



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

## **PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE  
DATE: June 6, 2024  
TIME: 6:30 p.m.  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street  
via remote conference or in-person for participants and public

- 1) CALL TO ORDER AND ROLL CALL
- 2) NEW BUSINESS
  - a) Resolution 2024-15 Clear Gov
- 3) ADJOURNMENT

Jeanne Ritter  
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 05/30/2023

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.



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## Resolution No. 2024-15

### A Resolution Accepting Clear Gov Proposal for Budget Cycle Management Suite

**WHEREAS**, the City Council of Waterloo seeks to enhance its budget cycle management with advanced tools for strategic planning, capital budgeting, operational budgeting, and real-time collaboration; and

**WHEREAS**, Clear Gov has provided a proposal for their Budget Cycle Management Suite, which includes capabilities for creating clear plans that drive collaborative progress, offering real-time insights, tracking budget impacts for strategic plans, and facilitating team collaboration and editing in real-time; and

**WHEREAS**, the Clear Gov Budget Cycle Management Suite will enable the City to gain a comprehensive view of all funds, track the budget effectively, view changes in an audit trail, and create reports effortlessly, with additional training and support provided; and

**WHEREAS**, the setup investment for the Clear Gov Budget Cycle Management Suite is \$2,500.(will not be due until 2025), with an annual subscription fee of \$11,000, and the prorated cost for the remainder of 2024 being \$6,416.67;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Waterloo, WI:

1. **Acceptance of Proposal:** The City Council hereby accepts the proposal from Clear Gov for the Budget Cycle Management Suite, recognizing the value it will add to the City's budgeting processes.
2. **Authorization of Expenditures:** The City Council authorizes the expenditure of \$2,500 (not due until 2025) for the setup investment and \$6,416.67 for the prorated annual subscription cost for 2024 for the Contingency Fund.
3. **Annual Subscription:** The City Council acknowledges the annual subscription fee of \$11,000 for subsequent years and approves the continuation of this subscription as part of the City's budget planning.
4. **Implementation and Training:** The City Council directs the appropriate city officials to proceed with the implementation of the Clear Gov Budget Cycle Management Suite and to ensure that training and support are utilized to maximize the benefits of this new system.
5. **Effective Date:** This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Waterloo on this 6<sup>th</sup> of June, 2024.

City of Waterloo

Attest:

\_\_\_\_\_  
Jeanne Ritter Clerk/Deputy Treasurer

Signed: \_\_\_\_\_  
Jenifer Quimby  
Mayor

**We make the  
tools. You make  
the difference.**

Say hello to affordable, user-friendly  
software built just for the public sector.

# Product Briefs

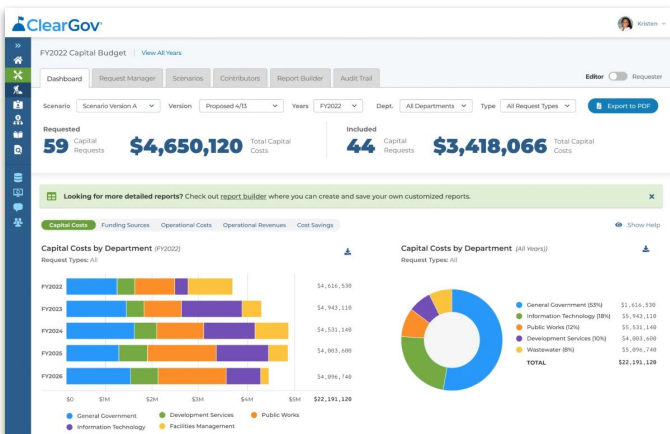
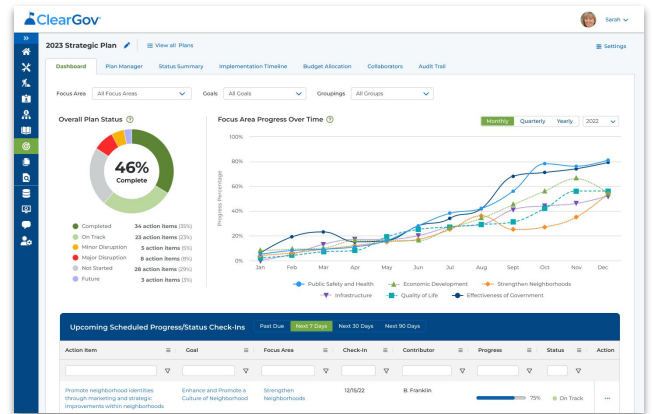
# Budget Cycle Management

Let's face it, budgeting with spreadsheets is inefficient - it's time to budget better. ClearGov helps local governments streamline the annual budgeting process by improving the collection, creation, and communication of their budgets.

## ClearPlans

Drive collaborative progress, real-time insights, and budget impact for your strategic plans.

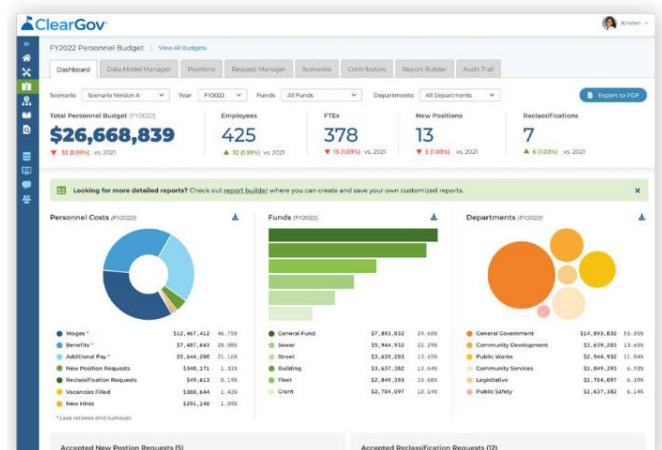
- Plan, execute and track your plan with seamless collaboration across departments.
- Assign ownership, set KPIs, allocate budget, and communicate the progress in real-time.
- Publish your plans online as a polished website or turn them into a shareable PDF.



## Personnel Budgeting

Build your personnel budget with powerful tools that ensure you've calculated every layer of cost.

- Easily manage salaries, benefits, vacancies, and inform union negotiations.
- Plan future scenarios and analyze how each impacts your budget at multiple levels.
- Streamline position requests from department heads.

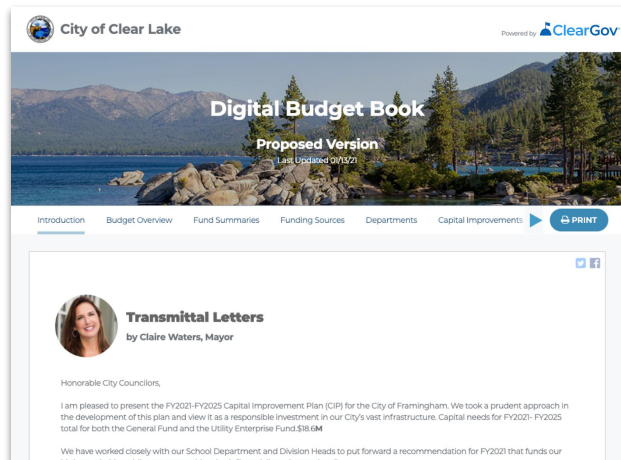
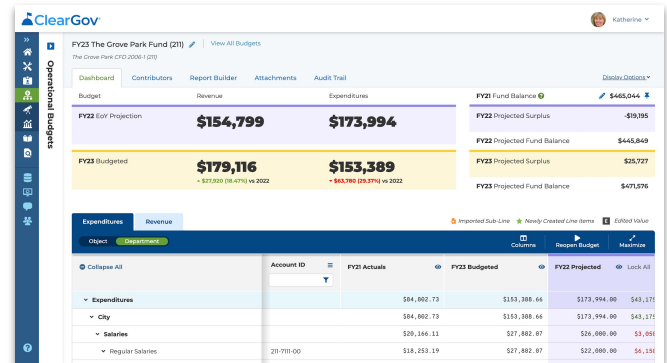


# Budget Cycle Management

## Operational Budgeting

Eliminate spreadsheet errors and version control issues with cloud-native budgeting.

- Invite team members to collaborate and edit portions of the budget in real-time.
- Gain a complete view of all your funds and effectively track your budget versions.
- Experience an interactive dashboard that updates in real-time as changes are made.



## Digital Budget Book

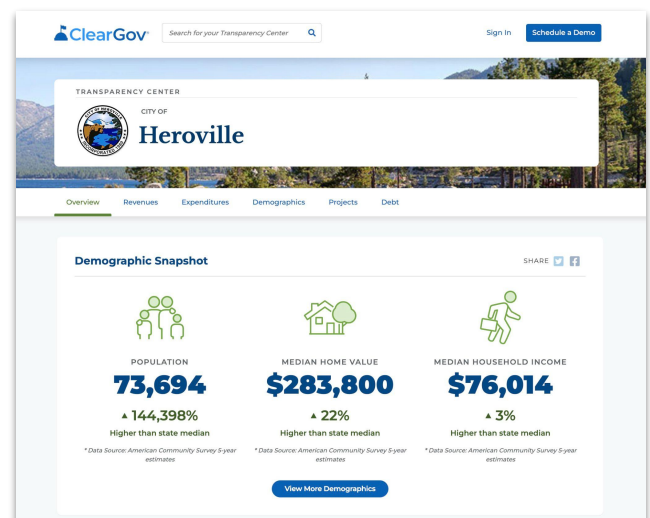
Produce an award-winning budget book in a fraction of the time.

- Present your budget book as a website or a PDF to exceed viewing expectations.
- Automate the creation of fund summary pages, charts, tables and more.
- Meet and exceed GFOA award criteria with a built-in checklist and auto-generated content.

## Transparency

Tell your financial story in a way everyone can understand to drive community support.

- Display complex data with a powerful visuals and infographics on a polished website.
- Customize your profile with charts, dashboards, project pages, and more.
- Easily add narrative to the numbers to provide context for stakeholders.

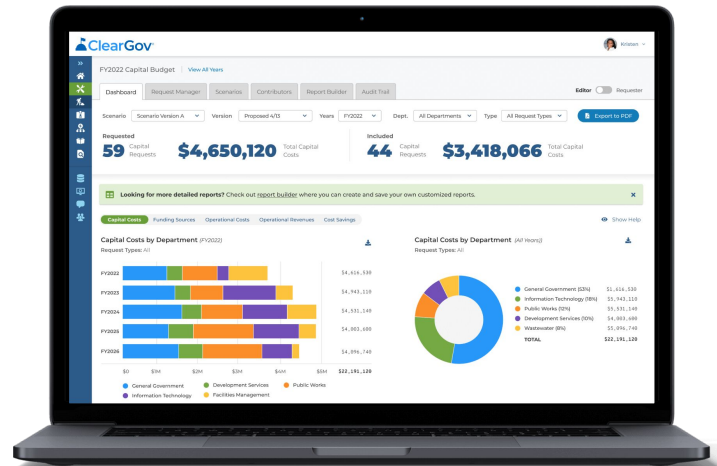


# Capital Budgeting

## Your assets deserve the best budgeting solution

Create your capital budget with a solution designed to address the unique needs of the CIP process. ClearGov Capital Budgeting helps you process requests from departments efficiently, gain a holistic view of all your capital requests, and build multi-year scenarios to optimize funding and timing.

- ✓ Visualize the impact of each requested project
- ✓ Collect capital requests efficiently
- ✓ Prioritize projects automatically
- ✓ Make informed, data-driven decisions
- ✓ Share project details with the community



[GET A DEMO](#)

## Discover the future of efficient capital budgeting

### Visualize metrics in a powerful dashboard

Our dashboard centralizes all your capital budgeting needs, creating in-depth insights into capital requests.

### Streamline budget requests

Collect capital requests from department heads efficiently that automatically feed the dashboard.

### Use scoring to prioritize requests

Let department heads score and rank requests based on any criteria you see fit – even align requests with your strategic plan.

### Plan for every budget scenario

Build different scenarios and watch graphs adjust in real-time to determine the optimal combination of capital requests.

### Create reports effortlessly

Use our preformatted reports or build custom reports to export data as a spreadsheet or PDF to share your budget.

### View changes in an audit trail

Know who changed what and when. Our audit trail captures all changes to create a comprehensive historical record.



*"Using ClearGov for the Capital budgeting has really saved us a lot of time. Everyone could go into one place and do all their requests and then finance can go in and see all the requests in one place — and have them actually categorized!"*

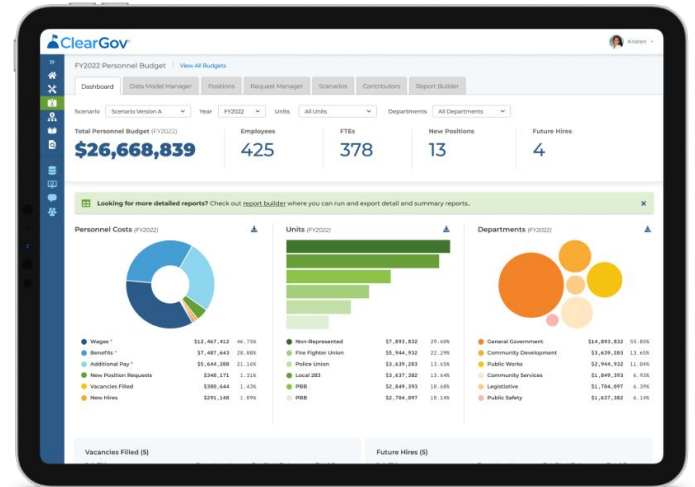
*- Jennifer Ustation, Finance Director, Beaumont, CA*

# Personnel Budgeting

## The biggest share of your budget just got easier

Plan for the future of your workforce with confidence, knowing you've accounted for every layer of the cost. ClearGov's web-based platform enables your team to collaboratively build the personnel budget with powerful features to analyze the impact of every potential change so you can be prepared..

- ✓ Efficiently plan for new positions and vacancies
- ✓ Compare salary and benefits across scenarios
- ✓ Improve collaboration across departments
- ✓ Gain the upper hand in union negotiations
- ✓ Track edits in an audit trail for historical record



GET A DEMO

## Discover streamlined salary and benefits forecasting

### Visualize metrics in a powerful dashboard

Experience a holistic perspective of your staffing statistics and effortlessly compare salary and benefits budget scenarios.

### Streamline position requests

Efficiently manage new position requests from departments and instantly see how each position affects the budget.

### Plan for vacancies efficiently

Create and fill vacant positions on specified dates easily and include these in your various budget scenarios.

### Demystify union negotiation planning

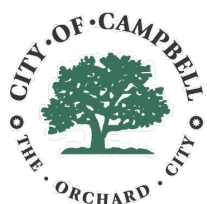
Set up units and create multi-year scenario plans to analyze the impact of salary and benefit adjustments.

### Create multi-year forecasts

Create scenarios forecasting into the future and manage your budget by dollar amount or percentage adjustments.

### Build reports effortlessly

Access pre-built reports or create your own easily to share comprehensive personnel budget data with stakeholders.



*"Personnel budgeting is a really powerful tool, so if you ever need to adjust your personnel expenses, assumptions, pay, healthcare, retirement, or FTEs, then it's not too hard. I think if you were to do it in Excel, you don't even know for sure if everything in Excel is all correct. If we were to do it again, we would."*

- Will Fuentes, Finance Director, City of Campbell, CA

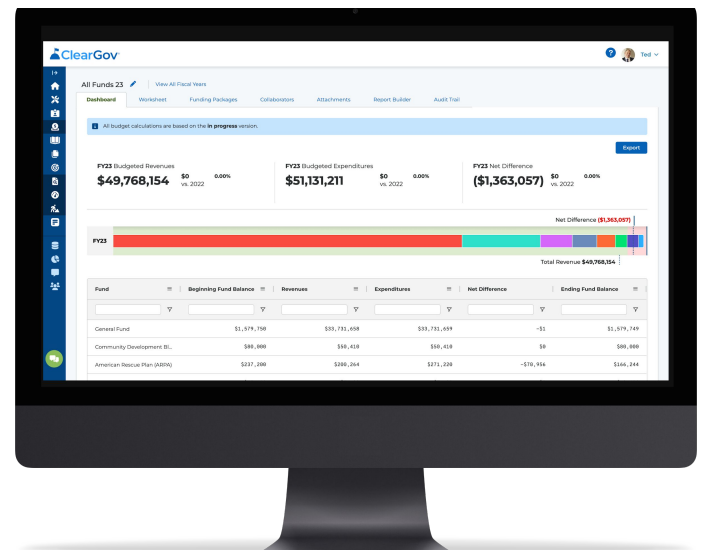


# Operational Budgeting

## A solution your department heads will thank you for

ClearGov's collaborative budgeting software turns the traditional challenges of creating an operating budgeting into an efficient, seamless process. Streamline departmental budgeting, increase accuracy with annual or biennial budgeting modes, and visualize changes in a dynamic metrics dashboard.

- ✓ Create an intelligent forecast with ease
- ✓ Initiate your baseline budget with a single click
- ✓ Streamline requests and approvals
- ✓ Access visual breakdowns of historical vs actuals
- ✓ View the impact of budget changes instantly



[GET A DEMO](#)

## Streamline the process from baseline to adoption through amendments

### Visualize metrics in a powerful dashboard

Dive into your budget data with our interactive dashboard that updates in real-time to reflect edits to your budget as they're made.

### Track budget versions with ease

Gain a complete view of all your funds, edit line item and sub-line item details, and save versions of your budget as it progresses.

### Flexible options for multi-year budgeting

Plan for annual, biennial, or multi-year budget cycles with accurate end-of-year projections and efficient future forecasts.

### Strengthen collaboration across teams

Invite team members to submit funding requests easily and centralize all justification notes, attachments, and more.

### View changes in an audit trail

Know who changed what and when. Our audit trail captures all changes to create a comprehensive historical record.

### Create reports effortlessly

Easily create, customize, and export tailored reports for a comprehensive view of your budget.



*"Pulling data from our financial software and putting it in Excel creates a lot of room for errors. We spent hours laboriously reconciling data across multiple spreadsheets and tabs, and every time a last minute change was made it created a ripple effect that triggered more reconciliation. ClearGov eliminated that reconciliation and shaved off more than 70 hours from our annual budget process."*

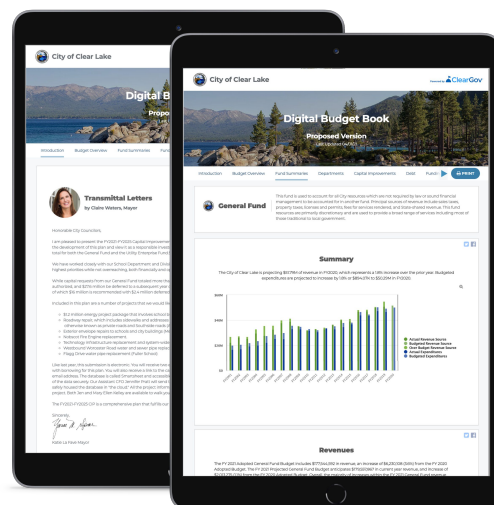
*- Courtney Sladek, City Manager, City of El Campo, TX*

# Digital Budget Book

## Build an award winning budget book in a fraction of the time

ClearGov's Digital Budget Book solution instantly generates your budget book framework — including pages, charts, tables, and more. Easily customize pages and add narrative to deliver a modern budget book that exceeds viewing expectations for stakeholders and citizens.

- ✓ Save time creating your budget book
- ✓ Elevate your public presentation
- ✓ Present online and PDF versions effortlessly
- ✓ Improve collaboration across departments
- ✓ Ensure data accuracy and reduce the risk of errors



GET A DEMO

## Modernize your budget book process for citizens and staff

### Produce web, mobile and PDF versions

Exceed public expectations for optimal viewing with a professionally polished budget book published in multiple formats effortlessly.

### Customize content and pages

Create a beautiful book with flexible pages that are easy to use, ADA-optimized, and fully customizable — no designer needed.

### Follow a GFOA Budget Award Checklist

Meet and exceed the criteria for the GFOA Distinguished Budget Presentation Award with a interactive checklist to follow.

### Save time with auto-generated content

Key content is generated automatically — creating a customizable framework that enhances data comprehension for users.

### Strengthen departmental collaboration

Invite team members to easily add content to their assigned sections to streamline collaboration and improve efficiency.

### Leverage automatic data updates

Revenue and expense data are updated automatically as your budget changes, so you don't have to manually.



*"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."*

- Steve Leonardis, City Manager, Monte Sereno, CA

# **Training & Support**

# Training & Support

ClearGov solutions are designed to be intuitive and easy-to-use. With that said, ClearGov's training materials and support channels are designed to ensure that you and your team can successfully launch, adopt and optimize the value you receive from the ClearGov platform. We will share how to accomplish tasks, key insights and best practices.

**98%** **Customer satisfaction with onboarding**

**96%** **Customer satisfaction with training**

**75%** **Data Onboarding Consultants have local government finance experience**



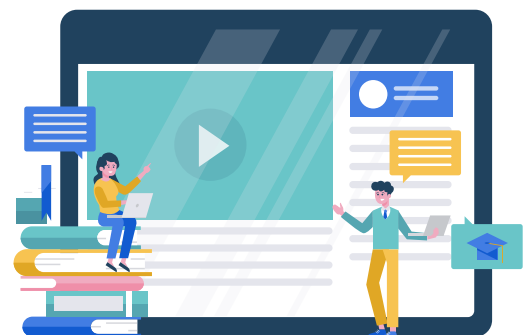
## Training

For starters, we have developed comprehensive courses that provide you with step-by-step instructions on how to configure and use ClearGov. Your Implementation Manager (IM) will recommend and enroll you and your team in ClearGov Academy courses to help meet your goals. Courses are broken down into a variety of product-specific educational elements (e.g. videos, articles, quizzes) for easy consumption.

### ClearGov Workshops

In addition, instructor led training is available in workshop format. ClearGov Workshops are designed to answer your specific questions about how to use ClearGov's solutions to meet your specific needs. Therefore, it is highly recommended that Workshop Attendees complete the ClearGov Academy courses prior to attending a ClearGov Workshop.

- ClearGov will provide a remotely-delivered Workshop for each product in your subscription.
- ClearGov Workshops may be attended by both Administrators/ Editors and Department Heads/Contributors.
- All Workshops are recorded for future reference and to train new hires.



## Support Center

All ClearGov users have access to a frequently updated online Support Center filled with hundreds of 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.

# Training & Support

## Client Success Manager

When the onboarding process is complete, the IM will introduce you to your Client Success Manager (CSM). Your CSM is available by phone and email and will work with you to get the most out of ClearGov's platform. CSMs are generally available 9:00AM to 5:00PM, Monday through Friday (excluding holidays). Your CSM will inform you of their specific availability. Our CSMs are committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response.



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

***- Jodi Cuneo, CGA, Town Accountant, Walpole, MA***

## ClearGov Support & Data Team

For questions on how to use ClearGov or to report a technical issue, you will be able to reach a Support Specialist via [support@cleargov.com](mailto:support@cleargov.com) during business hours (Monday through Friday, 8:00AM to 8:00PM Eastern). 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.

For data updates, we ask that you send data files along with detailed instructions on what you'd like us to update to [data@cleargov.com](mailto:data@cleargov.com). Our standard lead time to complete an update is five business days. However, if you need an update completed sooner to meet a deadline, just let us know. Straightforward uploads or changes often are completed within one or two business days.

## Product Enhancement Requests

We absolutely love hearing from our Customers - 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 the direct result of client feedback.

When you have a request for a product enhancement, please submit your idea(s) to [support@cleargov.com](mailto:support@cleargov.com) 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.



***"Working with ClearGov, I'm most happy with the end result – the product that we're able to show, and the fact that ClearGov continues to take enhancement requests and continues to evolve the program. We want to be a leader in that with ClearGov. We have a lot of good ideas!"***

***- Jan Neufeld, CFO, Altus, OK***

