



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** August 26, 2025

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Approval of Contract with ClearGov for Electronic Budget Development and Management Services

**CEQA:** Not applicable.

## BACKGROUND

During recent budget development discussions, the City Council directed staff to pursue a consultant or software provider to enhance the City's budget process through the implementation of electronic budgeting and management tools. The Council further included funding for this purpose in the Fiscal Year 2025–26 Adopted Budget.

ClearGov provides a comprehensive budgeting and financial transparency platform that assists municipalities in developing, managing, and publishing operating and capital budgets, as well as producing interactive digital budget books. These tools will improve efficiency, accuracy, and transparency in the City's budget development process.

## Discussion

Staff evaluated available providers of municipal budget management systems and identified ClearGov as a best-fit solution for the City of Del Rey Oaks. ClearGov's "Civic Edition" suite includes:

- **ClearGov Base Platform** – a centralized platform for budget management and reporting.
- **Operational Budgeting** – supports multi-year operating budget development with forecasting tools.
- **Capital Budgeting** – streamlines planning and management of capital improvement projects.
- **Digital Budget Book** – generates an interactive, web-based budget book to enhance communication with residents and stakeholders.

The onboarding process will begin upon approval of the contract and will include training for City staff, financial data integration, and creation of the City's first interactive digital budget book for FY 2026–27.

The adoption of ClearGov's budgeting platform will provide the City with modern, efficient, and transparent tools for budget development and management. This aligns with the Council's direction to improve fiscal planning and public engagement.

### **Fiscal Impacts**

The Fiscal Year 2025–26 Adopted Budget includes funding to support the ClearGov contract.

The contract includes:

- A one-time setup and onboarding fee of \$3,000 (after bundled discounts).
- An annual subscription fee of \$11,000, billed in advance each year of the initial three-year term (FY 2025–26 through FY 2027–28).
- A 3% annual increase in subscription fees during the initial term, with 6% per year thereafter.
- A 30-day satisfaction guarantee allowing the City to terminate with a full refund if services are not satisfactory.

### **Recommendation**

It is recommended that the City Council approve and authorize the City Manager to execute the contract with ClearGov, Inc. for electronic budget development and management services in the amount of \$3,000 for a one-time setup fee and \$11,000 annually for subscription services, with a 3% annual increase during the initial contract term.

### **Attachments**

- ClearGov Service Order Agreement (signed)

Respectfully submitted,

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John Guertin  
City Manager



2 Mill & Main; Suite 630; Maynard, MA 01754

# Service Order

<b>Created by</b>	Ryan Wilson
<b>Contact Phone</b>	(901) 937-9735
<b>Contact Email</b>	rwilson@cleargov.com

<b>Order Date</b>	Apr 16, 2025
<b>Order valid if signed by</b>	<b>Jun 13, 2025</b>


Customer Information					
<b>Customer</b>	City of Del Rey Oaks	<b>Contact</b>	John Guertin	<b>Billing Contact</b>	
<b>Address</b>	650 Canyon Del Rey Blvd	<b>Title</b>	City Manager	<b>Title</b>	
<b>City, St, Zip</b>	Del Rey Oaks, CA 93940	<b>Email</b>	jguertin@delreyoaks.org	<b>Email</b>	
<b>Phone</b>	(831) 394-8511			<b>PO # (If any)</b>	


The Services you will receive and the Fees for those Services are...		
Set up Services		Tier/Rate
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 0
ClearGov Setup: Bundle Discount - Discount for bundled solutions		Tier 0
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>		<b>\$ 3,000.00</b>
Subscription Services		Tier
ClearGov Base Platform - Civic Edition		Tier 0
ClearGov Operational Budgeting - Civic Edition		Tier 0
ClearGov Capital Budgeting - Civic Edition		Tier 0
ClearGov Digital Budget Book - Civic Edition		Tier 0
Bundle Discount: Micro-Tier Bundle		Tier 0
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 11,000.00</b>

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
<b>Setup</b>	Jul 1, 2025	Jul 1, 2025	ClearGov Setup Services
<b>Initial</b>	Jul 1, 2025	Jun 30, 2028	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Jul 1, 2025	\$3,000.00	One Time Setup Fee
Jul 1, 2025	\$11,000.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
Billing Terms and Conditions		
<b>Valid Until</b>	<b>Jun 13, 2025</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Initial Period Rate Increase</b>	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
<b>Rate Increase</b>	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an <b>"Annual Term"</b> ), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
<b>Signature</b>	
<b>Name</b>	John Guertin
<b>Title</b>	City Manager

ClearGov, Inc.	
<b>Signature</b>	
<b>Name</b>	Bryan A. Burdick
<b>Title</b>	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

Customer Upgrades (ClearGov internal use only)			
<b>This Service Order is a Customer Upgrade</b>	No	<b>If Yes: Original Service Order Date</b>	

# Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

## ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
  - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
  - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
  - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
  - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

## Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
  - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
  - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.



## Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

**Document name:** ClearGov SO for Del Rey Oaks - Basic '25 (1) (1)  
**Document created:** 05/30/2025 15:05:54  
**Document pages:** 3  
**Document ID:** 6f6204e150ab475f9d1ef2e7298df80014676714  
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**Sender:** rwilson@cleargov.com  
**Signers:** bburdick@cleargov.com  
**CC:** serviceorders@cleargov.com

Client	Event	By	Server Time	Client Time	IP Address
SignNow Web Application	Uploaded the Document	rwilson@cleargov.com	05/30/2025 15:05:55 pm UTC	05/30/2025 15:05:51 pm UTC	24.147.255.130
SignNow Web Application	Viewed the Document	rwilson@cleargov.com	05/30/2025 15:06:00 pm UTC	05/30/2025 15:06:00 pm UTC	24.147.255.130
SignNow Web Application	Document Saved	rwilson@cleargov.com	05/30/2025 15:06:21 pm UTC	05/30/2025 15:06:21 pm UTC	24.147.255.130
SignNow Web Application	Invite Sent to: bburdick@cleargov.com	rwilson@cleargov.com	05/30/2025 15:06:30 pm UTC	05/30/2025 15:06:28 pm UTC	24.147.255.130
SignNow Web Application	Viewed the Document	bburdick@cleargov.com	05/30/2025 15:23:19 pm UTC	05/30/2025 15:23:19 pm UTC	98.110.245.96
SignNow Web Application	Viewed the Document	bburdick@cleargov.com	05/30/2025 15:23:27 pm UTC	05/30/2025 15:23:19 pm UTC	192.232.16.69
SignNow Web Application	Signed the Document	bburdick@cleargov.com	05/30/2025 15:28:09 pm UTC	05/30/2025 15:28:09 pm UTC	98.110.245.96
SignNow Web Application	Document Saved	bburdick@cleargov.com	05/30/2025 15:28:09 pm UTC	05/30/2025 15:28:09 pm UTC	98.110.245.96