



AGENDA

SPECIAL MEETING

BUDGET/AUDIT COMMITTEE

Monday March 7, 2022

3:30 p.m.

***** NEW LOCATION*****

This meeting is being held in accordance with AB 361, given the proclaimed state of emergency and the Contra Costa County Health Officer's recommendation for social distancing for public meetings, which is also consistent with Cal OSHA requirements for social distancing, the City Council will be participating in meetings via phone/video conferencing. The public is invited to watch and participate via the methods listed below:

Committee Members

Jeff Wan
Holly Tillman

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at www.claytonca.gov
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

Instructions for Virtual Budget/Audit Committee Meeting – March 7

To protect our residents, officials, and staff, this meeting is being conducted utilizing teleconferencing means consistent with the provisions of AB 361 that allows the public to address the local legislative body electronically.

To follow or participate in the meeting:

1. **Videoconference:** to follow the meeting on-line, click here:

Link to join Webinar

<https://us02web.zoom.us/j/88536979574>

No password required.

E-mail Public Comments: If preferred, please e-mail public comments to the City Clerk, Ms. Calderon at janetc@claytonca.gov by noon on the day of the Budget/Audit Committee meeting. All E-mail Public Comments will be forwarded to the entire Budget/Audit Committee.

For those who choose to attend the meeting via videoconferencing or telephone shall have 3 minutes for public comments.

Location:

Videoconferencing Meeting (this meeting via teleconferencing is open to the public)
To join this virtual meeting on-line click here:

Link to join Webinar

<https://us02web.zoom.us/j/88536979574>

Or, dial Telephone: 877 853 5257 (Toll Free) and use **Webinar ID: 885 3697 9574**

No password required.

*** CLAYTON BUDGET/AUDIT COMMITTEE ***

March 7, 2022

3:30 P.M.

1. CALL TO ORDER AND ROLL CALL – City Clerk

2. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the Budget/Audit Committee on items within the Committee's jurisdiction, (which are not on the agenda) at this time. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Budget/Audit Committee's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Budget/Audit Committee may respond to statements made or questions asked, or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.

3. ACTION ITEMS

- (a) Accounting Action Plan to Address FY2020/21 Audit Findings (Finance Director)

RECOMMENDATION: Receive presentation and recommend forwarding to the full City Council for Action.

- (b) ClearGov (Clear Gov Sales Rep & Finance Director)

RECOMMENDATION: Receive presentation and recommend forwarding to the full City Council for Action.

- (c) Mid-year Budget presentation for the current fiscal year (FY2021/22). (Finance Director)

RECOMMENDATION: Receive presentation and recommend forwarding to the full City Council for Action.

4. ADJOURNMENT



STAFF REPORT

TO: HONORABLE COMMITTEE MEMBERS

**FROM: REINA SCHWARTZ, CITY MANAGER
KATHERINE KORSAK, FINANCE DIRECTOR**

DATE: March 7, 2022

SUBJECT: ACCOUNTING ACTION PLAN TO CORRECT FY2020/21 AUDIT FINDINGS

RECOMMENDATION

Review and recommend preliminary accounting action plan to correct all the audit findings in the independent auditor's report on internal control over financial reporting and compliance for FY2020/21. Action plan includes engagement with two outside services providers: NFP Accounting Technologies and Maze & Associates (within their governmental accounting services department).

BACKGROUND

Since 2019 there has been a significant amount of transition in key City management positions, including five City Managers, three Finance Directors, two City Engineers, and two different Community Development Directors. This has resulted in inconsistencies within the Administration Department and more specifically the Finance Department. One past Finance Director left at the end of FY2020/21 and an interim director came in to close the books for a year that they were unfamiliar with. The current Finance Director started after the FY2020/21 audit had already begun.

The Finance Department consists of one full time Finance Director, one 60% Accounting Technician and one 70% business administrative assistant/code enforcement officer. Additionally – the City Clerk also serves as the Human Resource Manager. Finance and Human Resources have many overlapping functions, including benefit administration, time and labor management, payroll, and managing time-off accruals. There is a need to assess each department's role in financial functions so that these functions run smoothly and efficiently. With the very small staff, it is

important to make good use of technology to decrease rework, increase transparency in our reporting to the public and ensure we have solid internal controls.

Additionally, the accounting software, Blackbaud's Financial Edge NXT, has had a longstanding issue with the bank reconciliation module. Past Finance Directors used an excel spreadsheet to reconcile outside of the system as a workaround. This method is not incorrect, it is just not a best practice and hinders automation of accounting processes and procedures for a clean monthly close within the accounting system.

DISCUSSION

This will begin by examining the overall Plan of Action to remedy the accounting processes and procedures. Next, we will restate the audit findings and the City's Action Plan to Remedy each finding. Please note that the accounting services of Maze and Associates will be used as the primary support to these actions.

Overall Plan of Action and Preliminary Timeline

1. Review accounting records from July 2021 through current month for completeness, post all unposted transactions, and close the months that are still open.
 - Timeframe: this will start the week of March 7th and once it is started, we will get regular reports as to how long this will take. Optimistic time for completion is by end of April, 2022.
2. Work with Finance Director and software contractor (NFP Accounting Technologies) on developing a systematic process to close the books on a regular basis, including monthly, quarterly and annual procedures (define soft close, hard close, etc. within system capabilities). Work through the system issues with the bank reconciliation module.
 - Timeframe: once item 1 is completed we should be able to define and implement this. We plan to start to be able to close in a timely manner by 1st quarter of FY2022/23, which would be end of October 2022.
 - NFP Accounting Technologies has been able to identify that the bank reconciliation module is not working correctly. They are a preferred provider with Blackbaud Financial Edge NXT and have placed a service ticket in to rebuild the system to fix the current errors. We can still work in the accounting system and they will let us know when it is fixed. There should not be any data loss or downtime as they are working in a copy of our database file.
3. Develop regular monthly financial departmental reports for review and feedback from department heads prior to close.

- Timeframe: 1st quarter of FY2022/23, which would be beginning of October 2022. This will need to happen before public facing reports are produced.
- 4. Develop regular quarterly financial reports for the City Council.
 - Timeframe: 1st quarter of FY2022/23, which would be end of October 2022, needs to occur after item 3 as departments need to be involved in this review process.
- 5. Identify all revenue and expense allocations that need to be made.
 - Timeframe: By end of April 2022, no later than July during fiscal year end close for FY2021/22.
- 6. Identify and define the notes payable and receivable in the system and define the journal entry requirements.
 - Timeframe: By end of April 2022, no later than July during fiscal year end close for FY2021/22.
- 7. Analyze the projects and grants and develop a process for better tracking within the accounting system. Specifically - the Single Audit requirements for the APRA funds.
 - Timeframe: start by end of March 2022 as there is a deadline in April, 2022.
- 8. Assist in documentation of key processes / procedures to use for training and succession purposes.
 - Have a working draft completed 1st Quarter FY2022/23.

Audit Findings and City's Response

I. Audit Finding: Continuity of Personnel

In the past few years, the City has had significant transition in management, particularly with the Finance Director position. Since the beginning of the fiscal year ended June 30, 2021, the City has gone from a Finance Director of a year, to an interim Finance Director, and to a new Finance Director. With the change in management, some of the institutional knowledge and responsibilities that are essential for the smooth operation of the City have been lost. As a result, the audit noted a dozen general ledger accounts across multiple funds that were not properly closed which resulted in eight (8) material journal entries. We recommend that management consider developing a succession plan in the event the Finance Director is unable to perform their duties for a length of time due to illness, attrition, or any other reason. The succession plan should outline procedures to be implemented and a redistribution of responsibilities in the event of a temporary or permanent change. This plan will ensure that the organization will be able to conduct its operations in the orderly and efficient manner that has been the basic ingredient for its past success.

City's Action Plan to Remedy:

Review and refine the Accounting Policies and Procedures Manual to ensure that what is in practice is what is defined in the manual. Document the systems so that in the event there is a future transition it would be smoother.

Maze and Associates will assist by providing backup in case there is ever a need for interim Financial Management.

- Timeframe: Complete by 1st Quarter FY2022/23.

II. Audit Finding: General Ledger Closing Procedures

The audit noted that monthly reconciliations and closings of books has not been happening which has resulted in additional hours to reconcile accounts (e.g. pooled cash) and to audit. We recommend that reconciling and closing procedures include locking the accounting records at quarter-end so that the records remain relevant and reliable.

City's Action Plan to Remedy:

We plan to close the books for the FY2021/22 by end of September 2022.

- Timeframe: We plan to close the books for the FY2021/22 by end of September 2022. Audit fieldwork can start in October 2022. We hope to have the audit completed by mid-December, 2022.

III. Audit Finding: Notes Receivable and Payable

The audit noted material journal entries to the balances of notes receivable and payable. The accounting for these balances is complex because of the interfund relationships that occur with the balances. We recommend that management document and define the reoccurring and required entries to record the movement of funds to and from outside sources and between City funds.

City's Action Plan to Remedy:

We plan to review and identify all bonds and related notes payable including all transactions associated with the Clayton Financing Authority and the Redevelopment Successor Agency.

- Timeframe: By end of April 2022, no later than July during fiscal year end close for FY2021/22. Refer to Plan of Action item 2.

IV. Audit Finding: Fixed Asset Module

The audit noted that capital expenditures had not been properly captured in the fixed asset module. In addition, the balances in the fixed asset module were not reconciled with the general ledger. We recommend that a reconciliation between the fixed asset module and the general ledger be made during the closing of books.

City's Action Plan to Remedy:

We will create a plan to record new capital assets in the period in which they are acquired. The accounting system has some quirks in the capital asset module. One has to record in the database view for the new assets to show up on the general ledger, rather than the NXT view. We will well document this process and it will remedy this finding.

- Timeframe: Implemented by the end of April 2022. We will look at the capital assets policy and may revise it.

V. Audit Finding IT Review:

During the year the City's accounts were compromised and unauthorized funds were withdrawn. Many frauds in government are the result of phishing and stealing of IDs and passwords. We recommend that the City review and improve IT safeguards, procedures, and policies. Examples of IT improvements should include at a minimum:

- periodic required password updates
- remote access safeguards
- network access safeguards
- mobile device restrictions

City's Action Plan to Remedy:

To clarify, this was outside bank fraud and in the amount of \$45,790.98. It was reported to Bank of America three days after the current Finance Director started, October 7, 2021 (three days after it occurred). A perpetrator got the City's banking information including the routing and account number and created fraudulent checks and processed fraudulent ACH transactions. A police report was filed and they have performed investigations. The City has done everything it possibly could to try to recover the above funds from Bank of America. Bank of America refuses to take responsibility for the loss. The City filed an insurance claim with the City's crime policy, it was approved and the funds have been received in the amount of \$43,290.98, deposited on 2/28/2022. There is a \$2,500 insurance deductible, therefore, \$2,500 is the extent of the loss. We have implemented positive pay and ACH blocks, which define ACH vendors and place transactional limits to help preclude this type of fraud in the future.

We will also undergo an extensive IT forensic audit with Charles River and Associates, a provider which our insurance company is recommending. Our insurance retention for the cyber-crime policy is \$50,000, therefore any costs up to the \$50,000 the City will have to pay for out of pocket. The estimate for the IT forensic audit is between \$10,000 and \$15,000.

Timeline:

We are working with the Beazley Group through our insurance provider. The Finance Director has a meeting the week of March 7th to review the scope of services with Charles River and Associates for the forensic audit of the City's IT systems. We will keep the committee informed of the progress of this item.

FISCAL IMPACT

Undetermined at this point. We will report back once we have a clearer estimate of the total amount needed to remedy all of the above. We are recommending that the committee recommends to the City Council to appropriate American Rescue Plan Act funds for all of the below, as all of the issues identified in the audit were certainly exacerbated by the COVID-19 pandemic and the increase in turnover, remote work, and increase in cyber-crime.

Maze and Associates rates are below:

Staff Level	Hourly Rates	
	Range	
	Base	Not to Exceed
Partner	\$ 260.00	
Manager	\$ 192.00	\$ 215.00
Supervisor	\$ 135.00	\$ 161.00
Senior Associate	\$ 120.00	
Associate	\$ 99.00	

Rates are billed in ¼ of an hour increments. The fees and costs for work will be billed monthly. The hourly rate stated covers all expenses including mileage reimbursement. No travel time will be included in the billing. Invoices will be paid every 30 days and the City understands there is a 1.0% per month charge for late invoices. It is hoped that the total for assistance from Maze and Associates will be less than \$30,000.

NFP Accounting Technologies: we signed an initial agreement for 4 hours of service at \$150 per hour for a total of \$600 to determine the cost of the total project. NFP Accounting Technologies has identified where the issue is and is working with Blackbaud. They will be getting back to us as to what the total cost estimate will be.

Charles River and Associates forensic IT audit: undetermined. Preliminary estimate for the IT forensic audit is between \$10,000 and \$15,000, will know more after the week of March 7, 2022.



STAFF REPORT

TO: HONORABLE COMMITTEE MEMBERS

**FROM: REINA SCHWARTZ, CITY MANAGER
KATHERINE KORSAK, FINANCE DIRECTOR**

DATE: March 7, 2022

SUBJECT: CLEAR GOV BUDGET MODULE TO INCREASE TRANSPARENCY AND EFFICIENCY

RECOMMENDATION

Receive and review demonstration from ClearGov Representative. Assess the need for this piece of budget software and make a recommendation to the City Council for implementation of the FY2022/23 budget, deadline for completion of this budget is May 2022.

BACKGROUND

In the past, the City's annual budget has been developed by hand using Microsoft Word and Excel spreadsheets. The process is very manual and creates a lot of additional rework for everyone involved in the budget development process. The current process also makes budget changes difficult and inhibits true interdepartmental collaboration. ClearGov, a budget module made specifically for local governments, will allow for significant increases in efficiencies, including the ability to work on the budget from any location in a remote environment (if needed due to the COVID-19 pandemic or other emergency). With our very small administrative and finance staff we need to use technology to our advantage. The use of ClearGov will encourage collaboration between departments, the City Council and oversight committees. The single best aspect of this software is the increased transparency that it will afford to allow for greater public discussion and input about where Clayton is spending tax its dollars.

DISCUSSION

Taken from the Clear Gov Proposal that is attached:

Why Does Clayton need to invest in ClearGov?

1. Improve accuracy: Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged manually.
2. Collaborate more effectively: ClearGov allows everyone involved to work from the same platform, share comments and suggestions, and immediately see the impact across the organization — in real time — as budget development unfolds.
3. Free up time and resources: Preparing the annual budget consumes a big chunk of your time, but it's not the only thing you do. Modernizing your budgeting process will free up your time and talent to focus on other critical projects as well.
4. Make better budgeting decisions: ClearGov's dynamic, graphical interface helps you clearly visualize historical trends — at a glance — so you can readily identify areas that are consistently under or over budget and make adjustments accordingly.
5. Plan for the long term: Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road. Create multiple forecasts to better plan for “best case” or “worst case” scenarios.
6. Identify areas of potential overspend/prevent waste: With instant, easy access to benchmarking data, you can uncover areas for savings quickly and adjust your budget accordingly. ClearGov,

The annual budget book is the City of Clayton's most important, public-facing policy document. It guides the operations and financial well-being of the City. It needs to be polished, professionally formatted, and accessible to as many residents as possible. And, ideally, it needs to be easy and efficient to produce on the backend.

ClearGov Digital Budget Book is the industry's first website-based solution that automates most of the budget book creation process using templates and data-driven charts and tables. It meets the Government Finance Officer Associations (GFOA) award criteria and delivers new levels of clarity, engagement, transparency and understanding for the citizens of Clayton. If purchased and implemented the City of Clayton would most definitely apply for the GFOA Budget Award.

FISCAL IMPACT

The total investment in ClearGov is \$16,500 per year for a total of \$49,500 for a three-year contract. It is recommended that the City uses American Rescue Plan Act monies to fund this expense.

Investment

ClearGov offers solutions that are affordable for local governments of all shapes and sizes. A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee: Includes - Full activation and setup; Data onboarding; Client training	\$3,600
Setup Discount: If signed by March 31, 2022	(\$3,600)
Total Setup Service Fees	\$0 - Waived

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$8,300
ClearGov Personnel Budgeting	\$8,300
ClearGov Capital Budgeting	\$4,700
ClearGov Digital Budget Book	\$4,700
ClearGov Transparency	\$4,100
Bundle Discount	(\$13,600)
Total Annual Subscription Service Fees	\$16,500

Attachments:

1. ClearGov Proposal
2. ClearGov Sole Source Letter
3. List of examples of local jurisdictions using ClearGov - with links



Software Proposal

PREPARED ON

March 3, 2022

PREPARED FOR

Katherine Korsak
Finance Director
City of Clayton

PREPARED BY

Ryan Wilson
ClearGov, Inc.
rwilson@cleargov.com
(901) 937-9735



OUR MISSION

**We Create Easy-to-Use Software
to Help Governments Budget Better**

March 3, 2022

Katherine Korsak
Finance Director
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

Dear Katherine,

Per our discussions, I am pleased to provide you and your team at Clayton with the attached software proposal for your consideration

Our mission at ClearGov is to create easy-to-use, modern software to help governments budget better. We make it easy for governments like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to be just right for local governments like Clayton.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Ryan Wilson
ClearGov, Inc.
rwilson@cleargov.com
(901) 937-9735

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Mission

ClearGov's mission is to create easy-to-use, modern software that helps local governments budget better. We believe that every local government should have the opportunity to leverage technology to operate more efficiently and communicate more effectively. We pursue this mission by carefully designing solutions that are clear, collaborative, compelling and cost-effective to fuel better budgeting and drive community support.

Solutions Overview

Based on our conversations with Clayton and our understanding of your key needs and objectives, we are proposing the following ClearGov solutions:

ClearGov Operational Budgeting

- A robust, yet simple-to-use budgeting and forecasting tool that is specifically tailored to the needs of local governments
- Enables finance teams to easily collaborate in real time
- Eliminates spreadsheet errors
- Automatically generates long-term forecasts
- Streamlines the entire budget-building process

ClearGov Digital Budget Book

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Let's you and your team work collaboratively to fill in the details
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

ClearGov Personnel Budgeting

- A filterable personnel dashboard provides a birds-eye view of your headcount budget and enables you to visually compare unlimited personnel budgeting scenarios
- Automated workflows streamline position and reclassification requests
- Create salary and benefits plans for up to 20 years
- Analyze the effects of salary/benefit adjustments for more informed union negotiations
- Create and export custom reports to share your personnel budget internally and externally

ClearGov Capital Budgeting

- Utilize built-in templates to easily create customized capital request forms
- Automated workflows collect, organize and present capital requests in an intuitive dashboard with the ability to filter by department, funding source, request type and more
- Create unlimited multi-year scenario plans to optimize capital utilization
- Score and rank capital requests based on custom criteria to prioritize requests
- Includes a robust capital improvement portal to communicate projects internally and externally

ClearGov Transparency

- Transforms complex government financials into easy-to-understand infographics
- Publishes fiscal information in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

Investment

ClearGov offers solutions that are affordable for local governments of all shapes and sizes. A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee: Includes - Full activation and setup; Data onboarding; Client training	\$3,600
Setup Discount: If signed by March 31, 2022	(\$3,600)
Total Setup Service Fees	\$0 - Waived

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$8,300
ClearGov Personnel Budgeting	\$8,300
ClearGov Capital Budgeting	\$4,700
ClearGov Digital Budget Book	\$4,700
ClearGov Transparency	\$4,100
Bundle Discount	(\$13,600)
Total Annual Subscription Service Fees	\$16,500

See the Investment Section below for full details on setup fees and annual subscriptions.

Implementation Plan

While implementing ClearGov's accessible solutions is designed to be a straightforward process, we offer dedicated Client Success resources to help you get up and running quickly and efficiently. A comprehensive implementation plan is described in more detail later in this proposal. Here are the highlights:

Project Management

- ClearGov will assign you a dedicated Client Success Manager (CSM) to coordinate, lead, and manage the entire setup process as well as provide ongoing support. A ClearGov Data Onboarding Consultant will facilitate the onboarding of your data with the ClearGov platform. They will work side-by-side with key members of your team to get you up and running as quickly as possible.

Data Onboarding Scope of Work

- ClearGov will handle importing, onboarding, and mapping of your financial data. In short, we'll take your raw revenue and expenditure information, format it, and upload it to the ClearGov platform so it is consistent with your chart of accounts. The only thing you have to do is supply the data, which generally involves running a few simple reports from your existing accounting system and review/confirm the results. We'll walk you through the process.

Onboarding Process & Timeline

- See below for a step-by-step review of our process, which we have successfully deployed with hundreds of local government customers. The heavy lifting is on us, and you should only need

to spend a few hours here and there over the course of a handful of weeks, depending upon the volume/complexity of your data as well as ClearGov client backlog.

Training and Support

- ClearGov provides all the training and support you need throughout implementation and for as long as you're a ClearGov customer. You will also have access to a frequently updated library of online resources and best practices to help you achieve the best outcomes.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for Clayton, but also make your day-to-day operations more efficient, productive, and impactful.

ClearGov is committed to helping local governments like yours “make democracy work better”. And while that may sound lofty, “democracy” is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome Clayton into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.

Budget Cycle Management Overview

We know that you're working hard to make your government run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov is built from the ground up specifically for local governments. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward modernizing their budget process. Therefore, all ClearGov solutions are:



CLEAR AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.



CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. Plus, it gives Local governments the ability to quickly adjust to evolving input and changing dynamics. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.



CONNECTED

All ClearGov solutions share a common data set and work together seamlessly. Plus, when you're ready to implement, we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your financial data, and we'll onboard it for you.



COLLABORATIVE

ClearGov solutions are designed to improve collaboration and efficiency by automating processes and outcomes. Streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical.



COST EFFECTIVE

ClearGov is built and priced for local governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

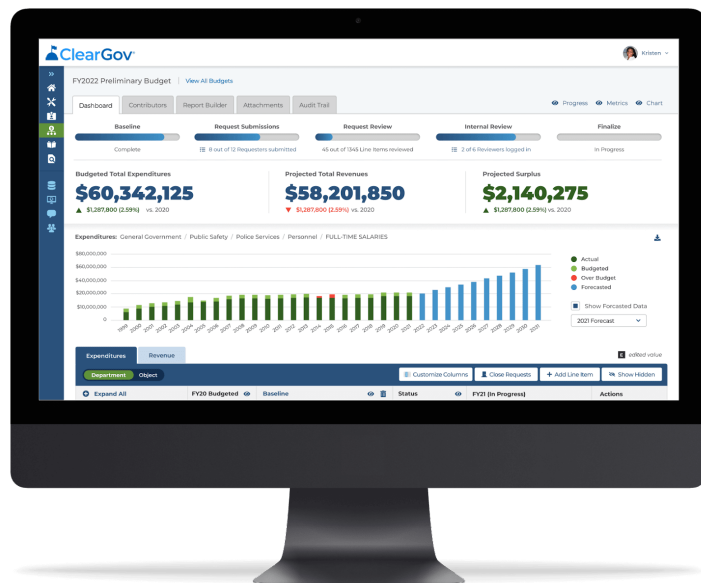
Our goal is to delight our customers with unbeatable value in everything we do.

Operational Budgeting

Budget Better Together

ClearGov Operational Budgeting is a suite of flexible, cloud-based budgeting and forecasting and benchmarking modules designed to leverage your existing financial data into a more efficient and collaborative budget building process that streamlines communication with department heads and other budget stakeholders.

It is a one-stop shop to dynamically forecast what-if scenarios, build a budget and communicate budgeting rationale. Designed specifically for local governments and school districts, ClearGov Operational Budgeting is a giant step forward from building your budgets and forecasts with Excel or the legacy accounting system budgeting tools.



[Watch a 5 minute micro-demo here](#)

✓ **Budget Dashboard**

✓ **AI Driven Forecasting**

✓ **Automated Audit Trail**

✓ **Budget to Actuals Charts**

✓ **Unlimited Budgets**

✓ **Departmental Collaboration**

✓ **Centralized Communication**

✓ **Integrated Report Builder**

✓ **Peer Benchmarking**

✓ **And more...**



"From start to finish, ClearGov Budget Cycle Management is a suite that's well thought out. They clearly did their homework and did a great job integrating all of the products. ClearGov software is worth more than what we're paying for it!"

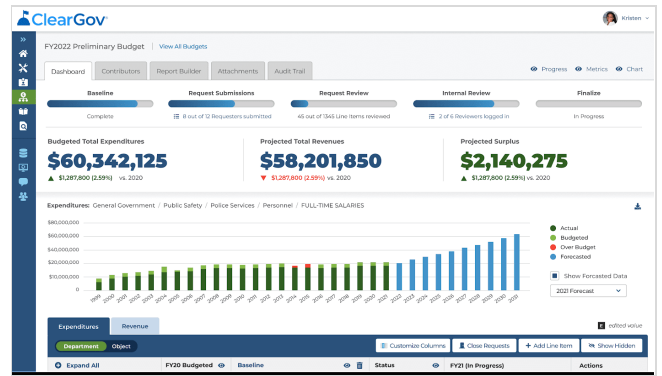
Brandon Neish
Finance Director
City of Sweet Home, OR
Population: 10,000



Budget Builder

ClearGov's Budget Builder helps your staff budget better, together. Using a single, shared online workspace, financial executives, committee members, and department heads can collaborate on building a budget using an efficient tool that's been designed specifically to meet the budgeting needs of local governments.

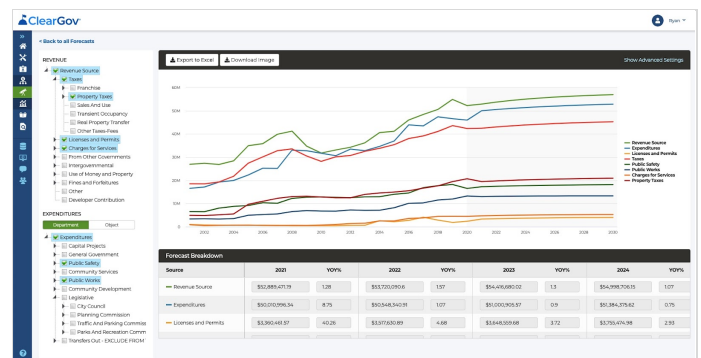
- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the way.
- **Create unlimited budgets:** Create multiple budgets every year across different funds or for the same fund. You can even build out what-if scenarios.
- **Add notes and supporting material:** Comments and supporting documents are easily attached directly to line items so they are readily available for reference.
- **Keep a thorough audit trail:** Automatically track every change, comment, and version so you always know who changed what and when.
- **Build custom reports with a click:** Easily create and export custom reports to share your operational budget with internal and external stakeholders and existing systems.
- **Operational Budget Dashboard:** Quickly see and share the status of your budget-building process. Filter on current and historical financial data. Automatically aggregate all budget requests in one place.



Forecasting

With ClearGov's sophisticated yet easy-to-use Forecasting tool, you can generate AI-driven budget forecasts for up to ten years forward. The more historical data you provide the more accurate your forecast will be.

- **Create unlimited forecasts:** Create projections for every year or every fund. And, create multiple what-if scenarios.
- **Customize your forecast:** Easily override forecast figures. All changes automatically roll up to the parent categories.
- **Generate a baseline budget:** Generate a quick, one-click revenue and/or expense forecast to use as a baseline to build next year's budget.

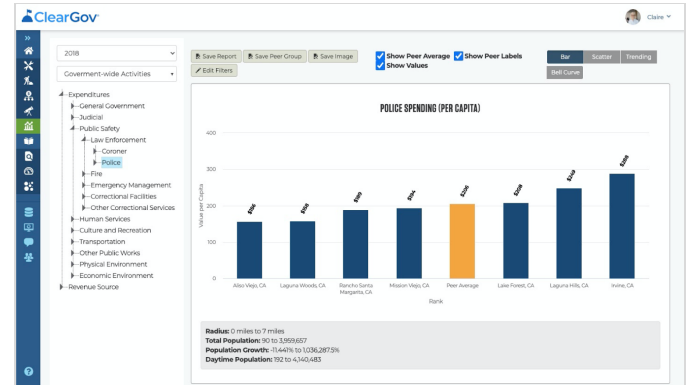




Benchmarking

The ClearGov Benchmarking module lets you compare any budget category against a relevant set of peer communities — not just ClearGov clients, but everyone in your state — to help drive better budgeting decisions and outcomes.

- **Peer groups:** Instantly create side-by-side spending and funding comparisons vs. relevant peers based on size, area, average income, and other criteria.
- **Dynamic graphs:** Easily visualize metrics to identify opportunities to be more efficient with your spend.



Why does Clayton need this?

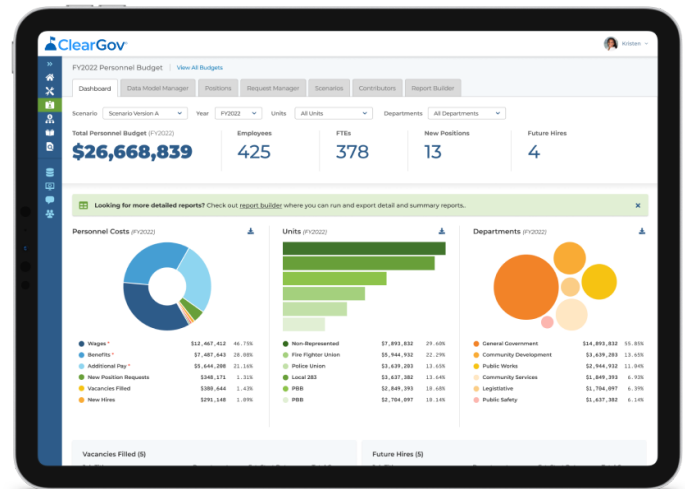
- **Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged manually.
- **Collaborate more effectively:** ClearGov allows everyone involved to work from the same platform, share comments and suggestions, and immediately see the impact across the organization — in real time — as budget development unfolds.
- **Free up time and resources:** Preparing the annual budget consumes a big chunk of your time, but it's not the only thing you do. Modernizing your budgeting process will free up your time and talent to focus on other critical projects as well.
- **Make better budgeting decisions:** ClearGov's dynamic, graphical interface helps you clearly visualize historical trends — at a glance — so you can readily identify areas that are consistently under or over budget and make adjustments accordingly.
- **Plan for the long term:** Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road. Create multiple forecasts to better plan for “best case” or “worst case” scenarios.
- **Identify areas of potential overspend/prevent waste:** With instant, easy access to benchmarking data, you can uncover areas for savings quickly and adjust your budget accordingly.

Personnel Budgeting

Modern Personnel Planning

Chances are that people represent the biggest chunk of your annual budget, and it's also the most complicated. ClearGov's Personnel Budgeting solution enables you to throw away those massive spreadsheets that you've been managing by hand and streamlines the entire personnel planning and forecasting process in a single, cloud-based, collaborative solution.

Complete with powerful tools to manage position requests, inform union negotiations and much more, ClearGov's Personnel Budgeting application is a unique software platform built specifically to help finance directors more easily budget for salaries, benefits and other personnel costs.



[Watch a 5 minute micro-demo here](#)

✓ **Personnel Dashboard**

✓ **Union Negotiation Planning**

✓ **Position Request Manager**

✓ **Multi-year Position Budgeting**

✓ **Vacancy Planning**

✓ **Integrated Report Builder**

✓ **Unlimited Scenario Planning**

✓ **And more...**



"ClearGov delivers exactly what they promise. The ClearGov solution helps us communicate our budget and key metrics in a way that everyone understands. Their solution is elegant, affordable, simple to use and saves us a bunch of time."

Ivy Adams
Budget Analyst
Henry County, GA
Population: 214,171



Personnel Request Manager

The ClearGov Personnel Budgeting solution enables you to quickly and easily setup and organize your personnel data, collective bargaining rules, open positions and more. Automated workflow tools enable you to capture position requests in a digital format and automatically incorporate these changes into your personnel planning model.

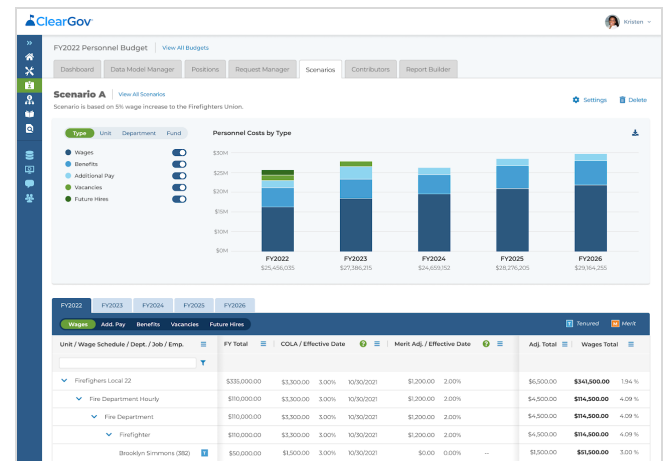
- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.
- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital request forms, and all data is automatically captured within your personnel plan.
- **Request Manager:** Manage all new position requests from one table. Easily see the details of each request, add comments for the requester, and take other actions on the request. Requests can be included in scenarios to see the impact of new positions as you build your personnel budget.



Personnel Planning

ClearGov Personnel Budgeting provides a powerful yet intuitive set of tools to review, plan, compare and communicate multiple personnel plan scenarios to help you make smart decisions about your team and your budget. Compare and contrast single year or multi-year budgets. Easily alter any of your key assumptions to examine unlimited what-if scenarios.

- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.
- **Scenario Planning:** Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.
- **Union Negotiations:** Analyze the effects of adjustments to salaries and benefits for more informed negotiations.
- **Vacancy Planning:** Get a complete picture of your current and future workforce budget; create and fill vacant positions on specified dates.
- **Multi-Year Planning:** Automatically create salary and benefit plans for up to 20 years in the future.

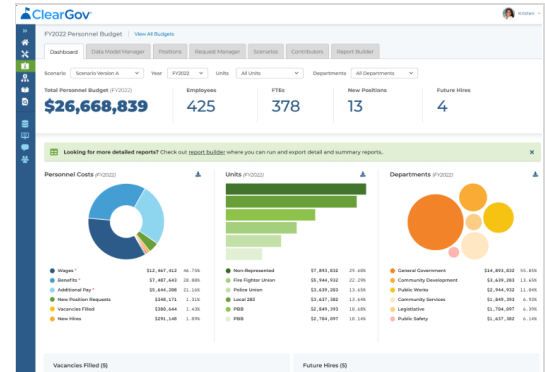




Personnel Dashboard

ClearGov Personnel Budgeting rolls up all of your critical information into an easy-to-read, graphical dashboard to help you immediately see the impact of key decisions and share these insights with the rest of your team in a common cloud-based environment.

- **Robust Filtering:** Immediately see the impact on your headcount plans from multiple angles. Filter your personnel dashboard by department, job type, position, unit, and more.
- **Report Builder:** Create and export custom reports to share your workforce budget with internal and external stakeholders and existing systems.



Why does Clayton need this?

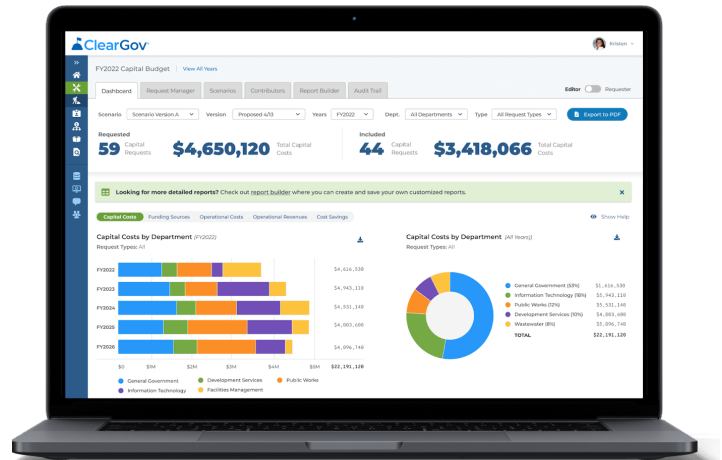
- **Scrap the Spreadsheets:** Get rid of those massive personnel planning spreadsheets and stop sorting through emails to find the right update. Best of all, eliminate those tedious spreadsheet errors that take hours and hours of precious time to find and fix. ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster.
- **Accurate forecasts:** More accurately forecast personnel expenses, including salaries, benefits and other ancillary compensation such as overtime to help you make better, fact-based decisions today.
- **Critical insights:** Leverage scenario planning to understand the true impact of key labor contract negotiations, plan for vacancies, furloughs and more.
- **Save time and effort:** Manage new position and reclassification requests more efficiently and incorporate those changes directly into your planning.
- **Streamline Budget Reviews:** Share your dashboard and key reports with internal and external stakeholders for review, feedback and approval. With all of the relevant information in one place, your budget review meetings will be a snap.
- **Synchronized budgeting:** ClearGov's Personnel Budgeting also syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process.

Capital Budgeting

Smart Capital Planning

Capital planning doesn't have to be complicated and it definitely doesn't need to be manual. It's time to get rid of those hard copy capital request forms and move your entire capital planning process into the digital age.

ClearGov Capital Budgeting is the first cloud-based capital improvement planning (CIP) solution specifically designed for local governments that streamlines requests, provides a multi-year scenario optimization process, and generates website-based pages automatically for each capital improvement.



[Watch a 7 minute micro-demo here](#)

✓ Capital Plan Dashboard

✓ Plan Manager Planning

✓ Capital Request Manager

✓ Capital Improvement Website

✓ Request Scoring & Ranking

✓ Integrated Report Builder

✓ Unlimited Scenario Planning

✓ And more...



"The Capital Requests feature is very straightforward to use and department heads required no training to start using the software. It took just 5-10 minutes to create the custom forms, and it's nice to not have to worry about locking Excel sheets and consolidating requests. Department heads simply login and fill them out, and the requests automatically route to the software!"

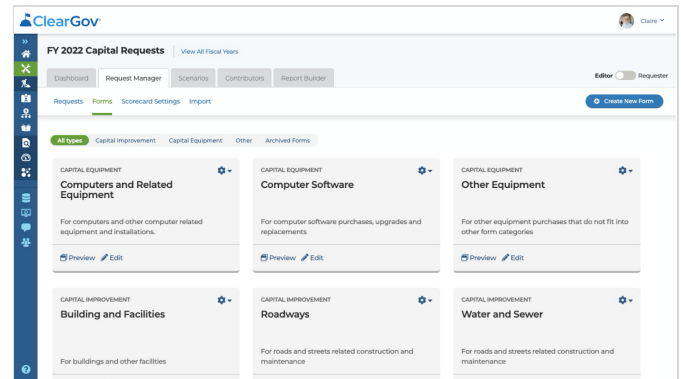
Matthew Hamby
CRPF, Deputy Chief Financial Officer
Gainesville, GA
Population: 38,500



Capital Requests

The Capital Request function is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your capital plan. Think of it as a modern, digital-first solution to an age-old, paper problem.

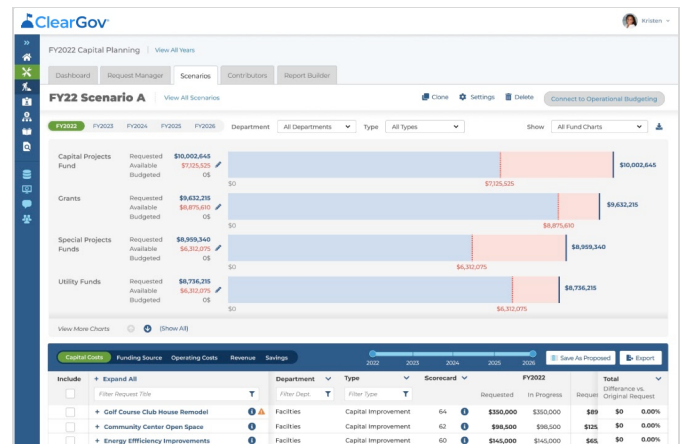
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as you need.
- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads.
- **Digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away.
- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard.



Capital Planning

All capital request data is automatically integrated into the Capital Planning functionality. Powerful but simple tools enable you to easily and visually identify how your expected funding matches up against all of the requests. Capital Planning makes it point-and-click easy to examine multiple scenarios to help you make insightful decisions about which projects you need and can afford to fund.

- **Scenario Planning:** Easily create and analyze multiple scenario plans to propose and optimize your capital budget - both near and long term.
- **Scoring and Ranking:** Assign priorities and ratings to each project based on how they directly impact your key strategic initiatives.
- **Shift Funding Assumptions:** Can't afford to completely fund a project in one year...no problem. ClearGov Capital Budgeting enables you to spread funding assumptions across multiple years and explore multi-year what-if scenarios.

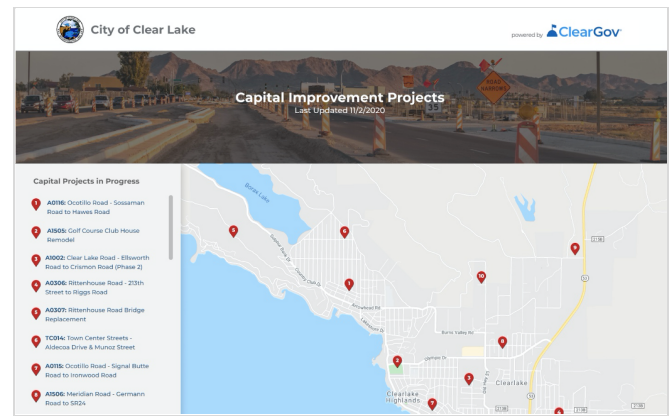




Capital Projects Portal

Communicate your capital projects to internal and external stakeholders more effectively via a shareable, dynamic, map-based portal. All capital requests are automatically converted into detailed Project Pages that can be supplemented with project timelines, planning documents, pictures and additional content. Publish an unlimited number of Project Pages within your Capital Improvement Portal.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Capital Improvement Portal can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.



Why does Clayton need this?

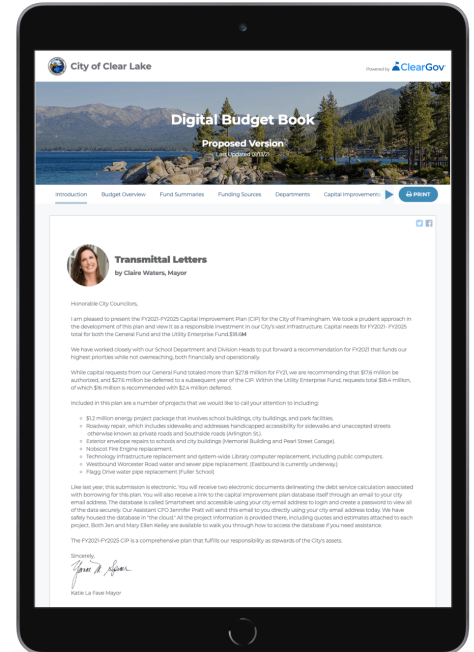
- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.
- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click.
- **Critical insights:** Leverage scenario planning to understand the true impact of key capital projects in both the short term and over time.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Synchronized budgeting:** ClearGov's Capital Budgeting syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process. Capital Budgeting also syncs with and automatically generates a capital request summary with detail pages for each department/request for your ClearGov Digital Budget Book.

Build an Award-Winning Budget Book in a Fraction of the Time

The annual budget book is your government's most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end.

ClearGov Digital Budget Book is the industry's first website-based solution that automates most of the budget book creation process using templates and data-driven charts and tables. Meet GFOA award criteria and deliver new levels of clarity, engagement and understanding for your citizens.

[Watch a 5 minute micro-demo here](#)



- ✓ Automated Fund Summaries
- ✓ Capital Improvements Inclusion
- ✓ Department Specific Pages
- ✓ Automatic Data Updates
- ✓ Collaborate and Customize
- ✓ Automated Workflows
- ✓ Built-in GFOA Best Practices
- ✓ And more...



"The ClearGov Digital Budget Book software enabled the City staff of Monte Sereno to turn an ordinary, plain text budget document into a dynamic 3-dimensional annual report. Our City Council was extremely pleased and complimentary of the presentation. The staff at ClearGov were outstanding in their efforts to help us deliver the budget on time and in great form."

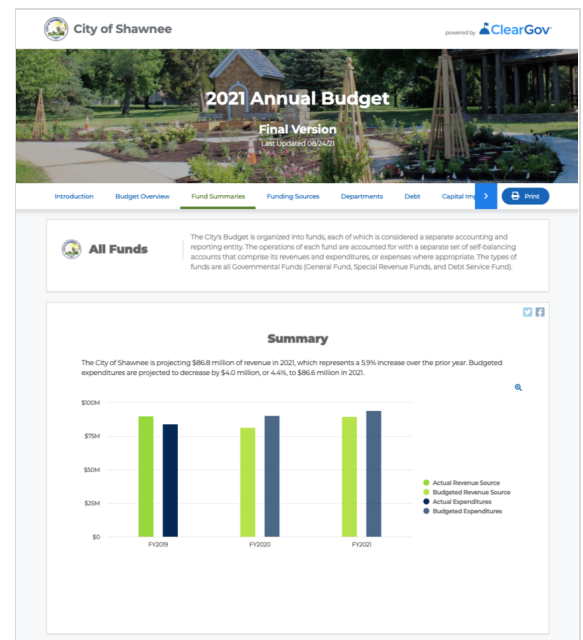
Steven Leonardis
City Manager
Monte Sereno, CA



Budget Book Builder

The Budget Book Builder module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.

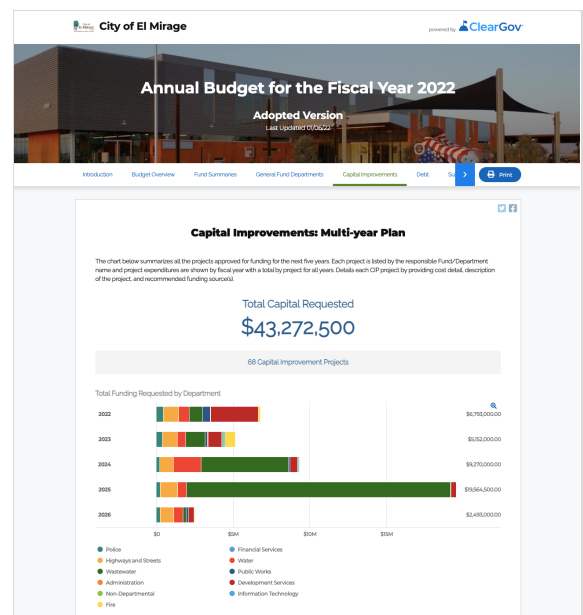
- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.
- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices



Capital Improvements Inclusion

Utilize the free **Capital Requests Module** to automate and optimize the process of collecting, organizing and reporting capital requests across all departments. The Capital Requests Module also automatically populates your Digital Budget Book.

- **Automate your workflow:** Initiate, collect, track, and manage all your capital requests with simply online forms that can be easily customized to precisely fit your needs and preferences.
- **Publish to your budget book:** Automatically add annual and multi-year capital improvement plans directly into your digital budget book.



Digital Budget Book Examples

Check just a few of the outstanding Digital Budget Books created using the ClearGov solution:

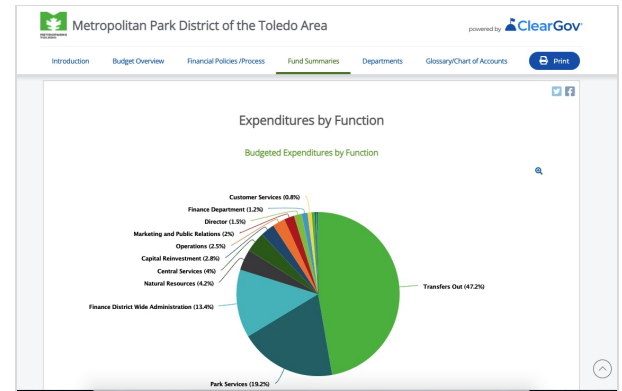
- [El Mirage, AZ Digital Budget Book](#)
- [Shawnee, KS Digital Budget Book](#)
- [Sweet Home, OR Digital Budget Book](#)
- [Yuma County, AZ Digital Budget Book](#)
- [Sussex County, DE Digital Budget Book](#)



Automatic Data Updates

Revenue and expense data are automatically updated throughout your Digital Budget book as the numbers change, eliminating errors and saving time - especially valuable for those inevitable last-minute tweaks.

- **Embedded Data:** Easily embed budget numbers into your narrative. Embedded numbers automatically update whenever your budget changes. No more searching through 300 pages.
- **Smart Charts:** All charts and graphs also update automatically, and they're interactive to help provide a complete picture of your budget.
- **Integrated Budget:** Syncs directly with ClearGov Operational Budgeting or upload your budget data into an integrated, intuitive budget editor.



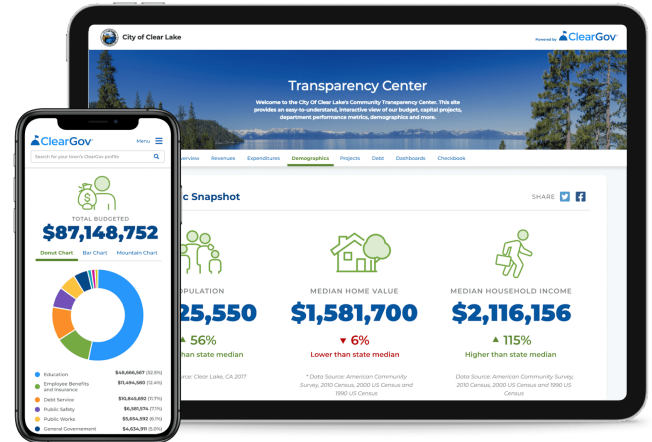
Why does Clayton need this?

- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.
- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.
- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.
- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.
- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there is a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

Tell Your Story

Tell your financial story using our simple-to-navigate transparency center. Easy-to-understand infographics help you share financial information, departmental goals and results in a way that informs and engages your community.

ClearGov Transparency is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages and department dashboards ClearGov Transparency helps you tell your story and show your work.



[Watch a 5 minute micro-demo here](#)

✓ **Fiscal Transparency**

✓ **Open Checkbook**

✓ **Department Dashboards**

✓ **Performance Metrics**

✓ **Peer Comparison**

✓ **Easy-to-Understand Infographics**

✓ **Custom Chart Builder**

✓ **And more...**



"We have received nothing but positive feedback from the public on our new ClearGov Transparency profile. It has helped us communicate our financials in a user-friendly and interactive way."

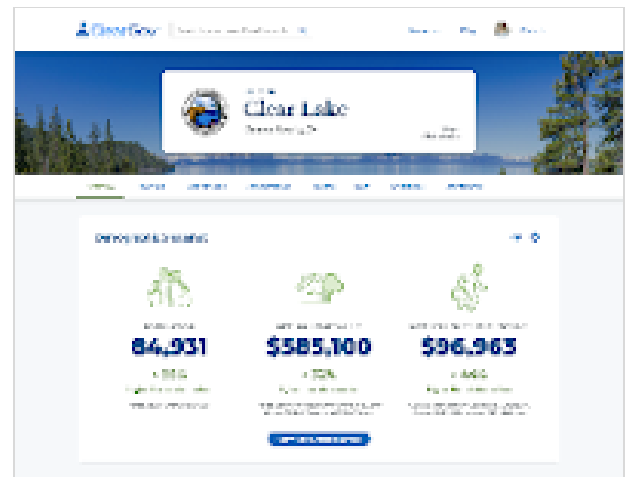
John Frye
Financial Services Director
Pinehurst, NC
Population: 15,580



Financial Transparency

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

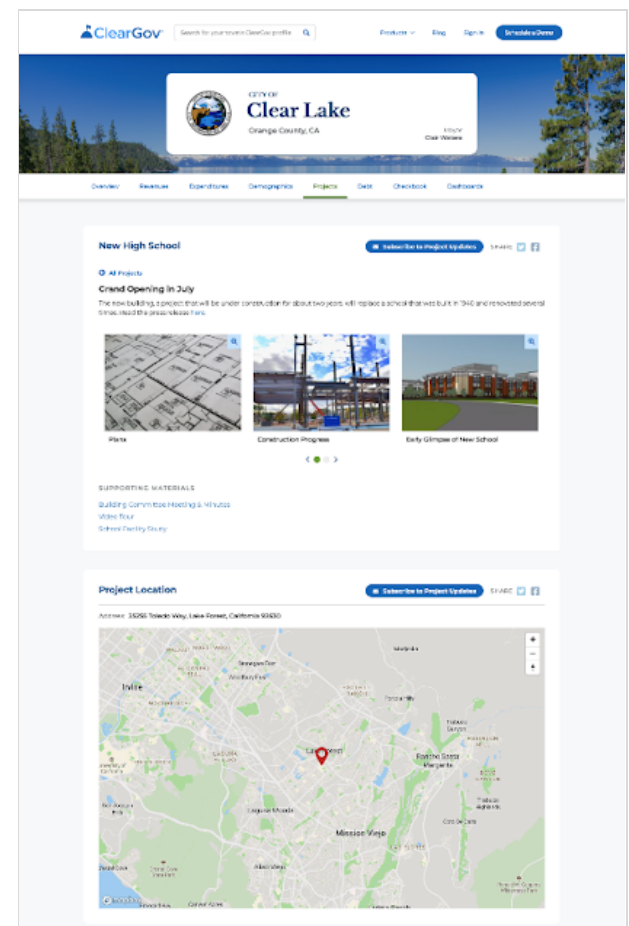
- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.
- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.
- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.
- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.



Capital Project Communications

Utilize the free **Capital Projects Module** to add up to **five free custom Project Pages** as part of your transparency profile. Keep citizens in the loop with key data and updates about all of your key projects. Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.



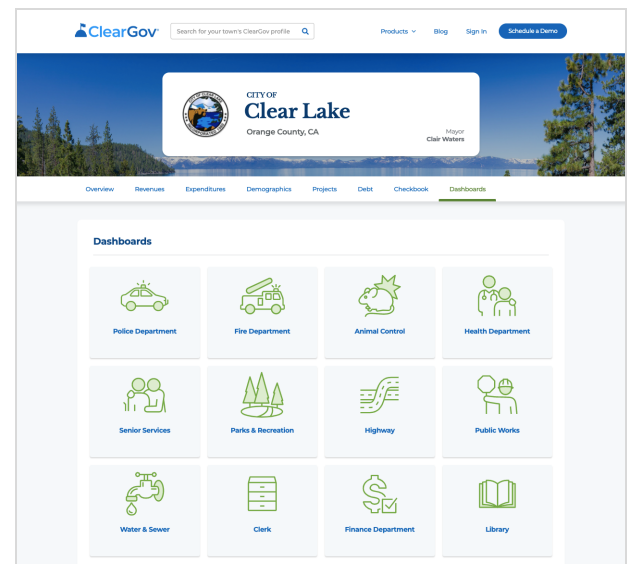


Department Dashboards

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.
- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.
- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.



Why does Clayton need this?

- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.
- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.
- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.
- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.
- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.

Our pricing model matches our products - simple, straightforward and built for local governments.

Setup Fee:

- A **one-time investment** that covers setup, activation, data onboarding and initial training — everything you need to get launched.

Solution Subscription:

- A flat **annual investment** covers unlimited access and usage of your ClearGov solution and includes unlimited support from your dedicated Client Success Manager.

That's it. We don't charge extra for seat licenses or updates or ongoing support or professional services or anything else, so there are absolutely no hidden fees. See the table below for a complete breakdown of what's included.

Setup Service Fees (One time investment)	
Setup Fee: Includes - Full activation and setup; Data onboarding; Client training	\$3,600
Setup Discount: If signed by March 31, 2022	(\$3,600)
Total Setup Service Fees	\$0 - Waived

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$8,300
ClearGov Personnel Budgeting	\$8,300
ClearGov Capital Budgeting	\$4,700
ClearGov Digital Budget Book	\$4,700
ClearGov Transparency	\$4,100
Bundle Discount	(\$13,600)
Total Annual Subscription Service Fees	\$16,500

In the interest of transparency, we want to provide guidance around the scope of usage that is included with each ClearGov solution. The tables below do not provide a detailed list of every feature and/or function included in the product. These tables provide a summary of the key things that you can do with each solution once your account has been activated.



ClearGov Operational Budgeting - Product Scope

Once your data has been onboarded, ClearGov Operational Budgeting enables Clayton team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to use and intuitive, and with the training we provide, you should have all the expertise you need to fully leverage the platform.

Service Description	In Scope
Create Forecasts: Auto generate one or more forecasts for each of your funds. Modify forecasts based on what-if scenarios adjust parameters as needed.	Unlimited forecasts
Create Budgets: Create one or more budgets for each of your applicable funds. Invite collaborators, iteratively build the budget and share with reviewers.	Unlimited budgets
Export Budgets to ERP: Export your final budget(s) from ClearGov in order to import directly into your accounting system / ERP. NOTE: Depending on your ERP, your export file may require formatting prior to import.	Export Format:Excel; .CSV file



ClearGov Personnel Budgeting - Product Scope

Once you have uploaded your position and personnel data, ClearGov Personnel Budgeting enables Clayton team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to use and intuitive, and with the training we provide, you should have all the expertise you need to fully leverage the platform.

Description	In Scope
Personnel Request Forms: Create forms for your contributors to submit personnel requests.	Unlimited personnel request forms
Personnel Data Import: Import personnel and position data into your personnel plan.	Unlimited positions and personnel
Personnel Scenario Planning: Input and adjust key rules and assumptions to create and analyze personnel budget scenarios.	Unlimited scenario planning



ClearGov Capital Budgeting - Product Scope

Once your subscription is activated, ClearGov Capital Budgeting enables Clayton team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to

use and intuitive, and with the training we provide, you should have all the expertise you need to fully leverage the platform.

Description	In Scope
Capital Request Forms: Create forms for your contributors to submit capital requests.	Unlimited capital request forms
Capital Request Imports: Import existing capital requests to your capital plan and/or present in your budget book.	Unlimited capital requests
Capital Scenario Planning: Input and adjust capital funding assumptions to create and analyze capital budget scenarios.	Unlimited scenario planning
Capital Improvement Portal: Using ClearGov's easy to learn and intuitive toolset, you can convert any capital requests into a detailed Project Pages and publish via a custom Capital Improvement Portal to communicate status, milestones, timeline, budget and updates to your constituents.	Unlimited Project Pages



ClearGov Digital Budget Book - Product Scope

Once your data has been onboarded, ClearGov Digital Budget Book enables Clayton team members to execute a variety of tasks, as outlined in the table below. The ClearGov training programs and your CSM will provide advice and suggest best practices to help you optimize your own Digital Budget Book.

Description	In Scope
Capital Request Forms: Using ClearGov's free Capital Requests Module, you can create forms for your contributors to submit capital requests to create a Capital Request summary for your Digital Budget Book.	Unlimited capital request forms
Digital Budget Books: Create comprehensive digital budget books based on onboarded budget data and the narrative added by you.	Unlimited Digital Budget Book versions
Digital Budget Book Pages: Fill out templated sections of your budget book using ClearGov's toolset and GFOA guidelines embedded in the product, and/or create new pages with your own content, images, tables, etc. as needed.	Unlimited pages
Printed Budget Books: ClearGov's Digital Budget Book solution includes print to .PDF functionality. It automatically creates .PDF documents of the full budget book or selected sections.	Unlimited



Transparency - Product Scope

Once your data has been onboarded, ClearGov Transparency enables Clayton team members to execute a variety of tasks, as outlined in the table below. The ClearGov training programs and your Client Success Manager will provide advice and suggest best practices to help you optimize your ClearGov Transparency implementation.

Description	In Scope
Project Pages: Using ClearGov's free Capital Projects Module and easy to learn and intuitive toolset, you can create Project Pages to communicate status, milestones, timeline, budget and updates to	Up to five Project Pages

your constituents.	
Department Dashboards: Using ClearGov's easy to learn and intuitive toolset, including custom charting, you can create Department Dashboards to communicate key performance metrics to your constituents.	Unlimited Department Dashboards
Transparency Profile Launch: Promote your transparency profile to residents through a press release, your website and social media.	ClearGov provides a release template and a customer banner for your Website.
Data Updates: You may regularly update your financial data at your discretion by sending new files to ClearGov. For example, you may post current FY budget and update periodically with actual spending.	You may provide monthly, quarterly (recommended) or annual updates for budget data. Open Checkbook data can be uploaded weekly.

Project Management

ClearGov offers robust solutions that are straightforward to set up and operate - especially compared to typical gov-tech software. We understand that most local governments are pressed for resources, so we have designed an onboarding process that places the heavy lifting on ClearGov. This section outlines the key project management roles and responsibilities.



"Governments looking for budgeting and transparency software need to know two things about ClearGov: 1) it's super easy to use, and 2) the ClearGov Client Success team is unparalleled in its ability to work individually with each client. I have not found that at any other company. No one does what ClearGov does, and they have really helped us do a better job."

Brandon Neish
Finance Director
City of Sweet Home, OR
Population: 10,000

Partnership Overview

The onboarding and ongoing use of the ClearGov platform is a shared responsibility between ClearGov and Clayton. While we have designed our processes to minimize complexity and put most of the work on our team of ClearGov experts, you play a very important part. ClearGov relies on you to send us the financial data that fuels our applications and to partner with us to make sure that data is presented exactly the way you'd like. While ClearGov has expertise on data science and municipal finance, you are the expert on the details of your data, and you have a unique perspective on the expectations and preferences of your key constituents.

Below is a list of key roles & responsibilities involved to ensure a smooth and expeditious onboarding process and a long-term return on your investment.

ClearGov Roles & Responsibilities

Role	Responsibilities
Client Success Manager (CSM)	• Your go-to person at ClearGov for activation, onboarding and more. • Activates account & product subscriptions. • The person to whom you should send all your data files. • With your input, develops and executes the onboarding plan and timeline. • Coordinates ClearGov resources to deliver the Scope of Work deliverables. • Monitors progress to ensure a timely and efficient launch. • Tracks, communicates, and expediently resolves all issues. • Communicates the availability of training and learning resources. • Answers questions and consults on best practices. • Generally available 9:00AM to 5:00PM Eastern, Monday through Friday (excluding holidays). Your CSM will inform you of his / her specific availability.
Data Onboarding Consultant	• Reviews the financial data files you send to ClearGov and, if needed, follows up with you regarding missing information or clarifying questions.

(DOC)	• Formats, uploads & maps (i.e. categorizes) initial set of financial data. • Leads Data Review calls and presents your data categorization. • Updates data mapping per your requests. • Uploads additional data supplied by you - either on an adhoc or regular basis (monthly, quarterly or annually).
Training Specialist	• Delivers regularly scheduled training webinars. • Develops pre-recorded videos, information sheets and Support Center articles. • Designs and delivers customized remote training sessions if needed.
Support Team	• A resource for end-users (e.g. contributors, requesters, reviewers) to get “how-to” questions answered. • An alternative resource for Admin users if your Client Success Manager is unavailable. • Can be reached via email: support@cleargov.com. • Available 9:00AM to 6:00PM Eastern, Monday through Friday (excluding holidays).

Clayton Roles & Responsibilities

Role	Responsibilities
Primary Contact	• Primary communication point with the ClearGov Client Success Manager. • Delivers the “Client Task” items (listed in the Scope of Work) in a timely manner. • Answers or coordinates answers to questions from ClearGov on a variety of topics (financial data, training, invoice payments) within 3 business days. • Schedules and attends meetings with Client Success Manager and ensures all individuals that need to participate attend.
Financial Data Exporter	• Exports financial data and account number key from your accounting or ERP system and emails to Client Success Manager.
Financial Data Reviewer	• Reviews financial data after it has been uploaded and categorized in ClearGov. • Provides feedback on financial data categorization and accuracy. • Approves launch of financial data.
Executive Sponsor	• Ensures everyone understands the goals of using ClearGov’s solutions. • Identifies and assigns resources to complete onboarding in a timely manner. • Serves as an escalation point if onboarding is not progressing or issues need to be resolved.
Admin User	• Has full permission to all ClearGov application functionality included with ClearGov subscription. (NOTE: ClearGov offers an unlimited number of Admin Users.) • Creates user accounts.
End User	• Has permission to specific ClearGov functionality consistent with the role. (NOTE: ClearGov offers an unlimited number of End Users.) • Typically is a department head, committee member or other reviewer.

The ClearGov onboarding process is designed to minimize complexity and resources required on your end. Formatting, uploading and categorizing your financial data requires the most effort and that task is completed by ClearGov. However, before we can begin working with your data, we need you to send it to us. And once we have it, we will need you to answer questions and review the final output to ensure that it meets your needs. The tables below outline the onboarding process, including the few actions that are your responsibility.

Onboarding Scope of Work

Service/Description	In Scope	ClearGov Task	Client Task
Account Activation: Create Client account and activate on start date specified in service order.	Access begins on service start date.	✓	
Project Management: Develop onboarding plan & timeline, coordinate ClearGov Client Success team, communicate status.	ClearGov CSM will oversee all project management.	✓	
Create User Logins: Admin Users can create End User logins, as well as additional Admin Users, and set permission/access levels. ClearGov will create the first Admin User; Client creates additional.	Unlimited Admin User and End User logins.	✓ Shared	
Data Export: Export revenue expense detail and account number structure from ERP/ accounting system. (See Data Requirements section for more details.)	3 to 20 years of data <i>ClearGov will provide detailed instructions</i>		✓
Data Onboard: ClearGov DOC will format, upload and categorize your financial data, based on files provided by you.	3 to 20 years of data, as provided by Client	✓	
Data Review: Review imported data for accuracy and to confirm that categorization supports your budget process. Provide change requests and approve when complete.	Timely review and feedback on onboarded data.		✓

Data Onboarding Requirements

ClearGov's Data Onboarding process is focused on getting your most complex data up and running on the ClearGov platform quickly and correctly. In a nutshell, this means your financial/budget data - both current and historical information. This data should be readily exportable from any accounting/ERP system. We have partnered with a few vendors to include an "Export to ClearGov" button in their solutions and for some others we can provide detailed export instructions. Your CSM will let you know what is available based on the accounting/ERP system you use. Your CSM will also provide you with a more detailed document explaining data requirements. The highlights are outlined below.

Data Onboarding Requirements by Product

The table below outlines the data that ClearGov will onboard for you to get your solution up and running. We will, of course, need you to send us this data, and ClearGov will do the heavy lifting to set it up to meet your needs in our platform. The ClearGov platform also provides automated workflow tools

that make it straightforward to add additional data and content, such as capital/personnel requests, budget book narrative, position data, etc. on an ongoing basis.

Product	Chart of Accounts	Revenue & Expenditure Data		Checkbook Detail
		Actual	Budgeted	
Operational Budgeting	✓	✓	✓	N/A
Personnel Budgeting	✓	N/A	N/A	N/A
Capital Budgeting	✓	N/A	N/A	N/A
Digital Budget Book	✓	✓	✓	N/A
Transparency	✓	✓	✓	✓

Data Onboarding Detail

Actual Revenues & Expenditures

- The majority of clients sent us 4 to 6 years, however, there is no limit
- By providing more years, trend charts will be more robust
- Current FY data is used as the basis to create the next FY budget.

Budgeted Revenue & Expenditures

- Current and upcoming
- Past years to display budget-to-actuals (optional)

Check Level Detail (ClearGov Transparency Only, Optional)

- If you wish to use the Open Checkbook feature in ClearGov Transparency
- Your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer

Line Item Detail File(s)

- Line-item level revenue and expense data. Depending on which accounting system you use, all years may be exported in one file or there may be a file created for each year.
- Each line item should include full account number, account description, fund and dollar amount. We will also need to know the associated fiscal year and if the line item is tied to revenue or expense.
- Depending upon which accounting system you're using, this is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- This is simply an explanation of your account number structure.
- An account number is made up of segments and for each segment we need to know its purpose (i.e. whether it refers to a fund, a department, an object, etc.).
- Most accounting systems enable you to run a report to generate this information. It's often called a Segment Report or Chart of Accounts. If yours does not, just let us know. The ClearGov data team has successfully uploaded data for hundreds of clients and will work with you to determine the best options.

How much data should we provide?

In short, it depends on which product(s) you plan to use:

- **Operational Budgeting:** Should provide budgeted data for the current fiscal year and any historical budgeted/actual data you would like to be able to view/compare when you are

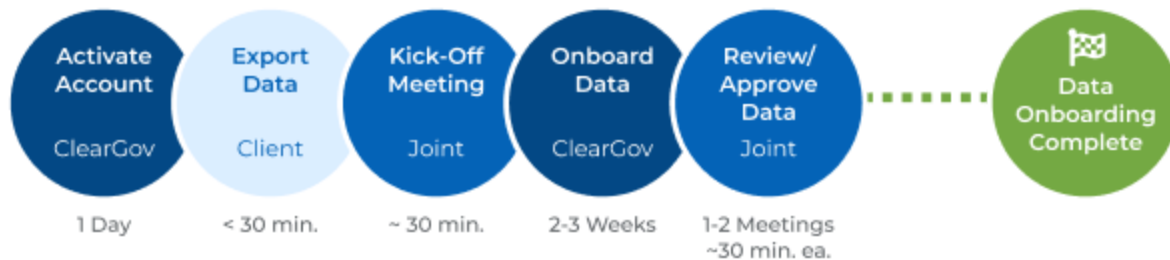
building your next budget. NOTE: The Forecasting module uses historical data to build forecasts, so the more historical data you provide, the better your forecasts will be.

- **Digital Budget Book:** Should provide budgeted and actual data for any fiscal year that you wish to present in your digital budget, typically 3-5 years.
- **Transparency:** Should provide any budgeted and actual data for fiscal years that you wish to present within your Transparency profile. Generally, we recommend presenting at least 4 years of data to be able to show trend analysis over time, but we can upload as many years as you provide.

Onboarding Process & Timeline

The following outlines a typical onboarding process and expected timelines - your ClearGov CSM will work with you to develop an onboarding plan that works for you.

Timeline Summary



Timeline Details

In the interest of full transparency, the complete data onboarding process can take a handful of weeks, depending on these key factors:

- The format of your data, i.e. the more structured your data the better
- The volume and complexity of your data
- ClearGov's current data onboarding backlog*
- How quickly you are able to send us your data and review/approve the results

The details are explained in the steps below, and the good news is the heavy lifting is all on ClearGov. In fact, during the entire onboarding process, **you should only need to spend a few hours here and there** to export, review and approve your data and attend some initial training. As you will see in the notes below, the most common delay to the process is coordinating schedules, so having a good calendar organizer on your end is the best way to optimize the process. **PLEASE NOTE:** Each step indicates the actions that Clayton needs to complete, and the expected effort required.

Step 1: Account Activation

When	• Occurs within one business day of your signed ClearGov Service Order.
Who	• ClearGov CSM is responsible for Account Activation
What	• ClearGov will create the initial Admin User login and schedule the activation of your subscriptions, based on the Service Start Date. • Your ClearGov CSM will contact you to provide an introduction and schedule the Kick-Off call (See Step 3). • As of your Service Start Date, you will have full access to the solutions included with your subscription and can immediately begin working with the features that do not require data onboarding, e.g. creating Project Pages; Department Dashboards; or Capital Request Forms; Custom Charts; Budget Book narrative pages; etc.

Step 2: Data Export

When	As soon as possible after the Service Order has been signed.
Who	ClearGov CSM will provide a data requirements document. Client (Financial Data Exporter) is responsible for exporting data from your accounting system/ERP and sending the file(s) to ClearGov.
What	- The data export process is usually fairly straight forward, depending upon which accounting system/ERP you are using. At this point, ClearGov has worked with just about all of them, so we may be able to provide tips and/or specific instructions. Effort: Generally speaking, this requires <30 minutes of effort.
Tips	NOTE: Although this can (and should) be a very quick step (minimal effort, as you can see), we sometimes encounter delays if the person responsible for data export is unavailable or uninformed about their role. Please note that the data onboarding process clearly cannot begin, until ClearGov receives the data and gets it into our queue. So, any delay at this step causes further delay down the line.

Step 3: Kick-Off Meeting

When	As soon as possible after the Service Order has been signed, ideally within 1 week.
Who	ClearGov CSM will schedule the Kick-Off meeting (to be held via conference call) Client: Recommended to have all key parties involved in this Kick-Off call, especially the Primary Contact; Data Exporter; Data Reviewer; and Executive Sponsor.
What	- Your CSM will review onboarding steps, deliverables and timelines. Your CSM will also review the Data Requirements document and answer questions. If you have already sent data files prior to the call, we may ask clarifying questions about your data. Effort: Kick-Off calls generally last about 30 minutes.
Tips	NOTE: The biggest challenge we typically face with the Kick-Off meeting is simply coordinating schedules. Ideally, we would like to have one person on the client side who is responsible for coordinating calendars, even if that person is not directly involved in the project, such as an Admin Assistant. Again, any delay at this stage has a trickle down effect on the rest of the schedule.

Step 4: Data Onboarding

When	Generally takes about 2 - 3 weeks from when ClearGov receives your data.
Who	ClearGov Client Success Team is responsible for onboarding and mapping of your data onto the ClearGov Platform.
What	During this step, a ClearGov DOC will onboard your data into the ClearGov platform and map it into a structure that is consistent with the chart of accounts you provide. You will have a chance to review and approve the data mapping in the next step.
Tips	NOTE: The data onboarding time varies based on the format, volume and complexity of your data as well as the current queue of Client activations.

Step 5: Data Review and Approval

When	Generally takes about a week after the data has been onboarded, primarily due to coordinating schedules for a data review call.
Who	ClearGov DOC is responsible for presenting the mapped data. Client (Data Reviewer) is responsible for reviewing the mapped data and specifying changes, as needed.
What	- In most instances, there is an Initial Data Review call (via video conference) followed by 1 or 2 follow up calls/emails, depending upon the complexity of the data and the number of changes/iterations requested. - Once the data has been approved, ClearGov will launch your data within the ClearGov platform and make it accessible to all applications included in your subscription Effort: The Initial Data Review call generally requires about 20 - 30 minutes, and follow up calls, if necessary, tend to clock in around 10 - 20 minutes each.
Tips	NOTE: Similar to the Kick-Off, the biggest challenge at this stage is simply coordinating calendars. We will do everything in our power to make ourselves available at your convenience, and simply ask that you schedule and commit to the review meetings as quickly as possible.

Step 6: User Training

When	Technically, training can occur at any time once the Service Order is signed. However, ClearGov recommends that training should happen right around the time that your data is onboarded, or very shortly thereafter.
Who	ClearGov CSM will make sure that you are aware of all training options. ClearGov Training Specialist will deliver training sessions, as scheduled. Client: Recommended to have all Admin and End Users participate in training sessions.
What	- All users may attend as many group training sessions as they wish and have unlimited access to pre-recorded videos, information sheets and Support Center articles. - If needed, ClearGov will design and deliver a customized remote training session - via video conference. Effort: Depending upon which ClearGov Suites are included in your subscription, training sessions usually run 45 - 90 minutes.
Tips	NOTE: Full access to training and learning materials is provided upon Account Activation in Step 1.

IMPORTANT: Launch Deadline Communication

If you have a critical deadline, please inform your Market Development Executive and/or your Client Success Manager. They will let you know if we can meet that deadline and what will be required to complete onboarding by that date.

*IMPORTANT: ClearGov Backlog Summary

Due to a recent spike in demand for ClearGov's solutions, we are in a **temporary backlog situation** with respect to our Data Onboarding process. We want to ensure that we are setting - and delivering on - proper expectations, so we have created a [Data Onboarding Schedule](#) site that provides an up-to-date summary of the current data onboarding backlog. We will onboard ClearGov customers on a first-come, first-served basis, based on the signature date of their Service Order. Please see the [Data Onboarding Schedule](#) site for more details and specific dates.

Training and Support

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training materials and support channels are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will share how to accomplish tasks, key insights and best practices to help you ramp quickly.



"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Training - Scope of Work

Service/Description	In Scope	ClearGov Task	Client Task
Admin User (Editor) Training: Training is delivered via webinars, video tutorials, information sheets and Support Center articles. Your ClearGov CSM will answer questions and provide advice as needed.	Unlimited access to all ClearGov training materials and group training sessions. One customized training session available upon request which can be recorded for future viewing.	✓	
End User (Contributor) Training: Training is delivered via webinars, video tutorials, information sheets and Support Center articles. ClearGov's Support Team will answer questions and provide advice as needed.	Unlimited access to all ClearGov training materials and group training sessions. One customized training session available upon request which can be recorded for future viewing.	✓	

Training Webinars

ClearGov delivers regularly scheduled training webinars for our Budgeting and Digital Budget Book solution. They typically last 30 to 45 minutes and questions from attendees are encouraged. Your CSM will provide you with instructions on how to register.

Support Center

All ClearGov users have access to a frequently updated online Support Center filled with how-to articles, video tutorials and information sheets. The ClearGov Support Center is easy to navigate and has a robust search engine to quickly find help on a specific topic.

Customized Training

Customized training sessions are available upon request and are tailored to your specific needs. A member of our training team will work with you to schedule a time that fits your calendar. ClearGov uses modern web conferencing services to conduct live training sessions and webinars remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.

Client Success Manager

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process. Your CSM will also be your primary point of contact after onboarding for all ongoing data updates, questions and issue resolution.

Our CSMs are committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response. You will also be provided an escalation path in the event that you are ever dissatisfied with your CSM's performance or you have a time-sensitive issue that needs immediate resolution. CSMs are generally available 9:00AM to 5:00PM Eastern, Monday through Friday (excluding holidays). Your CSM will inform you of his / her specific availability.

ClearGov Support Team

ClearGov's support team is a resource for End Users (e.g. department heads, reviewers) to get "how-to" questions answered. Support is also an alternative resource for Admin Users if your Client Success Manager is unavailable. The ClearGov Support Team can be reached by sending an email to support@cleargov.com.

Our Support Team is committed to responding to all inquiries within **one business day**, and in most cases, you will receive a same-day response. Support is available 9:00AM to 6:00PM Eastern, Monday through Friday (excluding holidays).

Product Enhancement Requests

We absolutely love hearing from Clients - especially when they have ideas that would make our products better. In fact, we meet weekly to go over all the feedback we've received to provide key input to our product roadmap. Many of the applications and features in ClearGov's solution are a direct result of client feedback. When you have a request for a product enhancement, please submit your idea(s) through our Support Center or inform your CSM and they will bring it up at our weekly meeting. We prioritize product enhancements primarily based on the number of clients who are requesting similar functionality, so we can't guarantee that your ideas will go to the top of the list, but we promise that we'll always listen, and we work hard to make 100% of our customers happy.

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for local governments. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications. Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code.
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple data centers to ensure redundancy and availability. With this in mind, ClearGov is hosted at the AWS data centers in North Virginia, Ohio, Northern California, and Oregon.

You can learn more about AWS data centers and security measures via the following link:

- <https://aws.amazon.com/security/?hp=tile>.

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly) , which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Onboarding section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: <https://aws.amazon.com/security/?hp=tile>. See Security Overview section above for more details.

Q. Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.

- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Q: Does the ClearGov platform support single sign-on functionality?

- A: Yes. ClearGov supports single sign-on functionality using Microsoft Azure Active Directory. We are happy to support other single sign-on platforms/APIs as well. Please just let us know what you need.

Operational Budgeting Questions

Q: With ClearGov's benchmarking intelligence module, how do we know we are comparing "apples to apples"?

- A: ClearGov consolidates and normalizes the fiscal data for all of the municipalities within your state into a standardized national chart of accounts in order to enable a direct apples-to-apples comparison. ClearGov also enables you to select the filter criteria that are most important to the comparison you're trying to make. For example, if you're comparing snow removal costs, you want towns with similar road miles, whereas if you're comparing public safety costs, you'll likely use population and average household income as your filters.

Q: Can I export from ClearGov Operational Budgeting into my ERP system?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP system.

Capital Budgeting Questions

Q: Are requests from the prior year carried over when you create a new budget?

- A: Yes, previously submitted requests (multi-year, partially funded or unfunded) from the prior year will be carried over to the new capital planning process. Any prior year requests that you do not want to include can be removed from the plan after you've started.

Q: Can we import prior year's requests?

- A: Yes, it is easy to import prior year's requests. Within ClearGov Capital Budgeting, you can download a template based on your request type. You simply add your requests to the template and upload them to ClearGov. Our Import tool has an easy 3-step guide to walk you through the process.

Q: Can we export the final Capital Budget that we create?

- A: Yes, you can export your Capital Budget to Excel or PDF. ClearGov's Capital Budgeting Report Builder serves up a handful of pre-built, common reports to streamline your reporting process, or you can create your own reports to export. Exported data can be uploaded to your ERP or accounting system.

Personnel Budgeting Questions

Q: We have a lot of employees, can we upload their data in bulk?

- A: Yes, it is easy to bulk import employees into our system. ClearGov generates a template that you can download and use to set up a simple bulk import of employees and information.

Q: Can we export the final Personnel Budget that we create?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP/Accounting system.

Digital Budget Book Questions

Q: Since the product is template-driven, won't every ClearGov Digital Budget Book look the same?

- A: No. While every ClearGov Digital Budget Book starts with the same core template, it's highly and easily customizable, so the final product will always be different. You can add your own images, chart colors, and endless content to make it your own.

Q: Can you guarantee that we will win a GFOA award?

- A: As we have designed and built the ClearGov Digital Budget Book, we have double-checked the GFOA guidelines every step of the way. We have also actively reviewed the solution with GFOA reviewers and members of the GFOA staff. With that said, we cannot guarantee that you will win an award, in part, because the narrative content is still up to you. In other words, all of the core components are included, but you still need to fill in the blanks in a way that meets with GFOA approval.

Q: I understand the benefits of digital, but I still need to produce a printed version. How will that work?

- A: You're not alone. Old habits die hard and paper is still a must-have for many local governments. In addition to presenting your budget book online, the ClearGov Digital Budget Book Suite includes functionality that enables users to create a .PDF, which can then be printed to generate a hard-copy of your budget book. Also, the Print-to-PDF functionality enables you to print specific sections of your budget book and/or the entire book.

Transparency Questions

Q: Where does ClearGov get its financial data?

- A: ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?

- A: ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
 1. ClearGov looks for municipalities with similar populations.
 2. ClearGov looks for municipalities with similar median home values as determined by census data.
 3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.
 4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.
- **NOTE:** As a ClearGov Transparency customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- A: On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that tells the story behind your numbers and provides additional context.

- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.
- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting “community activists”?

- A: It seems that every municipality has a small population of what we call “CAVE People” (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.



“I’ve enjoyed working with ClearGov. I really am impressed with how the products have been built. It’s amazing that they know very well what we need. Not many do.”

Will Fuentes, CPFO, MBA
Finance Director
Campbell, CA

January 3, 2022

Katherine Korsak
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

Dear Katherine,

ClearGov provides unique budgeting and transparency software solutions for local government agencies: towns, cities, school districts, special districts, etc. More than 500 customers have purchased the ClearGov platform via sole source. Specifically, this letter confirms that ClearGov, Inc. is the sole source provider for the following products:

- ClearGov Operational Budgeting
- ClearGov Capital Budgeting
- ClearGov Digital Budget Book
- ClearGov Transparency

All of these products are proprietary software solutions for which ClearGov, Inc. exclusively owns all intellectual property rights, and these products are protected by copyrights, trademarks and service marks. In addition, there are no agents or dealers authorized to represent any of these ClearGov products.

Furthermore, no other company offers this combination of functions:

- Ability to collaboratively build a budget via a single, shared online workspace
- Collaborative workflow to assign and track budget requests by department
- Ability to automatically generate a baseline budget based on last year's data
- Ability to add notes and supporting materials to any line item within the budget
- Integrated graphs provide visual feedback on budgeting process and historical trends
- Functionality to keep a thorough audit trail of all changes, comments and budget versions
- Functionality to create and customize multi-year forecasts, including what-if scenarios
- Ability to benchmark budget categories against any peer community within the state
- Workflow automation for collection personnel requests and changes
- A filterable dashboard summary of all personnel requests by type, department, etc.
- Workflow automation for collecting capital requests
- Personnel vacancy and furlough planning modules
- Collective bargaining scenario and what-if planning

- Multi-year personnel budget scenario planning
- Ability to customize multiple capital request forms
- A dashboard summary of all capital projects by type, department, funding source, etc.
- Capital request scoring and ranking
- A capital budget scenario planning module to analyze and optimize resources
- Capital improvement website module with timelines and public commentary
- Prepopulated and preformatted Digital Budget Book template
- Automatically populate Digital Budget Book - charts and graphs - with budget data
- Collaborative workflow to assign and track Digital Budget Book creation
- Automatic data updates throughout Digital Budget Book - in text, charts and graphs
- Ability to upload images, spreadsheets and other objects into Digital Budget Book pages
- Infographic fiscal transparency module to present agency financial data
- Ability to add commentary/context to any/all panels within the transparency profile
- Ability to display budget vs. actuals and provide regular updates
- Open checkbook functionality to provide transparency at the check-level detail
- Customizable department dashboard to communicate key performance metrics
- Robust report builder and chart builder functionality in all key modules
- Data that can be updated regularly, at customer's discretion
- ADA optimized, public-facing solutions
- AI driven data onboarding process
- And more...

We look forward to having the opportunity to work with you. Please let me know if you have any questions or require additional information.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Bryan A. Burdick".

Bryan A. Burdick
President, ClearGov, Inc.
bburdick@cleargov.com
(508) 298-8062

Examples of Local Governments Using ClearGov

Page, AZ - Open Checkbook, Digital Budget Book, Project, Dashboards, and more

- <https://page-az.cleargov.com>

City of Maplewood, MN - This is a good example of utilizing ClearGov's public-facing project portal:

- <https://cleargov.com/minnesota/ramsey/city/maplewood/projects>

City of Pismo Beach - ClearGov Digital Budget Book

- <https://city-pismo-beach-ca-budget-book.cleargov.com/3390/introduction/transmittal-letter>

Morgantown, WV - Uses Open Checkbook and Department Dashboards on the Transparency profile:

- <https://cleargov.com/west-virginia/monongalia/city/morgantown/checkbook>

Monte Sereno, CA - Uses ClearGov's Digital Budget Book

- <https://city-monte-sereno-ca-budget-book.cleargov.com/2803/introduction/transmittal-letter>

Martinez, CA - Uses ClearGov's Digital Budget Book

- <https://city-martinez-ca-budget-book.cleargov.com/2466/introduction/history-of-city>

Alpharetta, GA - Uses Open Checkbook to show detail down to the department and fund level detail

- <https://cleargov.com/georgia/fulton/city/alpharetta/checkbook>

Paradise, CA - Uses ClearGov to display Capital Projects online

- <https://www.townofparadise.com/recovery>



STAFF REPORT

TO: HONORABLE COMMITTEE MEMBERS

**FROM: REINA SCHWARTZ, CITY MANAGER
KATHERINE KORSAK, FINANCE DIRECTOR**

DATE: MARCH 7, 2022

SUBJECT: FY2021/22 MID-YEAR BUDGET REVIEW

RECOMMENDATION

Following staff report and presentation, staff recommends that the Committee receive the presentation on the FY2021/22 Mid-year Budget Review, provide feedback to staff and forward to City Council for formal action, including creation of a new fund, Fund 232, and transfer all American Rescue Plan Act funds to that fund.

BACKGROUND

Following a Public Hearing, on June 29, 2021 the City's Budget for fiscal year 2021/22 was adopted by the City Council on June 29, 2021. The adopted budget for the City's General Fund was balanced with projected revenues of \$5,185,450 and total operating expenditures of \$5,177,485. This resulted in an initial projected General Fund budgetary operating surplus of \$7,965.

DISCUSSION

For the six months ended December 31, 2021, revenues and expenditures were analyzed and projected through June 30, 2022, to determine if the City is currently on track to be within its 2021/22 adopted budget.

I. General Fund Revenues

Due primarily to a potential decrease in projected sales tax revenues, police permits and fees, planning service charges, fines and forfeitures, investment interest income and the Clayton Community Gym rental income General Fund revenues are anticipated to decrease by approximately **\$42,008** (Attachment 1) when compared to the adopted Budget. Staff recommends waiting until June 2022 to review actuals and make a recommendation on final anticipated revenue losses, which could be made up using American Rescue Plan Act (ARPA) monies.

II. General Fund Expenditures:

General Fund Legislative Department 01 projects expenditures to be on budget.

General Fund Administration Department 02 projects expenditures to be slightly over budget by **\$2,431** due mostly in part to the one-time recruitment fee of \$11,000 for the interim Finance Director (who was here from July 2021-October 2021). We have not completed the salary allocation for the administrative costs of the Clayton Cares Program. Once this is completed we should see additional savings in salary as a portion of the total projected salary plus benefits costs will be allocated to Clayton Cares.

General Fund Public Works Department 03 projects expenditures to be slightly under budget by **\$3,447**. However, there were additional cleaning costs due to the COVID-19 pandemic and HVAC repairs were slightly overbudget. There should be savings in other areas that will make up for these increased costs. However, it should be noted that all increased cleaning expenditures across all City departments and funds will be analyzed at year end for a recommendation to use American Rescue Plan dollars for these increased costs related to the pandemic.

General Fund Community Development Department 04 projects expenditures to be slightly under budget by **\$22,130** due to the hiring a new Community Development Director 3 months into the fiscal year. As a result, there are both salary and benefit savings.

General Fund General Services Department 05 projects expenditures to be slightly over budget by **\$15,647** due to slightly higher than expected insurance costs, unemployment insurance costs, OPEB retiree health contributions, new positive pay with Bank of America to protect our monies from fraud, and the implementation of a comprehensive update to the City's 1993 general administrative policies including an ongoing training and updating process.

General Fund Police Department 06 projects expenditures to be slightly over budget by **\$33,880** mostly in part due to projected greater than expected Police Overtime Costs of \$83,957. A savings in regular salaries helps to offset the increased overtime costs in the amount of \$45,784. The increase in overtime was a direct result of the pandemic and staff will be recommending use of ARPA funding. There are some savings in CalPERS Retirement Unfunded Liability due to the fact that most police officers are now PEPRAs rather than Classic employees and thus have lower retirement related costs.

General Fund Library Department 07 projects expenditures to be on budget.

General Fund Engineering Department 08 projects expenditures to be slightly higher than budget by **\$1,080** due to increased workload.

General Fund Community Park Department 09 projects expenditures to be less than the budget by **\$6,521** due to savings with the CalPERS Unfunded Liability also due to the fact that most employees are PEPRAs rather than Classic.

III. Other Governmental Fund Revenues and Expenditures

Landscape District (LMD) Fund 210: The Trails and Landscape Committee is meeting on March 7, 2022 to review the details of the 2021/22 mid-year budget for Fund 210. Revenues are currently on track at \$665,169 received through 12/31/2021 and will make the budgeted revenue of \$1,219,857. Expenditures are currently at 31% of the budgeted amount for the year.

American Rescue Plan Act (SLFRF) Funds – newly created Fund 232: Staff recommends creating a new fund, Fund number 232 to facilitate tracking of this federal award. These monies will be subjected to a single audit. Currently this grant resides in Fund 230 and project codes are used to tag the revenue and expenses associated with it. The use of a standalone fund will make it easier to use multiple project codes and track the revenue and expenses more effectively in the accounting system. Attachment 5 is a breakdown of the current details. The City will receive an additional \$1,467,024 around July of 2022. To date we have used \$678,142.24, \$420,000 in the Clayton Cares Community Loan/Grant program and \$232,000 in Essential Worker Pay for City Employees. Staff will return to the City Council with a recommendation closer to fiscal year end to allocate use of these funds for lost revenue directly caused by the pandemic and increased expenditures, also directly caused by the pandemic.

Rainy Day Fund 110: The Rainy Day Fund started the fiscal year with a beginning balance of \$177,496. This fiscal year there have been two council approved resolutions (#52-2021 and 13-2022) directing the use of these funds for police radios and for polling for the possible tax measure. Total ending fund balance is projected to be \$113,971.

FISCAL IMPACT

The actions recommended to the City Council by staff as outlined above will have the following fiscal impacts if ultimately approved:

Recommendation in the month of June/July 22 to appropriate funds from the American Rescue Plan Act Grant for lost revenue directly caused by the pandemic and increased expenditures, also directly caused by the pandemic.

- Attachment 1: General Fund Revenues
- Attachment 2: General Fund Departmental Operating Budget Expenditure Summary Level
- Attachment 3-11: Details of Expenditures by Department
- Attachment 12: American Rescue Plan Act Summary YTD
- Attachment 13: Rainy Day Fund Summary

CITY OF CLAYTON PROPOSED GENERAL FUND REVENUE BUDGET
Mid Year Budget 2021-22

Description	Account Number	Actual Prior Year Revenue 2020-21	Budgeted Revenue 2021-22	Actuals Through 12-31-2021	Projected Revenue 2021-22	Variance 2021-22 Budget vs. Projected Actual
Secured Property Taxes:						
Property Taxes In-Lieu of VLF	4100	1,093,525	1,137,266	566,176	1,137,266	-
Property Taxes - Secured	4101	964,432	992,164	546,101	992,164	-
RPTTF Distribution	4108	447,771	464,424	243,908	464,424	-
Total Secured Property Taxes		2,505,728	2,593,854	1,356,185	2,593,854	-
						-
Property Taxes - Unsecured	4102	43,102	40,000	36,068	40,000	-
Property Taxes - Unitary Tax	4103	15,048	15,349	9,047	16,449	1,100
Property Taxes - Supplemental	4104	24,831	2,300	5,099	39,223	36,923
Property Taxes - Other	4106	8,975	9,100	-	9,100	-
Sales and Use Tax	4301	510,029	585,965	222,444	585,965	-
Real Property Transfer Tax	4502	125,221	112,000	63,414	112,000	-
Business Licenses	5101	90,872	150,000	133,984	150,000	-
CCC Building Permit Remit Fees	5103	81,134	80,000	42,576	80,000	-
Engineering Service Fees	5106	6,407	5,457	5,062	5,457	-
Public Safety Allocation	5201	99,966	103,531	38,088	103,722	191
Abandoned Veh Abate (AVA)	5202	6,385	5,600	1,352	5,600	-
Motor Vehicle In-Lieu	5203	8,315	8,320	13,017	13,017	4,697
Other In-Lieu of Taxes	5205	171,029	174,389	87,249	174,497	108
POST Reimbursements	5214	4,145	6,000	1,879	6,000	-
State Mandated Cost Reimbursement	5217	2,620	-	-	-	-
Planning Permits/Fees	5301	10,903	11,115	6,415	11,115	-
Police Permits/Fees	5302	7,242	20,000	4,737	12,000	(8,000)
City Hall Rental Fees	5303	-	200	-	200	-
Planning Service Charges	5304	41,367	48,000	4,962	20,000	(28,000)
Well Water Usage Charge	5306	7,725	6,000	1,930	6,000	-
Misc. City Services	5319	52	100	108	108	8
Fiduciary Funds Administration	5322	271,471	272,151	-	272,151	-
Franchises - Comcast Cable	5401	198,606	204,400	104,330	208,616	4,216
Franchises - Garbage Fees	5402	211,855	216,000	106,625	216,000	-
Franchises - PG&E	5403	139,858	140,000	-	140,000	-
Franchises - Equilon Pipe	5404	17,006	17,193	17,892	17,892	699
AT&T Mobility Franchise Fees	5405	25	100	-	100	-
Fines and Forfeitures	5501	33,487	32,800	12,391	24,782	(8,018)
Interest	5601	113,321	86,000	13,199	52,796	(33,204)
Park Use Fee	5602	11,722	14,000	9,129	18,258	4,258
Meeting Room Fee	5603	318	3,000	1,877	3,754	754
Inv. Premium/Discount	5605	-	-	-	-	-
Unrealized Inv. Gain/Loss	5606	(50,967)	-	-	-	-
Cattle Grazing Lease Rent	5608	10,526	10,710	10,710	10,710	-
Cell Tower Lease Rent	5609	36,627	37,587	18,724	37,587	-
Clayton Community Gymnasium Rent	5613	5,900	18,600	-	-	(18,600)
Reimbursements/Refunds	5701	-	1,000	-	1,860	860
CCLF Contributions	5703	-	-	6,743	-	-
Other Revenues	5790	53,207	8,000	5,944	8,000	-
Overhead Cost Recovery	5791	16,086	11,000	-	11,000	-
Tfr From Grants Fd for Eligible Recycling	6019	14,814	10,000	10,000	10,000	-
Admin Expense Recovery:					-	-
Measure J Fund	6002	4,890	5,076	5,076	5,076	-
HUTA Gas Tax Fund	6004	8,150	8,460	8,460	8,460	-
Neighborhood Street Lights Fund	6005	12,530	13,006	13,006	13,006	-
GHAD Fund	6006	7,870	8,169	8,169	8,169	-
Landscape Maintenance CFD Fund	6007	39,190	40,679	40,679	40,679	-
The Grove Park CFD Fund	6011	7,970	8,273	8,273	8,273	-
Stormwater Assessment Fund	6016	40,430	41,966	41,966	41,966	-
Total Revenues		4,975,988	5,185,450	2,476,809	5,143,442	(42,008)

**GENERAL FUND DEPARTMENTAL OPERATING BUDGETS
SUMMARY**

DEPARTMENT	20/21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected	2020-21 Variance Budget vs. Projected
LEGISLATIVE	52,922	63,471	27,849	63,471	0
ADMIN / FINANCE / LEGAL	1,004,993	1,055,988	575,734	1,058,419	(2,431)
PUBLIC WORKS	185,454	201,462	102,636	198,015	3,447
COMMUNITY DEVELOPMENT	290,223	343,416	150,673	321,313	22,103
GENERAL SERVICES	208,892	252,597	225,663	268,244	(15,647)
POLICE	2,354,213	2,689,035	1,480,347	2,722,915	(33,880)
LIBRARY	98,874	127,181	47,282	127,181	0
ENGINEERING	146,202	137,835	59,523	138,915	(1,080)
COMMUNITY PARK	174,151	306,500	92,539	299,979	6,521
TOTAL	4,515,924	5,177,485	2,762,246	5,198,452	(20,967)

City of Clayton
Legislative Department 01
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7115	City Council Comp	28,200	28,200	14,534	28,200
7220	PERS Retirement - Normal Cost	251	-		-
7221	PERS Retirement - Unfunded Liability	2,767	-		-
7231	Workers Comp Insurance	1,093	956	1,582	956
7232	Unemployment Insurance	-	1,748	-	1,748
7233	FICA Taxes	2,012	2,157	1,079	2,157
7321	Printing and Binding	-	300	-	300
7324	Dues and Subscriptions	11,351	13,660	4,489	13,660
7362	City Promotional Activity	5,646	4,500	5,565	4,500
7363	Business Meeting Expense	-	250	-	250
7372	Conferences/Meetings	1,500	1,700	-	1,700
7373	Education & Training	-		600	-
7382	Election Services	332	-	-	-
7413	Legal Services	-	-		-
7419	Other Prof. Services	(230)	10,000	-	10,000
Total Operating Expenditures		52,922	63,471	27,849	63,471

City of Clayton
Admin / Finance / Legal Department 02
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7111	Salaries/Regular	589,797	622,698	301,337	617,865
7112	Temporary Salaries	-	-		
7218	LTD/STD Insurance	5,376	5,191	2,156	4,674
7219	Deferred Compensation Retirement	2,585	4,800	2,400	7,200
7220	PERS Retirement - Normal Cost	60,762	60,278	28,239	60,063
7221	PERS Retirement - Unfunded Liability	58,664	77,368	74,794	74,794
7231	Workers Comp Insurance	23,205	21,107	19,103	21,107
7232	Unemployment Insurance	-	2,604	-	2,604
7233	FICA Taxes	14,752	9,029	4,691	9,382
7241	Auto Allowance/Mileage	8,755	9,540	4,470	9,540
7246	Benefit Insurance	90,336	88,388	40,376	80,751
7301	Recruitment/Pre-employment		-		
7324	Dues and Subscriptions	454	2,278	1,894	2,278
7332	Telecommunications	6,774	6,860	3,355	6,710
7371	Travel	-	100	-	100
7372	Conferences/Meetings	654	1,225	3,329	3,329
7373	Education and Training	387	6,500	(296)	6,500
7389	Miscellaneous		-	11,006	2,500
7411	Legal Services Retainer	81,197	73,332	32,295	73,332
7413	Special Legal Services	14,352	6,000	3,010	6,000
7414	Auditing and Financial Reporting Services	29,262	39,350	11,822	39,350
7415	Computer/IT Services	-	-	7,049	-
7419	Other Prof. Services	17,651	19,340	24,704	30,340
7481	Bank Service Charge	30	-	-	-
Total Operating Expenditures		1,004,993	1,055,988	575,734	1,058,419
	Capital Outlay & Other One Time Expenditures				
7485	Capital Outlay	-	-		
8111 (00)	Transfer to Pension Stabilization Fund	-	-		
	Total Capital Outlay & Other One Time Exp.	-	-	-	-
	Total Expenditures	1,004,993	1,055,988	575,734	1,058,419

City of Clayton
Public Works Department 03
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7111	Salaries/Regular	20,253	27,738	3,436	27,738
7112	Temporary Help	663	1,122	-	1,122
7113	Overtime	830	1,000	323	1,000
7218	LTD/STD Insurance	197	240	19	240
7220	PERS Retirement - Normal Cost	1,799	2,563	231	2,563
7221	PERS Retirement - Unfunded Liability	926	3,446	24,125	3,446
7231	Workers Comp Insurance	1,312	1,053	953	1,053
7232	Unemployment Insurance	-	340	-	340
7233	FICA Taxes	106	503	2	503
7246	Benefit Insurance	3,792	5,018	419	5,018
7301	Recruitment/Pre-employment	190	500	363	500
7311	General Supplies	6,635	10,000	3,261	10,000
7331	Rentals/Leases	-	-	129	129
7332	Telecommunications	5,107	4,915	2,023	4,915
7335	Gas & Electric Serv.	47,346	47,000	20,414	47,000
7338	Water Service	15,711	20,000	9,440	20,000
7340	Traffic Safety Supplies	-	-	10	10
7341	Buildings & Grounds Mtn	7,736	15,250	10,538	15,250
7342	Machinery/ Equip Maint.	7,011	1,750	22	1,750
7343	Vehicle Maintenance	785	1,500	249	1,500
7344	Vehicle Gas, Oil, and Supplies	973	1,100	156	1,100
7346	HVAC Mtn & Repairs	31,874	12,000	13,451	13,451
7347	Deferred Mtn Projects	675	-	-	-
7373	Education and Training	675	2,000	2,280	2,000
7411	Legal Services Retainer	88	1,164	155	1,164
7417	Janitorial Services	13,331	12,500	7,731	15,463
7419	Other Prof. Services	0	-	-	-
7429	Animal/Pest Control Services	1,956	2,760	859	2,760
7435	Contract Seasonal Labor	488	3,000	2,047	3,000
7440	Tree Trimming Services	4,995	5,000	-	5,000
7486	CERF Charges/Depreciation	10,000	10,000	-	10,000
NEW	Dog Park Operating Costs	-	8,000	-	-
Total Operating Expenditures		185,454	201,462	102,636	198,015

City of Clayton
Community Dev Department 04
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7111	Salaries/Regular	184,689	199,274	82,632	187,382
7112	Temporary Salaries		-		
7113	Overtime	-	-		
7115	Planning Commission Comp	6,960	7,200	1,440	7,200
7218	LTD/STD Insurance	1,258	1,728	484	1,728
7220	PERS Retirement - Normal Cost	16,760	21,554	8,323	18,998
7221	PERS Retirement - Unfunded Liability	19,568	24,759	23,935	24,759
7231	Workers Comp Insurance	7,800	6,755	6,114	6,755
7232	Unemployment Insurance	-	868	-	868
7233	FICA Taxes	2,008	2,889	892	2,889
7241	Auto Allowance/Mileage	3,185	4,140	1,327	3,397
7246	Benefit Insurance	26,819	37,619	10,053	30,707
7323	Books/Periodicals	-	200	-	200
7324	Dues and Subscriptions	-	950	-	950
7332	Telecommunications	705	700	335	700
7371	Travel	3,000	500	-	500
7372	Conferences/Meetings	-	1,500	27	1,500
7373	Education and Training	1,099	2,000	-	2,000
7380	Recording Fees	-	500	-	500
7384	Legal Notices	841	2,000	1,171	2,000
7411	Legal Services Retainer	9,179	23,280	3,450	17,790
7413	Special Legal Services	333	5,000	10,490	10,490
7419	Other Professional Services	6,019	-	-	-
	Total Operating Expenditures	290,223	343,416	150,673	321,313
	Capital Outlay & Other One Time Expenditures				
7419	Prof. Svc. - Open Space Studies				
7485	Capital Outlay	-			-
	Total Capital Outlay & One Time Expenditures	-	-	-	-
	Total Expenditures	290,223	343,416	150,673	321,313

City of Clayton
General Services Department 05
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7232	Unemployment Insurance	7,856		1,511	1,511
7247	OPEB Expense	15,228	15,100	7,722	17,109
7301	Recruitment/Pre-employment	460	30,000	21,087	21,087
7312	Office Supplies	3,373	8,000	5,437	8,000
7314	Postage	2,392	4,500	1,500	4,500
7321	Printing and Binding	1,002	1,500	677	1,500
7331	Rentals/Leases	17,780	16,438	10,720	18,310
7332	Telecommunications	4,633	5,000	2,798	4,739
7351	Insurance Premiums	127,359	145,349	150,141	150,141
7364	Employee Recognition	578	1,500	1,351	1,500
7381	Property Tax Admin Cost	9,023	9,300	140	9,300
7415	Computer/IT Services	(2,500)	-		
7419	Other Prof. Services	15,355	10,800	17,498	22,962
7420	Merchant Fees	6,353	5,110	5,081	7,585
Total Operating Expenditures		208,892	252,597	225,663	268,244
Capital Outlay & Other One Time Expenditures					
7419	Prof. Svc. - Digital Img. & Searchable Muni Code				
Total Expenditures		208,892	252,597	225,663	268,244

City of Clayton
Police Department 06
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected Budget
7111	Salaries/Regular	1,026,721	1,205,892	569,529	1,160,108
7112	Temporary Help	-	-		
7113	Overtime	131,663	100,000	108,197	183,957
7116	Part-time Salaries	-	6,125	2,169	6,125
7218	LTD/STD Insurance	7,538	10,455	4,514	10,455
7219	Deferred Compensation Retirement	2,700	2,700	1,350	2,700
7220	PERS Retirement - Normal Cost	152,410	176,439	79,376	176,439
7221	PERS Retirement - Unfunded Liability	199,180	243,966	235,850	235,850
7231	Workers Comp Insurance	44,163	41,082	37,182	41,082
7232	Unemployment Insurance	-	5,588	-	5,588
7233	FICA Taxes	17,296	19,404	9,772	19,404
7241	Auto Allowance/Mileage	4,800	4,800	2,400	4,800
7242	Uniform Allowance	9,000	9,000	11,400	11,400
7246	Benefit Insurance	162,120	168,962	75,877	162,223
7301	Recruitment/Pre-employment	4,436	5,000	8,859	8,859
7311	General Supplies	8,558	17,000	9,414	17,000
7312	Office Supplies	3,873	5,000	2,028	5,000
7313	Small Tools & Equipment	-	-	327	-
7314	Postage	274	100	253	527
7323	Books and Periodicals	284	400	-	253
7324	Dues and Subscriptions	11,242	10,200	10,029	10,029
7325	EBRCSA system user fee	10,077	10,800	11,540	11,540
7332	Telecommunications	15,220	20,000	7,576	20,000
7342	Machinery/ Equip Maint.	605	2,000	314	2,000
7343	Vehicle Maintenance	22,046	30,000	6,170	30,000
7344	Vehicle Gas, Oil, and Supplies	30,071	40,000	17,965	40,000
7345	Office Equip. Maint. & Repairs	2,018	3,200	1,123	3,200
7363	Business Meeting Expense	-	200	-	200
7364	Employee Recognition	-	200	-	200
7365	Volunteer Appreciation	-	-	-	
7371	Travel	-	-		
7373	Education and Training	10,381	15,000	5,376	15,000
7408	Crossing Guard Services	(1,813)	28,000	10,928	28,000
7411	Legal Services Retainer	8,723	11,640	5,726	11,640
7413	Special Legal Services	15,957	5,000	6,598	6,598
7417	Janitorial Services	4,082	3,000	1,350	3,000
7419	Other Prof. Services	7,482	4,000	839	4,000
7424	Dispatch Services	293,027	307,755	179,479	307,678
7425	Lab Fees	5,658	10,000	9,578	10,000
7426	Jail Booking Fee	-	5,500	-	5,500
7427	Cal ID Services	13,290	13,000	-	13,582
7429	Animal/Pest Control Services	76,264	75,627	38,489	76,978
7433	Integrated Justice System (ACCJIN + ARIES)	11,173	12,000	8,770	12,000
7438	Parking Enforcement - Regency Drive	-	-	-	-
7486	CERF Charges/Depreciation	43,694	60,000	-	60,000
	Total Operating Expenditures	2,354,213	2,689,035	1,480,347	2,722,915
	Capital Outlay & Other One Time Expenditures				
7485	Capital Outlay	-	-		
7419	Professional Services - DOJ Data Connect	-	-		
	Total Capital Outlay & Other One Time Exp.	-	-	-	-
	Total Expenditures	2,354,213	2,689,035	1,480,347	2,722,915

City of Clayton
Library Department 07
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7111	Salaries/Regular	1,698	7,925	472	7,925
7112	Temporary Help		-		-
7113	Overtime		-		-
7218	LTD/STD Insurance	22	69	4	69
7220	PERS Retirement - Normal Cost	160	732	48	732
7221	PERS Retirement - Unfunded Liability	182	985	65	985
7231	Workers Comp Insurance	296	269	243	269
7232	Unemployment Insurance	-	52	-	52
7233	FICA Taxes	29	115	7	115
7246	Benefit Insurance	252	1,434	60	1,434
7311	General Supplies	0	-		
7332	Telecommunications	2,398	2,500	2,537	2,500
7335	Gas & Electric Serv.	56,434	58,000	22,610	58,000
7338	Water Service	2,339	2,300	1,071	2,300
7341	Buildings & Grounds Maintenance	9,196	14,300	3,770	14,300
7343	Vehicle Maintenance	58	500	79	500
7344	Vehicle Gas, Oil, and Supplies	84	500	32	500
7346	HVAC Mtn & Repairs	3,537	8,500	2,414	8,500
7413	Legal Services	-			
7417	Janitorial Services	7,278	20,000	11,728	20,000
7423	Extra & Sunday Operating Hours	11,344	-	-	-
7429	Animal/Pest Control Services	1,572	2,000	822	2,000
7435	Contract Seasonal Labor		2,000	1,272	2,000
7440	Tree Trimming Services	1,995	5,000	-	5,000
	Total Operating Expenditures	98,874	127,181	47,282	127,181

City of Clayton
Engineering Department 08
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7324	Dues and Subscriptions	3,319	3,300	299	3,300
7410	Professional Engineering Services	123,369	127,051	51,160	127,051
7411	Legal Services Retainer	13,822	6,984	8,064	8,064
7412	Engineering Inspections	-		-	
7419	Other Professional Services	899	500	-	500
		4,793			
	Total Operating Expenditures	146,202	137,835	59,523	138,915
	Capital Outlay & Other One Time Expenditures				
7419	Prof. Svc. - Local Hazard Mitigation Plan				
7485	Capital Outlay				
8111	Transfer to CIP Fd - Green Infrastructure Plan				
	Total Capital Outlay & Other One Time Exp.	-	-	-	-
	Total Expenditures	146,202	137,835	59,523	138,915

City of Clayton
Community Park Department 09
Mid Year Budget 2021-22

Account Number	Account Name	2020-21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7111	Salaries/Regular	56,804	55,477	14,171	55,477
7112	Temporary Help	3,137	3,978	-	3,978
7113	Overtime	882	2,000	612	2,000
7218	LTD/STD Insurance	552	481	110	481
7220	PERS Retirement - Normal Cost	5,096	5,125	1,353	5,125
7221	PERS Retirement - Unfunded Liability	5,802	6,893	1,926	1,926
7231	Workers Comp Insurance	2,521	2,229	2,017	2,229
7232	Unemployment Insurance	-	923	-	-
7233	FICA Taxes	1,249	1,138	253	507
7246	Benefit Insurance	9,299	10,036	2,598	10,036
7307	Irrigation Supplies	4,303	5,000	-	5,000
7311	General Supplies	3,814	9,300	1,154	9,300
7331	Rentals/Leases	-	-	1,256	-
7335	Gas & Electric Serv.	2,241	2,100	37,228	2,100
7338	Water Service	32,177	134,700	4,098	134,700
7341	Buildings/Grounds Maintenance	12,080	10,500	543	10,500
7342	Equipment Maintenance	-	5,000	-	5,000
7343	Vehicle Maintenance	1,978	2,500	1,308	2,500
7344	Vehicle Gas, Oil, and Supplies	2,718	3,500	908	3,500
7417	Janitorial Services	10,258	13,600	6,480	13,600
7429	Animal/Pest Control Services	5,228	9,020	614	9,020
7435	Contract Seasonal Labor	6,017	11,000	3,910	11,000
7440	Tree Trimming Services	7,995	12,000	12,000	12,000
Total Operating Expenditures		174,151	306,500	92,539	299,979

City of Clayton
American Rescue Plan Act
Mid Year Budget 2021-22

Account Number	Account Name	20/21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7312	Office Supplies		-	775	1,500
7419	Other Professional Services			20,600	30,000
7700	Clayton Cares			420,000	720,000
7111	Essential Worker Pay			232,432	232,432
7111	Clayton Cares Salary Allocation from Administration			-	-
7232	Unemployment		-	971	971
7233	FICA		-	3,364	3,364
	Total Expenditures	-	-	678,142	988,267
5287	American Rescue Plan Act		-	1,467,024	1,467,024
5601	Interest				
5606	Unrealized Inv. Gain/Loss				
		-			
			-	-	
	Total Revenue	-	-	1,467,024	1,467,024
	Increase (Decrease) in Fund Balance	-	-	788,882	478,757
	Beginning Fund Balance	-	-	-	-
	Ending Fund Balance	-	-	788,882	478,757

City of Clayton
Rainy Day Fund Fund 110
Mid Year Budget 2021-22

Account Number	Account Name	20/21 Actual	2021-2022 Adopted Budget	2021-2022 Actual 12/31/2021	2021-2022 Projected
7111	Completion of Prior City Manager Contractual Obligation	118,773	-	-	
7382	Election Services - November 2020 City Council Election	9,835		-	
7408	Crossing Guard Services - Additional (3rd) Crossing Guard at School	4,200		-	
7417	Janitorial Service - Additional Covid 19 Costs	2,500		-	
7419	Survey for Tax Measure				30,000
7486	CERF Charges - Police Radios			33,525	33,525
7486	CERF Charges - Additonal Police Vehicle	16,306	-	-	
8111	Transfer to CIP	330,000			
Total Expenditures		481,614	-	33,525	63,525
5601	Interest	827	3,000		
5606	Unrealized Inv. Gain/Loss	3,193			
6001	Transfer from General Fund - 6/30/19 Operational Excess	-			
6001	Transfer from General Fund - Remaining Green Infrastructure Allocation	-			
6001	Transfer from General Fund - 6/30/20 Operational Surplus	655,090	-	-	
Total Revenue		659,110	3,000	-	-
Increase (Decrease) in Fund Balance		177,496	3,000	(33,525)	(63,525)
Beginning Fund Balance		-	-	177,496	177,496
Ending Fund Balance		177,496	3,000	143,971	113,971