQUEST

A resolution authorizing the City Manager to negotiate and finalize an agreement with Vertosoft, LLC for Workiva Inc. Annual Comprehensive Financial Reporting (ACFR) and Budget Cycle Management Software. ACFR software is designed to streamline the preparation and management of Annual Comprehensive Financial Reporting for Government entities. These solutions automate time-consuming tasks, improve data accuracy, and enhance collaboration among team members. They are essential for ensuring compliance with financial reporting standards and for providing transparency and accountability in finance disclosures. These solutions will also enable Finance staff to translate key documents produced into Spanish and better facilitate meeting document accessibility requirements.

## BACKGROUND

A Request for Information (RFI) was overseen by the Procurement Office to select a vendor for ACFR and Budget Cycle Management Software. The RFI process facilitated the review of multiple respondents, all of which were rated on a set of criteria. Workiva Inc. was selected by the review panel and provided competitively bid pricing through a cooperative agreement between Sourcewell and Vertosoft, LLC.

## FINANCIAL IMPACT

Contractor	Vertosoft, LLC selling Workiva Inc.
Amount of Request/Contract	\$480,432.59
Amount Not To Exceed	\$500,000
Amount Budgeted	\$480,432.59

# CITY COUNCIL COMMUNICATION CONTINUED

Budget Year	FY2026-2031
Funding Source	395-17-750-745 and 650-17-654-804-001
Additional Funds Needed	Appropriation of \$19,567.41 in a future year as contingency for professional services, on an as-needed basis.
Funding Source (if funds needed)	650-17-654-804-001

## PROJECT TIMELINE

<b>Estimated Start Date</b>	<b>Estimated End Date</b>
May 1, 2026	April 30, 2031
<b>Years and Months of Contract</b>	<b>Number of Times Renewable</b>
1 year	4

## JUSTIFICATION

<input type="checkbox"/> Council Goal	<input checked="" type="checkbox"/> Strategic Plan	<input checked="" type="checkbox"/> Work Plan	<input type="checkbox"/> Legal
City Council Goals	<ul style="list-style-type: none"> <li>Develop and maintain public infrastructure, facilities, and transportation to improve community appearance and encourage continued development.</li> <li>Promote a balanced, thriving, and inclusive city economy that cultivates, attracts, and retains business.</li> </ul>		
Strategic Plan	<ul style="list-style-type: none"> <li>Objective 6.5.4 – Explore better utilizing OpenGov software to engage stakeholders about City finances</li> </ul>		

## AVAILABLE ACTIONS

<ul style="list-style-type: none"> <li>Available Action #1 – Approve as submitted.</li> <li>Available Action #2 – Maintain status quo. This action will require Budget staff to continue their current ACFR and Budget development processes.</li> </ul>
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# CITY COUNCIL COMMUNICATION CONTINUED

## **STAFF RECOMMENDATION**

Staff recommends Action #1 – Approve as submitted.