



PIQUA CITY COMMISSION MEETING  
TUESDAY, JUNE 18, 2024  
5:30 PM  
COMMISSION CHAMBER – 2<sup>nd</sup> FLOOR  
201 WEST WATER STREET  
PIQUA, OHIO 45356

**CALL TO ORDER**

**THE PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADJOURN TO EXECUTIVE SESSION**

**ROLL CALL**

**EXECUTIVE SESSION**

The Executive Session is to consider pending or imminent litigation and to consider the purchase or sale of property for public purposes.

**ADJOURN FROM EXECUTIVE SESSION**

**WORK SESSION**

Rules of Commission

**REGULAR PIQUA CITY COMMISSION MEETING**

**CONSENT AGENDA**

**1. APPROVAL OF MINUTES**

Approval of the Minutes from the June 4, 2024, Regular City Commission Meeting

**NEW BUSINESS**

**2. ORDINANCE NO. O-9-24 (1<sup>st</sup> Reading)**

An ordinance allocating adult use cannabis marijuana excise tax revenue

**3. ORDINANCE NO. O-10-24 (1<sup>st</sup> Reading)**

An ordinance to make appropriations for the City of Piqua, Ohio, for the Year 2024

**4. ORDINANCE NO. O-11-24 (1<sup>st</sup> Reading)**

An ordinance permitting the Commission to remove appointed representatives from Boards created by the Commission

A resolution accepting for statutory purposes a Budget for the Calendar Year 2025

**6. RESOLUTION NO. R-90-24**

A resolution authorizing the City Manager to sign a contract with the company Cleargov for a Budgeting Software Program

**7. RESOLUTION NO. R-91-24**

A resolution regarding the applied for liquor permit for Orrmont Estate, LLC, at 1612 South Main Street, Piqua, Ohio, 45356

**CITY MANAGER'S REPORT**

**COMMISSIONERS COMMENT**

**PUBLIC COMMENT** (This is an opportunity for citizens to address the City Commission on agenda items. Comments are requested to be limited to five (5) minutes.)

**ADJOURNMENT**

## § 30.15 RULES OF CONDUCT FOR MEETINGS.

(A) When adopting a resolution or ordinance, the following procedures shall be followed:

- (1) The heading of the proposed resolution or ordinance shall be read by the City Clerk;
- (2) The City Manager, or appropriate department head, shall briefly explain the proposed ordinance or resolution;
- (3) The Commissioners shall have an opportunity to ask the department heads and City Manager questions regarding the ordinance or resolution. No public comment will be permitted during the Commissions' inquiries;
- (4) The Mayor shall ask the public for comments or questions about the ordinance or resolution. Comments and questions regarding the ordinance or resolution shall be addressed to the Mayor and/or City Manager in a civil, respectful manner and shall be limited to a five minute period per person. The Mayor shall notify any person commenting on an ordinance or resolution as to when his five-minute period for comments is about to expire. The person commenting can request additional time and it shall be within the Mayor's discretion to permit the person to comment longer than five minutes. No person shall be permitted to comment twice on the same resolution or ordinance at the same meeting;
- (5) Finally, the Commission shall have its final debate and complete its deliberation on the ordinance or resolution. No comments from the public shall be permitted during said debate and/or deliberation.

(B) When conducting open forum at the end of the meeting, the following rules be followed:

- (1) Comments and questions by the public shall be addressed to the Commission, Mayor and/or City Manager in a civil, respectful manner and shall be limited to a five minute period per person. The Mayor shall notify any person commenting as to when his five-minute period for comments is about to expire. The person commenting can request additional time and it shall be within the Mayor's discretion to permit the person to comment longer. No person shall be permitted to comment twice in open forum at the same meeting;
- (2) Under no circumstances shall any member of the public address or ask questions, other than the City Manager, to city staff members. If appropriate, the City Manager may direct a city staff member to answer questions or respond to comments from the public.

(C) During the entire commission meeting, the following rules of conduct shall apply to any person attending the Commission meeting:

- (1) Persons shall conduct themselves in a civil, respectful manner;
- (2) No one shall express himself or herself in a manner that interrupts the orderly conduct of the meeting, for example, talking (other than when addressed by the Commission or City Manager), yelling, clapping, jeering or cheering;
- (3) Any person violating any of the rules of conduct shall be warned by the Mayor to cease his or her violation of the rule. If said person fails to comply with the Mayor's request to cease his or her conduct, the Mayor shall direct the person to leave the city premises. Failure to leave the premises when directed to do so may result in criminal prosecution;
- (4) If a person fails to cease commenting after his or her comment time has expired without extension, the public microphone shall be cut off, the television camera shall not focus upon the person, and the person will be asked by the Mayor to sit down. If the person fails to sit down, the Mayor shall direct the person to leave the city premises. Failure to leave the premises when directed to do so may result in criminal prosecution;
- (5) At any time during open forum, if any Commissioner believes that the public comment session no longer serves the public's interest, he or she may make a motion to adjourn the meeting. If said motion is seconded, all public comments shall cease and the Mayor shall direct the Clerk to call the roll to determine if the motion to adjourn shall pass. If the motion passes, the meeting shall be adjourned;
- (6) These Rules of Conduct shall be posted at the entrance of the City Commission Chambers.

(Ord. 24-06, passed 8-7-06; Am. Ord. 22-12, passed 10-16-12)



**REGULAR PIQUA CITY COMMISSION MEETING  
TUESDAY, JUNE 4, 2024**

**CALL TO ORDER**

Piqua City Commission met at 6:00 p.m. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street, Piqua, Ohio.

**ROLL CALL**

Mayor Lee and Commissioners Simmons, DeBrosse, Hohman and Vetter were present.

**PRESENTATION**

Monthly Report from the Commissioners Committee on the Fire Training Facility  
David Roth, Jerica Drapp, Nancy Roof and Joe Thompson gave an update on the Fire Committees' meetings and needs. Jerica Drapp said they have done their due diligence in going through documents and they need the commissioner's assistance in helping them get their questions answered from city staff/outside sources. The Commissioners asked if the committee could email the city manager their questions. The committee members said that they would prefer in-person interviews, but the Commissioners asked them to start by presenting the questions via email. A discussion took place about the committee members meeting with people in a private setting and David Roth said that it is the interviewees' right to express themselves in private. The committee asked if they could obtain outside legal counsel and the commission asked the committee to bring a proposal in from the council of their choice and the Commission would vote on it. Commissioner Hohman said because the commission created the committee, they are regulated to the same sunshine laws as the commission.

Main Street Piqua recap by Staci.

Staci Roth introduced herself and thanked the city workers for helping with Taste of the Arts which was the kickoff event held on May 17th. She appreciates every one of the workers. They even help with street closures for the Farmer's Market. Staci said the goal has been reached for the mural of the Mills Brothers and she thanked everyone who donated.

**REGULAR PIQUA CITY COMMISSION MEETING**

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Approval of the Minutes from the May 21, 2024, Regular City Commission Meeting

**RESOLUTION NO. R-79-24**

A resolution appointing a member to the City Historic Review Commission

**RESOLUTION NO. R-80-24**

A resolution appointing a member to the City Historic Review Commission

**RESOLUTION NO. R-81-24**

A resolution appointing a member to the City Historic Review Commission

**RESOLUTION NO. R-82-24**

A resolution appointing a member to the City Historic Review Commission

**RESOLUTION NO. R-83-24**

A resolution appointing a City Commissioner to the City Historic Review Commission

A motion was made by Commissioner Hohman to appoint Commissioner Vetter to the City Historic Review Commission and Commissioner DeBrosse seconded it. Commissioner's Vetter, DeBrosse and Hohman voted in favor of the motion. Mayor Lee and Commissioner Simmons voted Nay. The motion passed.

**RESOLUTION NO. R-84-24**

A resolution appointing a representative from the Piqua-Caldwell Historic District to the City Historic Review Commission

**RESOLUTION NO. R-85-24**

A resolution appointing a member to the Planning Commission

A motion was made by Commissioner Hohman to approve R-79-24, R-80-24, R-81-24, R-82-24, R-84-24 and R-85-24 from the Consent Agenda, and Commissioner DeBrosse seconded the motion. All were in favor and the motion was carried unanimously.

**OLD BUSINESS****ORDINANCE NO. O-7-24 (3<sup>rd</sup> Reading)**

An ordinance repealing and replacing Piqua Municipal Code Section 30.01

Introduction: This is the third reading of an ordinance to amend City of Piqua Code Section 30.01 to raise the dollar limit authorization for the City Manager to approve claims against the City without prior approval from the City Commission. Currently, the limit is \$2,500. This ordinance proposes increasing the limit to the amount authorized by the Ohio Revised Code for competitive bidding. Currently that amount is \$75,000.

Commissioners Comments: Commissioner Hohman proposed an amendment. He said it was due to a lot of questions he has received because of the dramatic jump in the amount the City Manager can approve. He said to strike a balance between the citizens' concerns and what the State of Ohio allows, he would like to cap the yearly aggregate amount to \$200,000. Mayor Lee said he would also like to add to the Ordinance that a monthly report be given by the City Manager of any payouts. Frank Patrizio recited the additions to be added to the amended ordinance.

Public Comment:

Kim Heisler asked the commission not to approve this increase due to the state our city is in. She said it encourages theft and fraud. She asked who initiated the request and why now. Commissioner Hohman

said that he believes Jerry O'Brien, Finance Director, did as he has been combing through a lot of our policies and updating them.

Jerry O'Brien said passing this ordinance doesn't give the City Manager any more authority than he already has. There are other checks and balances, and no one can write a check without documentation. Commissioner DeBrosse asked if Jerry O'Brien had a checkbook that he could just write a check out of. Jerry O'Brien said that no one person handles this, and the City Manager can't just order a check. Commissioner DeBrosse asked Mr. O'Brien to describe the process of issuing a check. Jerry said that no check can be issued without a vendor number which another position handles. This function is segregated.

Commissioner Hohman asked if Mr. O'Brien could still deny a check request even after it went through the proper procedures. Jerry said he has a duty not to issue a check that should not be approved, and we are subject to a yearly audit. He also said if he wasn't diligent, he could be named in a lawsuit. Commissioner Hohman asked about the auditing firm and Jerry said the State of Ohio assigns a firm to us. Frank Patrizio said that most claims are covered by insurance, but we may not want to turn some in. Commissioner Hohman said the amount the City Manager could approve could be the amount that went to our deductible, or the gap that is not covered by insurance. It is not a chunk that comes out of the general budget.

Jonathon Wessel asked how many payments there have been this year. Paul Oberdorfer said there have been two payouts of less than \$1500. Mr. Wessel asked how many there have been in the last five years. Paul Oberdorfer said he would have to do research.

Jeff Grimes asked what part wouldn't be covered by the city's insurance. Commissioner Hohman said it will be paid out regardless, it's just now the commission won't have to put their stamp on it. Jeff Grimes asked what the deductible was, and Paul Oberdorfer said it depends on multiple factors. Jeff suggested an analysis be done before passing. He asked where the checks and balances were when we were paying utilities bills for 9600 St Rt 66. Commissioner Hohman said Kevin Krejny put a stop to it when it was brought to his attention.

Adam Seas said it goes back to public perception and the city must heal. There is a lot of mistrust, and it makes the commission's job a little harder.

Debbie Stein said the current amount is reasonable. She asked if the claims still go to MVRMA. Paul Oberdorfer said it depends. He said if it was a maintenance issue that the city knew about and should have taken care of, then it would be the City's responsibility. She asks what our neighboring cities are doing, and Mr. Oberdorfer said we work under best practices and not what our neighbors are doing.

Greg Neves asked why we couldn't let the citizens vote on this.

Joe Wilson said this came up when he was on commission 10 years ago and it was voted down. At that time, they thought it was best to leave it up to the commission to decide which claims to pay. He thought \$75,000 was excessive.

Commissioner Hohman made a motion to amend the ordinance not to exceed \$200,000 a year and to provide a monthly report. Commissioner DeBrosse suggested capping it at \$25,000 a year.

Action Taken:

A motion was made by Commissioner Hohman to amend this ordinance to cap the amount the City Manager could approve to \$25,000. Mayor Lee also wanted to add that a monthly report be given. Commissioner Vetter seconded the motion. Mayor Lee, Commissioners DeBrosse, Hohman and Vetter voted for Yah. Commissioner Simmons voted Nay

A motion was made by Commissioner Hohman to approve the amended ordinance, and Mayor Lee seconded the motion. Mayor Lee, Commissioners DeBrosse, Hohman and Vetter voted for Yah. Commissioner Simmons voted Nay

## **NEW BUSINESS**

### **RESOLUTION NO. R-86-24**

A resolution to authorize replat of in-lots 6956 and 6597 and dedication of new easements

Introduction: Chris Schmiesing said this resolution allows the City Manager to approve the final replat survey necessary to establish the new property boundaries and easements for the proposed redevelopment of the property. Chris Schmiesing said this was approved by the Planning Commission at the May 14 meeting and this is a significant next step.

Commissioners Comments: Commissioner Hohman asked if there was any significant deliberation from the Planning Commission. Chris Schmiesing said nothing that he was aware of.

Public Comment: Adam Seas said he serves on the Planning Commission and as far as he knows, no one had any problem with the replat.

A motion was made by Commissioner Simmons to approve this resolution, and Commissioner DeBrosse seconded the motion. All were in favor and the motion was carried unanimously.

### **RESOLUTION NO. R-87-24**

A resolution authorizing the sale and lease of city-owned real estate (Water Street)

Introduction: Chris Schmiesing said this resolution allows the City Manager to sell parcel N44-250140 owned by the City of Piqua to a prospective purchaser who desires to acquire the property and construct a new one-family home at this location.

The subject property, the former location of a water tower and a public park, is in a residential neighborhood and no longer needed for public purposes. The city is authorizing the sale for 10% of the lot value at \$1870. The intent is not to make money, and this captures the expenses for this transaction.

Commissioners Comments: Commissioner Vetter said that this alleviates past concerns of the city holding onto property.

Public Comment: Greg Neves asked if the bike path exits where this property is, and Chris Schmiesing said it does not.

Jeff Grimes asked if we know how much the City purchased this property for. Chris Schmiesing said he has no idea as the city has owned it for decades. Jeff asked if the sale price covers our expense to maintain the property. Commissioner Hohman said the City shouldn't be holding onto property for no reason. Mr. Grimes said the city should try to make money.

Nicholas Mahrt asked if the property was commercial or residential. Chris Schmiesing said it is completely residential.

Jonathan Wessel said we should get fair market value and that lots generally sale for more than \$1200.

A motion was made by Commissioner Hohman to approve this resolution, and Commissioner Vetter seconded the motion. All were in favor and the motion was carried unanimously.

### **RESOLUTION NO. R-88-24**

A resolution authorizing the rezoning of 1121 West Water Street

Introduction: Kyle Hinkelman stated the planning commission approved the resolution to recommend a zoning designation change at 1121 W. Water Street from NX to T-RL. The structure on this parcel is a real estate office that wishes to change to single family residential, and the proposed zoning of the parcel is contiguous to the T-RL district. A Primary Use Table is included to show potential uses for both NX & T-RL districts. Kyle said the entire neighborhood is residential.

Commissioners Comments:

Public Comment: Debbie Stein asked if the property is R1. Kyle confirmed.

Tonya Blair, the owner, said this was not a great location for a business and wants to make it a single-family residence.

A motion was made by Commissioner DeBrosse to approve this resolution, and Commissioner Simmons seconded the motion. All were in favor and the motion was carried unanimously.

**CITY MANAGER'S REPORT** Paul Oberdorfer asked that citizens go to the website to review the rules for putting out furniture. He said that it must be wrapped in plastic and there are instructions on the website.

### **COMMISSIONERS COMMENTS**

Commissioner Vetter asked if we can still place restrictions on the sale of marijuana. The City Manager said the final legislation has not been released yet by the State of Ohio, but the City Commission can discuss it when it is released. Commissioner Vetter also asked about the tax revenue. He asked if we've heard anything from the branding survey and Paul Oberdorfer said it is still in the final stages and may be released in July around the same time as the grand opening of Lock 9. He recognized the Piqua Power department for receiving the diamond award. An article was in the newspaper about PFABS that he found interesting. June 20<sup>th</sup> at 7:30 there will be a meeting for Hance Pavilion. He thanked Kenton Kiser for his presentation at the May 21<sup>st</sup> City Commission meeting and thought it was good information.

Commissioner Simmons said he was pleased to see Mr. Kinder here. He announced that it was AJ Ganger's birthday and had him step out of AV room.

Commissioner DeBrosse asked Paul Oberdorfer if the drains were open at Swift Run. Paul said that Kevin Krejny notified him that they were doing maintenance there yesterday. He asked Frank Patrizio and Paul Oberdorfer to assist the Fire Training Committee to get their questions answered.

Commissioner Hohman thanked everyone for volunteering for committees. He said it is good to see a lot more people applying. He said if you are on a committee you are serving citizens. He read a statement about ethics for being on a committee and that you should not be receiving any special perks. Commissioner Hohman said that you need to resign if you try to use your position as special power to serve yourself.

Mayor Lee thanked Staci from Mainstreet. He said he is looking forward to Rock Piqua. He congratulated all the graduates and two people who placed in pole vault, one of which was Mayor Lee's niece. He asked people not to put grass in the roads. Mayor Lee encouraged citizens to get out and enjoy the parks. He said that we are trying to find a way to curb vandalism. If you see something say something.

#### **PUBLIC COMMENT**

Steven Kinder, Blaine Avenue said he is a disabled veteran. He just received a handicap van from the VA which he is having trouble maneuvering into the alley off Grant Street. He said something needs to be done. Paul Oberdorfer said that he visited the alley in question with the public works supervisor and they have a repair plan. They hope to work on it next week. Mr. Oberdorfer said the alley is scheduled to be repaved next year.

Jean Franz said she was very pleased that she was appointed to the Historic Review Commission. She said she has a lot of knowledge and still has a great mind. She said her husband left her with a lot of historic pictures which she has been distributing to businesses in town. Jean said she started volunteering in 1991 and was on at least 5 different committees. Commissioner Vetter remembered her being very active in the Southview Neighborhood Association too.

Nicholas Mahrt asked what the current branding was. Paul Oberdorfer said there are 5 or 6 out there but our website has the most basic version until we could come up with something. Nick asked if it would be more inclusive for all citizens. He asked Commissioner Hohman if he could give an example of committee members using their appointment for personal gain. Commissioner Hohman said he isn't going to name names but any appearance of this by anyone volunteering needs to be very careful ethically. Nick asked if it's related to battery burning committee and Commissioner Hohman said no.

Greg Neves said he has proof that Eva Silvers out right lied. She needs to be dismissed. Mayor Lee said she made posts as a citizen. Greg said none of her allegations are true. He turned and asked Adam Seas if he ever carried a concealed weapon in this building. Adam responded that he had not.

Eva Silvers spoke and said she won't be resigning from the BZA. She said she is free to have her own opinion. She said she's done community service for over 10 years. Eva said she regrets taking the position she did in the Fall regarding the Rental Registration Program and believes as a tenant, tenants should not have to put up with what they do.

Millie Sheats suggested that the battery burn committee should look into ex commissioners and employees. She said yesterday that someone called her a name while she was working in her yard. She didn't appreciate it. Ms. Sheats said that the citizens need to come together.

Josh Blackshire announced the 4<sup>th</sup> Fest would be held at the Piqua Center from 3:00 p.m. to 10:00 p.m. on July 4<sup>th</sup>. He gave a shout out to Jim Sheats for his willingness to serve on boards.

Adam Seas replied to Greg Neves and said he has never carried a gun in the city building. He said this community needs to heal and we should work to do better. He said his grandfather always looked for good and asked that we find a way.

Joe Wilson talked about Neighbors helping Neighbors. May 11<sup>th</sup> is their first event for 2024 and their second one is June 12<sup>th</sup>. He said they are trying to get groups to help that may have a connection to the recipient in some way. Junior and Senior high students are helping also. Any groups are welcome to help.

Faith Kendell, resident on Cherry Street, has been trying to invest in our youth. She wants to do a summer fest with bands and a motivational speaker. Ms. Kendell mentioned a documentary on PFAS.

Kim Heisler hopes the city can work with the Fire Training Committee. She said that people listening from home cannot hear the meetings and Paul Oberdorfer said this is being addressed. She expressed concerns about claims the city is paying.

Debbie Stein thanked the city for developing the burn committee and asked the commission to let the process happen.

Jeff Grimes asked if there had been any training at the Fire Training Center. Paul Oberdorfer said that there had been and that a notice went out. Jeff was concerned that the city makes citizens wrap furniture in plastic. Jeff said veterans and disabled citizens are getting code violations and he wants a copy of the section of the code book dealing with property maintenance. He asked if the Fire Training committee has to pay for the room they meet in at the plaza.

**ADJOURNMENT** Commissioner DeBrosse made a motion to adjourn the meeting and Commissioner Hohman seconded the motion. The meeting was adjourned at 8:45 p.m.

Passed: 6.18.2024

Attest: Melissa Kinney, Commission Clerk

  
Mayor, Kris Lee

**ORDINANCE NO. O-9-24**

**AN ORDINANCE ALLOCATING ADULT USE CANNABIS MARIJUANA EXCISE TAX REVENUE**

WHEREAS, the State of Ohio enacted Revised Code Sections 3780.22 and 3780.23, which enacted an excise tax of 10% on the sale of adult use cannabis by adult use dispensaries;

WHEREAS, the City of Piqua currently has medical dispensaries within its corporate limits, and it is anticipated that the said dispensaries and potentially other dispensaries may be permitted to sell cannabis products within the city limits to adult use consumers in the near future;

WHEREAS, the above-referenced statutes provide that thirty-six (36) percent of the adult use excise tax shall be transferred to the host community cannabis fund for the benefit of the municipal corporation and said funds may be used for any approved purpose;

WHEREAS, it is anticipated that the City of Piqua will receive quarterly distributions of excise funds from the State of Ohio in the future.

NOW THEREFORE BE IT ORDAINED by the Commission of the City of Piqua, State of Ohio, a majority of all members elected thereto concurring, that:

SECTION I: The Finance Director shall establish a fund named "Cannabis Fund" and the money deposited from the State of Ohio in said fund shall be used for the benefit of the City of Piqua Park System;

SECTION II: The Finance Director shall contact the appropriate authorities for the State of Ohio and complete all documents necessary to secure the transfer of said excise tax funds to the City of Piqua;

SECTION III: This allocation of funds to the Park System shall be in addition to the amount allocated to the City of Piqua Park System from the General Fund income tax revenues; in short, said excise tax revenue shall not be included in the calculation of the allocation of income tax from the General Funds to the City Park System; and

SECTION IV: This ordinance shall be effective at the earliest time permitted by law.

1<sup>st</sup> Reading – 6/18/2024  
2<sup>nd</sup> Reading – 7/16/2024  
3<sup>rd</sup> Reading – 8/20/2024

\_\_\_\_\_  
KRIS LEE, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MELISSA KINNEY  
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by \_\_\_\_\_,  
seconded by \_\_\_\_\_, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner James Vetter	_____
Commissioner Frank DeBrosse	_____
Commissioner Thomas Hohman	_____
Commissioner Paul Simmons	_____

# Commission Agenda Staff Report

<b>MEETING DATE</b>	June 18, 2024		
<b>REPORT TITLE</b>	An Amended Ordinance to make appropriations for the City of Piqua, Ohio, for the Year 2024		
<b>SUBMITTED BY</b>	Name & Title: Jerald O'Brien, Finance Director		
	Department: Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		
	<input checked="" type="checkbox"/> Law Director		
	<input checked="" type="checkbox"/> Department Director		
<b>BACKGROUND</b>	We are requesting a supplemental appropriation. The Finance Department has identified a computer software program that will significantly improve the budget creation and approval process. If the city enters into the contract by June 30, 2024, the City will save \$4,050 on the implementation costs of the program. We request waiving of the second and third readings and passage of the Appropriations tonight as an emergency to allow the city to take advantage of the reduced implementation costs.		
<b>BUDGETING AND FINANCIAL IMPACT</b>	Appropriations \$:	\$115,198,333 Including Transfers \$89,902,225 Net of Transfers	
	Source of Funds:	Various	
	<b>Narrative</b>		
<b>OPTIONS</b>	1.	Approve Ordinance No. O-10-24 accepting the Amended Ordinance to make Appropriations for the City of Piqua for the Year 2024.	
	2.	Approve Ordinance No. O-10-24 accepting the Amended Ordinance to make Appropriations for the City of Piqua for the Year 2024 with changes being made to the amounts requested.	
<b>PROJECT TIMELINE</b>			
<b>STAFF RECOMMENDATION</b>	We are requesting approval of Ordinance No. O-10-24 accepting the emergency Amended Ordinance to make Appropriations for the City of Piqua for the year 2024.		
<b>ATTACHMENTS</b>			

**ORDINANCE NO. O-10-24**  
**AN ORDINANCE TO MAKE APPROPRIATIONS FOR THE**  
**CITY OF PIQUA, OHIO FOR THE YEAR 2024**

BE IT ORDAINED by the Commission of the City of Piqua, Miami County,  
Ohio, the majority of all members elected or appointed thereto concurring:

**SEC. 1:** That there be appropriated from the GENERAL FUND (001)

<u>ACCOUNT</u>	<u>2024 BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>2024 REVISED BUDGET</u>
<u>City Building</u>			
Operation and Maintenance	\$269,509		\$269,509
Capital Outlay (including labor)	\$90,460		\$90,460
Allocated Expenses	(\$20,430)		(\$20,430)
<b>TOTAL</b>	<b>\$339,539</b>	<b>\$0</b>	<b>\$339,539</b>
<u>City Commission</u>			
Personal Services/Administrative Support	\$61,737		\$61,737
Operation and Maintenance	\$40,681		\$40,681
<b>TOTAL</b>	<b>\$102,418</b>	<b>\$0</b>	<b>\$102,418</b>
<u>City Manager</u>			
Personal Services/Administrative Support	\$302,063		\$302,063
Operation and Maintenance	\$34,431		\$34,431
Allocated Expenses	(\$246,213)		(\$246,213)
<b>TOTAL</b>	<b>\$90,281</b>	<b>\$0</b>	<b>\$90,281</b>
<u>Civil Service</u>			
Operation and Maintenance	\$38,870		\$38,870
<b>TOTAL</b>	<b>\$38,870</b>	<b>\$0</b>	<b>\$38,870</b>
<u>Engineering</u>			
Personal Services/Administrative Support	\$372,019	\$0	\$372,019
Operation and Maintenance	\$207,624		\$207,624
Allocated Expenses	(\$469,340)		(\$469,340)
<b>TOTAL</b>	<b>\$110,303</b>	<b>\$0</b>	<b>\$110,303</b>
<u>Finance</u>			
Personal Services/Administrative Support	\$746,836		\$746,836
Operation and Maintenance	\$76,374	\$14,000	\$90,374
Allocated Expenses	(\$569,497)		(\$569,497)
<b>TOTAL</b>	<b>\$253,713</b>	<b>\$14,000</b>	<b>\$267,713</b>
<u>Law</u>			
Personal Services/Administrative Support	\$0		\$0

Operation and Maintenance	\$128,984		\$128,984
Allocated Expenses	(\$76,805)		(\$76,805)
<b>TOTAL</b>	\$52,179	\$0	\$52,179
<u>Income Tax</u>			
Personal Services/Administrative Support	\$62,016		\$62,016
Operation and Maintenance	\$460,770		\$460,770
<b>TOTAL</b>	\$522,786	\$0	\$522,786
<u>Planning &amp; Zoning</u>			
Personal Services/Administrative Support	\$430,295	\$0	\$430,295
Operation and Maintenance	\$83,436		\$83,436
<b>TOTAL</b>	\$513,731	\$0	\$513,731
<u>General Government</u>			
Operation and Maintenance	\$735,715	\$0	\$735,715
Capital Outlay (including labor)	\$500,000		\$500,000
<b>TOTAL</b>	\$1,235,715	\$0	\$1,235,715
<u>Human Resources</u>			
Personal Services/Administrative Support	\$371,751		\$371,751
Operation and Maintenance	\$81,878	\$0	\$81,878
Allocated Expenses	(\$384,741)		(\$384,741)
<b>TOTAL</b>	\$68,888	\$0	\$68,888
<u>Public Relations</u>			
Personal Services/Administrative Support	\$238,908	\$0	\$238,908
Operation and Maintenance	\$90,708	\$0	\$90,708
Allocated Expenses	(\$194,191)		(\$194,191)
<b>TOTAL</b>	\$135,425	\$0	\$135,425
<b>Ord. No. 15-23</b>	<b>2024</b>		<b>2024 REVISED</b>
<b>Page 2 of 6</b>	<b>BUDGET</b>		<b>BUDGET</b>
<u>Facilities</u>			
Personal Services/Administrative Support	\$126,289		\$126,289
Operation and Maintenance	\$1,500		\$1,500
Allocated Expenses	(\$127,789)		(\$127,789)
<b>TOTAL</b>	\$0	\$0	\$0
<u>Purchasing</u>			
Personal Services/Administrative Support	\$251,840		\$251,840
Operation and Maintenance	\$19,758		\$19,758
Allocated Expenses	(\$259,592)		(\$259,592)
<b>TOTAL</b>	\$12,006	\$0	\$12,006

<u>Transfers</u>			
Transfer to Parks Fund 105	\$1,000,000		\$1,000,000
Transfer to Safety Fund 106	\$3,550,000		\$3,550,000
Transfer to Forest Hill Mausoleum Fund 110	\$25,000		\$25,000
Transfer to Pro Piqua Fund 128	\$60,000		\$60,000
Transfer to Golf 409	\$225,000		\$225,000
Transfer to Fort Piqua Plaza 410	\$425,000	\$0	\$425,000
<b>TOTAL</b>	<b>\$5,285,000</b>	<b>\$0</b>	<b>\$5,285,000</b>
<b>TOTAL GENERAL FUND</b>	<b>\$8,760,854</b>	<b>\$14,000</b>	<b>\$8,774,854</b>
<b>SEC. 2:</b> That there be appropriated from the STREET DEPARTMENT FUND (101)			
Personal Services/Administrative Support	\$1,493,267		\$1,493,267
Operation and Maintenance	\$1,744,816		\$1,744,816
Capital Outlay (including labor)	\$500,000		\$500,000
<b>TOTAL</b>	<b>\$3,738,083</b>	<b>\$0</b>	<b>\$3,738,083</b>
<b>SEC. 3:</b> That there be appropriated from the STATE HIGHWAY FUND (102)			
Operation and Maintenance	\$89,500		\$89,500
<b>TOTAL</b>	<b>\$89,500</b>	<b>\$0</b>	<b>\$89,500</b>
<b>SEC. 4:</b> That there be appropriated from the STREET INCOME TAX FUND (103)			
Operation and Maintenance	\$2,367,183		\$2,367,183
Capital Outlay (including labor)	\$1,888,250	\$0	\$1,888,250
<b>TOTAL</b>	<b>\$4,255,433</b>	<b>\$0</b>	<b>\$4,255,433</b>
<b>SEC. 5:</b> That there be appropriated from the NEIGHBORHOOD IMPROVEMENT PROGRAM FUND (104)			
Personal Services/Administrative Support	\$0		\$0
Operation and Maintenance	\$69,300		\$69,300
<b>TOTAL</b>	<b>\$69,300</b>	<b>\$0</b>	<b>\$69,300</b>
<b>SEC. 6:</b> That there be appropriated from the PARK AND RECREATION FUND (105)			
Personal Services/Administrative Support	\$768,536		\$768,536
Operation and Maintenance	\$620,619		\$620,619
Capital Outlay (including labor)	\$122,000		\$122,000
<b>TOTAL</b>	<b>\$1,511,155</b>	<b>\$0</b>	<b>\$1,511,155</b>
<b>SEC. 7:</b> That there be appropriated from the PUBLIC SAFETY FUND (106)			

Personal Services/Administrative Support	\$4,945,636	\$0	\$4,945,636
Operation and Maintenance	\$987,421	\$0	\$987,421
Capital Outlay (including labor)	\$318,432	\$0	\$318,432
<b>TOTAL</b>	<b>\$6,251,489</b>	<b>\$0</b>	<b>\$6,251,489</b>
<u>014 Police Department</u>			
Personal Services/Administrative Support	\$5,863,299	\$0	\$5,863,299
Operation and Maintenance	\$924,764	\$0	\$924,764
Capital Outlay (including labor)	\$210,757	\$0	\$210,757
<b>TOTAL</b>	<b>\$6,998,820</b>	<b>\$0</b>	<b>\$6,998,820</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>\$13,250,309</b>	<b>\$0</b>	<b>\$13,250,309</b>
<b>SEC. 8:</b>	That there be appropriated from the D.U.I. EDUCATIONAL FUND (109)		
Operation & Maintenance	\$11,000		\$11,000
<b>TOTAL</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$11,000</b>
<b>Ord. No. 15-23</b>	<b>2024</b>		<b>2024 REVISED</b>
<b>Page 3 of 6</b>	<b><u>BUDGET</u></b>		<b><u>BUDGET</u></b>
<b>SEC. 9:</b>	That there be appropriated from the FOREST HILL MAUSOLEUM FUND (110)		
Operation & Maintenance	\$25,000		\$25,000
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>
<b>SEC. 10:</b>	That there be appropriated from the MANDATORY DRUG FINE FUND (111)		
Operation and Maintenance	\$4,400		\$4,400
<b>TOTAL</b>	<b>\$4,400</b>	<b>\$0</b>	<b>\$4,400</b>
<b>SEC. 11:</b>	That there be appropriated from the SCARBROUGH TIF FUND (112)		
Operation and Maintenance	\$555		\$555
<b>TOTAL</b>	<b>\$555</b>	<b>\$0</b>	<b>\$555</b>
<b>SEC. 12:</b>	That there be appropriated from the ONEOHIO OPIOID SETTLEMENT FUND (113)		
Operation and Maintenance	\$40,000		\$40,000
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
<b>SEC. 13:</b>	That there be appropriated from the CHIP FUND (117)		
Operation and Maintenance	\$125,875		\$125,875
<b>TOTAL</b>	<b>\$125,875</b>	<b>\$0</b>	<b>\$125,875</b>

<b>SEC. 14:</b>	That there be appropriated from the CDBG-CV FUND (118)			
Operation and Maintenance		\$334,550		\$334,550
<b>TOTAL</b>		\$334,550	\$0	\$334,550
<b>SEC. 15:</b>	That there be appropriated from the C.H.I.P. PROGRAM INCOME FUND (119)			
Operation and Maintenance		\$156,500		\$156,500
<b>TOTAL</b>		\$156,500	\$0	\$156,500
<b>SEC. 16:</b>	That there be appropriated from the COMMUNITY DEVELOPMENT BLOCK GRANT FUND (122)			
Operation and Maintenance		\$140,000		\$140,000
<b>TOTAL</b>		\$140,000	\$0	\$140,000
<b>SEC. 17:</b>	That there be appropriated from the WORKER'S COMP FUND (124)			
Personal Services/Administrative Support		\$389,760	\$0	\$389,760
<b>TOTAL</b>		\$389,760	\$0	\$389,760
<b>SEC. 18:</b>	That there be appropriated from the INSURANCE RESERVE FUND (125)			
Operation & Maintenance		\$518,325		\$518,325
<b>TOTAL</b>		\$518,325	\$0	\$518,325
<b>SEC. 19:</b>	That there be appropriated from the DEMOLITION DEFENSE FUND (126)			
Operation & Maintenance		\$100,000	\$0	\$100,000
<b>TOTAL</b>		\$100,000	\$0	\$100,000
<b>SEC. 20:</b>	That there be appropriated from the SMALL BUSINESS GRANT FUND (127)			
Operation and Maintenance		\$159,860		\$159,860
<b>TOTAL</b>		\$159,860	\$0	\$159,860
<b>SEC. 21:</b>	That there be appropriated from the PRO PIQUA (128)			
Operation and Maintenance		\$60,000		\$60,000
<b>TOTAL</b>		\$60,000	\$0	\$60,000
<b>SEC. 22:</b>	That there be appropriated from the REVOLVING LOAN FUND (130)			

Operation and Maintenance

\$13,200

\$13,200

**TOTAL**  
**Ord. No. 15-23**  
**Page 4 of 6**

\$13,200

\$0

\$13,200

**2024**  
**BUDGET**

**2024 REVISED**  
**BUDGET**

**SEC. 23:** That there be appropriated from the COMMUNITY DEVELOPMENT FUND (135)

Personal Services/Administrative Support  
Operation and Maintenance  
Allocated Expenses

\$420,854

\$420,854

\$115,965

\$115,965

(\$536,819)

(\$536,819)

**TOTAL**

\$0

\$0

\$0

**SEC. 24:** That there be appropriated from the AGRICULTURAL REVOLVING LOAN FUND (142)

Personal Services/Administrative Support  
Operation and Maintenance

\$500

\$500

\$45,000

\$45,000

**TOTAL**

\$45,500

\$0

\$45,500

**SEC. 25:** That there be appropriated from the ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (144)

Operation and Maintenance

\$200,000

\$200,000

**TOTAL**

\$200,000

\$0

\$200,000

**SEC. 26:** That there be appropriated from the SPECIAL ASSESSMENT DEBT SERVICE FUND (202)

Operation and Maintenance

\$2,000

\$2,000

**TOTAL**

\$2,000

\$0

\$2,000

**SEC. 27:** That there be appropriated from the OPWC WASTEWATER LIFT STATIONS DEBT SERVICE FUND (210)

Non Government/Transfers/Refunds

\$33,419

\$33,419

**TOTAL**

\$33,419

\$0

\$33,419

**SEC. 28:** That there be appropriated from the OFFSITE PIPELINE (OWDA) DEBT SERVICE FUND (250)

Non Government/Transfers/Refunds

\$184,126

\$184,126

**TOTAL**

\$184,126

\$0

\$184,126

**SEC. 29:** That there be appropriated from the EQUALIZATION TANK '08 NOTE (OWDA) DEBT SERVICE FUND (254)

Non Government/Transfers/Refunds	\$295,246		\$295,246
<b>TOTAL</b>	\$295,246	\$0	\$295,246
<b>SEC. 30:</b>	That there be appropriated from the WATER PLANT OWDA DEBT SERVICE FUND (256)		
Non Government/Transfers/Refunds	\$2,303,440		\$2,303,440
<b>TOTAL</b>	\$2,303,440	\$0	\$2,303,440
<b>SEC. 31:</b>	That there be appropriated from the WASTEWATER PLANT ENGINEERING DEBT SERVICE FUND (257)		
Non Government/Transfers/Refunds	\$2,233,450		\$2,233,450
<b>TOTAL</b>	\$2,233,450	\$0	\$2,233,450
<b>SEC. 32:</b>	That there be appropriated from the OWDA WATER TOWER DEBT SERVICE FUND (258)		
Non Government/Transfers/Refunds	\$177,568		\$177,568
<b>TOTAL</b>	\$177,568	\$0	\$177,568
<b>SEC. 33:</b>	That there be appropriated from the SHAWNEE STORMWATER PROJECT DEBT SERVICE FUND (261)		
Non Government/Transfers/Refunds	\$3,278		\$3,278
<b>TOTAL</b>	\$3,278	\$0	\$3,278
<b>SEC. 34:</b>	That there be appropriated from the NONTAX REVENUE BONDS '23 DEBT SERVICE FUND (263)		
Non Government/Transfers/Refunds	\$146,157		\$146,157
<b>TOTAL</b>	\$146,157	\$0	\$146,157
Ord. No. 15-23	<b>2024</b>		<b>2024 REVISED</b>
Page 5 of 6	<b>BUDGET</b>		<b>BUDGET</b>
<b>SEC. 35:</b>	That there be appropriated from the LOCK 9 PARK IMPROVEMENTS FUND (342)		
Operation and Maintenance	\$20,000		\$20,000
Capital Outlay (including labor)	\$334,237	\$0	\$334,237
Non Government/Transfers/Refunds	\$226,729		\$226,729
<b>TOTAL</b>	\$580,966	\$0	\$580,966
<b>SEC. 36:</b>	That there be appropriated from the SCOTT DR REDEVELOPMENT FUND (343)		

Operation and Maintenance	\$602,152	\$0	\$602,152
<b>TOTAL</b>	<b>\$602,152</b>	<b>\$0</b>	<b>\$602,152</b>
<b>SEC. 37:</b>	That there be appropriated from the POWER SYSTEM FUND (401)		
Personal Services/Administrative Support	\$2,561,459		\$2,561,459
Operation and Maintenance	\$31,624,879		\$31,624,879
Capital Outlay (including labor)	\$2,161,075		\$2,161,075
Overhead Transfers	(\$175,000)		(\$175,000)
<b>TOTAL</b>	<b>\$36,172,413</b>	<b>\$0</b>	<b>\$36,172,413</b>
<b>SEC. 38:</b>	That there be appropriated from the WATER SYSTEM FUND (403)		
Personal Services/Administrative Support	\$1,573,923		\$1,573,923
Operation and Maintenance	\$3,212,592		\$3,212,592
Capital Outlay (including labor)	\$910,833		\$910,833
Non Government/Transfers/Refunds	\$2,665,134		\$2,665,134
<b>TOTAL</b>	<b>\$8,362,482</b>	<b>\$0</b>	<b>\$8,362,482</b>
<b>SEC. 39:</b>	That there be appropriated from the WASTEWATER SYSTEM FUND (404)		
Personal Services/Administrative Support	\$1,717,308		\$1,717,308
Operation and Maintenance	\$1,924,959		\$1,924,959
Capital Outlay (including labor)	\$747,500		\$747,500
Non Government/Transfers/Refunds	\$2,562,115		\$2,562,115
<b>TOTAL</b>	<b>\$6,951,882</b>	<b>\$0</b>	<b>\$6,951,882</b>
<b>SEC. 40:</b>	That there be appropriated from the GARBAGE AND REFUSE FUND (405)		
Personal Services/Administrative Support	\$860,048		\$860,048
Operation and Maintenance	\$1,391,251		\$1,391,251
<b>TOTAL</b>	<b>\$2,251,299</b>	<b>\$0</b>	<b>\$2,251,299</b>
<b>SEC. 41:</b>	That there be appropriated from the CITY INCOME TAX ADMINISTRATION FUND (407)		
Non Government/Transfers/Refunds	\$14,800,000		\$14,800,000
<b>TOTAL</b>	<b>\$14,800,000</b>	<b>\$0</b>	<b>\$14,800,000</b>
<b>SEC. 42:</b>	That there be appropriated from the INFORMATION TECHNOLOGY FUND (408)		
Personal Services/Administrative Support	\$250,621	\$0	\$250,621
Operation and Maintenance	\$924,211	\$0	\$924,211
<b>TOTAL</b>	<b>\$1,174,832</b>	<b>\$0</b>	<b>\$1,174,832</b>



<b>TOTAL</b>		\$155,000	\$0	\$155,000
<b>SEC. 51:</b>	That there be appropriated from the EMPLOYEE FLEXIBLE SPENDING FUND (615)			
Administrative Support		\$250,000		\$250,000
<b>TOTAL</b>		\$250,000	\$0	\$250,000

**SEC. 52:** That the sum appropriated are actual expenditures for goods and services or other government functions performed in the calendar year 2024. Future commitments representing encumbrances of fund balance or future receipts will be appropriated in the future year when those services or goods are rendered to the city.

**SEC. 53:** That the sums expended from the appropriations and which are proper charges against any other department or against any person, firm or corporation which are repaid with the period covered by such appropriations shall be considered reappropriated for such original purposes; provided, that the net total of expenditures under any item of said appropriations shall not exceed the amount of the item.

**SEC. 54:** That the Director of Finance is hereby authorized and directed to draw her warrant upon the City Treasury for the amounts appropriated in this order when claims are properly presented and approved, the same to be chargeable to the appropriations for the year 2024 when passed and legally contracted for in conformity by law.

**SEC. 55:** That the Finance Director at the discretion of the City Manager make temporary advances from the General Fund to any Fund to cover temporary shortages of cash until revenues or permanent transfers become available to repay that temporary advance. That these advances may not exceed \$1,000,000 in the aggregate nor extend past December 31, 2024; except those that are to be reimbursed by federal, state or other grant programs that were previously approved by this Commission.

**SEC. 56:** That all ordinances, or parts of ordinances, inconsistent with this ordinance be and they are hereby repealed.

\_\_\_\_\_  
KRIS LEE, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by \_\_\_\_\_,

seconded by \_\_\_\_\_, and on roll call the following vote ensued:

Mayor Kris Lee \_\_\_\_\_

Commissioner Thomas Hohman

\_\_\_\_\_

Commissioner James Vetter

\_\_\_\_\_

Commissioner Paul Simmons

\_\_\_\_\_

Commissioner Frank DeBrosse

\_\_\_\_\_

**ORDINANCE NO. O-11-24**

**AN ORDINANCE PERMITTING THE COMMISSION TO REMOVE APPOINTED REPRESENTATIVES FROM BOARDS CREATED BY THE COMMISSION**

Whereas, the Commission has established several boards under Chapter 32 of the Piqua City Code;

Whereas, some of the boards created do not have provisions for the removal of members from said board;

NOW THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, State of Ohio, a majority of all members elected thereto concurring, that:

SECTION I: The following removal provision shall be applicable to any and all boards created by the City Commission under Chapter 32 of the Piqua City Code:

Any member of any board may be removed upon a majority vote of the Piqua City Commission. Any board vacancy created by such action of the Commission shall be filled by the Commission, and the Successor so duly appointed shall serve the remaining term of the removed board member;

SECTION II: This ordinance shall be in addition to any other reasons for removal as set forth in any ordinance of Chapter 32 of the Piqua City Code;

SECTION III: This ordinance shall be effective at the earliest time permitted by law.

1st Reading - 6/18/2024

2nd Reading - 7/16/2024

3rd Reading - 8/20/2024

\_\_\_\_\_  
KRIS LEE, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MELISSA KINNEY  
CLERK OF COMMISSION

The Motion to adopt the foregoing Ordinance was offered by \_\_\_\_\_,  
seconded by \_\_\_\_\_, and on roll call the following vote ensued:

Mayor Kris Lee \_\_\_\_\_  
Commissioner James Vetter \_\_\_\_\_  
Commissioner Frank DeBrosse \_\_\_\_\_  
Commissioner Thomas Hohman \_\_\_\_\_  
Commissioner Paul Simmons \_\_\_\_\_

**Commission Agenda  
Staff Report**

<b>MEETING DATE</b>	June 18, 2024		
<b>REPORT TITLE</b>	A resolution presenting the Annual Tax Budget to the Commission for 2025 according to Section 5705.28 and Section 5705.30 of the O.R.C.		
<b>SUBMITTED BY</b>	Name & Title: Jerald O'Brien, Finance Director		
	Department: Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input checked="" type="checkbox"/> Finance Dir.
	<input type="checkbox"/> Development Director		<input type="checkbox"/> Law Director
<b>BACKGROUND</b>	The city is required to adopt a tax budget and submit it to the County Budget Commission by July 20 <sup>th</sup> of each year for the ensuing year. The tax budget is submitted to the County Budget Commission to demonstrate financial need to the County Budget Commission and to qualify the city to receive property tax collections and local government funding. Passage of the tax budget is necessary for the city to qualify to receive funds.		
<b>BUDGETING AND FINANCIAL IMPACT</b>	Budgeted \$:	\$114,948,326	
	Expenditure \$:	\$114,948,326	
	Source of Funds:		
	<b>Narrative:</b>		
<b>OPTIONS</b>	1.	Approve the Resolution for the approval of the Year 2025 Tax Budget to provide the required information to the County Budget Commission.	
	2.	Do not approve the Resolution for the Year 2025 Tax Budget.	
<b>PROJECT TIMELINE</b>	June 18 <sup>th</sup> , 2024		
<b>STAFF RECOMMENDATION</b>	We are requesting approval of the Resolution approving the proposed 2025 Tax Budget for the City.		
<b>ATTACHMENTS</b>	Year 2025 Tax Budget and Draft Ordinance		

**PUBLIC HEARING  
RESOLUTION NO. R-89-24**

**A RESOLUTION ACCEPTING FOR STATUTORY PURPOSES  
A BUDGET FOR THE CALENDAR YEAR 2025**

WHEREAS, Section 5705.18 of the Revised Code requires that this Commission adopt a tax budget for the next succeeding fiscal year; and

WHEREAS, said tax budget, identified as the "2025 County Tax Budget" and incorporated by reference herein, has been presented to this Commission.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: The 2025 County Tax Budget for the City of Piqua, Ohio is hereby accepted as current for all statutory purposes.

SEC. 2: Pursuant to Charter Section 49, receipt of the 2025 draft appropriation ordinance is hereby acknowledged.

SEC. 3: The Clerk of this Commission is hereby authorized and directed to certify a true copy of this Resolution and of the 2025 County Tax Budget to the Miami County Budget Commission.

SEC. 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

  
Kris Lee, Mayor

PASSED: 6.18.2024

ATTEST: Melissa Kinney  
MELISSA KINNEY  
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by Comm. Simmons,  
seconded by Comm. DeBrosse, and on roll call the following vote ensued:

Mayor Kris Lee	<u>Yah</u>
Commissioner Thomas Hohman	<u>Yah</u>
Commissioner Paul Simmons	<u>Yah</u>
Commissioner Frank DeBrosse	<u>Yah</u>
Commissioner James Vetter	<u>Yah</u>



City of Piqua

201 West Water Street Piqua, Ohio 45356
www.piquaoh.gov

June 18, 2024

Mr. Paul Oberdorfer
City Manager

RE: Year 2025 County Tax Budget and Draft Appropriation Ordinance

The 2025 County Tax Budget was prepared based upon information obtained from the individual city departments and city administration.

The total 2025 tax budget is projected to be \$114.9 million; a decrease of \$.03 million, or 0.18% less than the latest 2024 estimates. The major reasons for the net \$.03 million decrease are as follows:

Table with 2 columns: Fund Category and Amounts of Change (Year 2025 Versus 2024). Rows include General Funds (General Fund, Parks Fund, Safety Fund, Fort Piqua Plaza Fund, Total), Capital Project Funds (Lock 9 Improvements, Scott Drive Redevelopment, Total), Special Revenue Funds (Street Income Tax, Streets Fund, Total), Enterprise Funds (Electric System, Water System, Wastewater System, Total), and Grand Total (\$0.3 million decrease).

If you have any questions, please let me know.

Sincerely,

Jerald O'Brien (handwritten signature)

Jerald O'Brien, Finance Director

CITY OF PIQUA, OHIO  
2025 COUNTY TAX BUDGET

		ACTUAL 2022	ACTUAL 2023	ESTIMATED 2024	PROPOSED 2025
		<u>ACTUAL 2022</u>	<u>ACTUAL 2023</u>	<u>ESTIMATED 2024</u>	<u>PROPOSED 2025</u>
<u>OPERATING FUNDS</u>					
TOTAL GENERAL FUND	Total Sources Available	\$ 43,482,876	\$ 44,314,222	\$ 54,623,700	\$ 51,895,426
	Total Expenses	<u>32,355,973</u>	<u>30,829,505</u>	<u>40,777,034</u>	<u>40,940,231</u>
	Balance as of 12/31	\$ 11,126,903	\$ 13,484,717	\$ 13,846,666	\$ 10,955,195
TOTAL ENTERPRISE FUNDS	Total Sources Available	\$ 80,958,300	\$ 83,359,458	\$ 77,659,378	\$ 75,981,335
	Total Expenses	<u>50,124,817</u>	<u>57,612,620</u>	<u>56,095,619</u>	<u>56,565,881</u>
	Balance as of 12/31	\$ 30,833,482	\$ 25,746,838	\$ 21,563,759	\$ 19,415,474
TOTAL OPERATING FUNDS (GENERAL PLUS ENTERPRISE)	Total Sources Available	\$ 124,441,176	\$ 127,673,680	\$ 132,283,078	\$ 127,876,761
	Total Expenses	<u>82,480,790</u>	<u>88,442,125</u>	<u>96,872,653</u>	<u>97,506,092</u>
	Balance as of 12/31	\$ 41,960,385	\$ 39,231,555	\$ 35,410,425	\$ 30,370,669
+++++					
<u>TOTAL SPECIAL REVENUE FUNDS</u>	Total Sources Available	\$ 19,473,864	\$ 24,829,887	\$ 21,159,670	\$ 18,766,964
	Total Expenses	<u>4,875,268</u>	<u>10,793,379</u>	<u>9,486,961</u>	<u>9,593,188</u>
	Balance as of 12/31	\$ 14,598,596	\$ 14,036,508	\$ 11,672,709	\$ 9,173,776
<u>TOTAL INTERNAL SERVICE FUNDS</u>	Total Sources Available	\$ 4,617,628	\$ 5,096,663	\$ 4,820,826	\$ 4,209,977
	Total Expenses	<u>1,339,752</u>	<u>1,892,646</u>	<u>2,237,917</u>	<u>2,424,700</u>
	Balance as of 12/31	\$ 3,277,876	\$ 3,204,017	\$ 2,582,909	\$ 1,785,277
<u>TOTAL FIDUCIARY FUNDS</u>	Total Sources Available	\$ 482	\$ 489	\$ 489	\$ 489
	Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Balance as of 12/31	\$ 482	\$ 489	\$ 489	\$ 489
<u>TOTAL CAPITAL PROJECT FUNDS</u>	Total Sources Available	\$ -	\$ 8,873,057	\$ 2,820,125	\$ 2,334,930
	Total Expenses	<u>-</u>	<u>7,300,855</u>	<u>1,183,118</u>	<u>44,361</u>
	Balance as of 12/31	\$ -	\$ 1,572,202	\$ 1,637,007	\$ 2,290,569
<u>TOTAL DEBT SERVICE FUNDS</u>	Total Sources Available	\$ 16,420,567	\$ 19,445,449	\$ 5,961,519	\$ 5,819,664
	Total Expenses	<u>16,000,947</u>	<u>18,719,456</u>	<u>5,378,683</u>	<u>5,379,985</u>
	Balance as of 12/31	\$ 419,620	\$ 725,993	\$ 582,836	\$ 439,679
.....					
<u>GRAND TOTAL ALL FUNDS</u>	Total Sources Available	\$ 164,949,924	\$ 185,919,226	\$ 167,045,707	\$ 159,008,785
	Total Expenses	<u>104,696,757</u>	<u>127,148,461</u>	<u>115,159,332</u>	<u>114,948,326</u>
	Balance as of 12/31	\$ 60,253,166	\$ 58,770,765	\$ 51,886,375	\$ 44,060,459

CITY OF PIQUA, OHIO  
2025 COUNTY TAX BUDGET

		ACTUAL 2022	ACTUAL 2023	ESTIMATED 2024	PROPOSED 2025
<b>GENERAL FUND</b>					
<b>GENERAL (001)</b>					
Total Sources Available	\$	14,583,859	\$ 15,776,630	\$ 19,443,496	\$ 18,876,981
Total Expenses		6,096,928	4,577,473	8,760,854	9,017,484
Balance as of 12/31	\$	8,486,931	\$ 11,199,157	\$ 10,682,642	\$ 9,859,497
<b>NEIGHBORHOOD IMPROV. TEAM (104)</b>					
Total Sources Available	\$	119,254	\$ 121,370	\$ 117,591	\$ 78,291
Total Expenses		32,900	33,779	69,300	71,726
Balance as of 12/31	\$	86,354	\$ 87,591	\$ 48,291	\$ 6,565
<b>PARK DEPT. (105)</b>					
Total Sources Available	\$	1,992,476	\$ 1,550,363	\$ 1,733,947	\$ 2,241,042
Total Expenses		1,163,640	1,555,581	1,511,155	2,191,155
Balance as of 12/31	\$	828,836	\$ (5,218)	\$ 222,792	\$ 49,887
<b>SAFETY (106)</b>					
Total Sources Available	\$	12,999,135	\$ 11,081,060	\$ 16,135,818	\$ 14,720,874
Total Expenses		11,379,029	9,015,156	13,250,309	13,714,070
Balance as of 12/31	\$	1,620,106	\$ 2,065,904	\$ 2,885,509	\$ 1,006,804
<b>DUI EDUCATIONAL FUND (109)</b>					
Total Sources Available	\$	11,132	\$ 11,626	\$ 12,231	\$ 1,836
Total Expenses		-	-	11,000	-
Balance as of 12/31	\$	11,132	\$ 11,626	\$ 1,231	\$ 1,836
<b>MAUSOLEUM FUND (110)</b>					
Total Sources Available	\$	5,459	\$ 3,907	\$ 25,610	\$ 25,610
Total Expenses		1,552	3,297	25,000	25,000
Balance as of 12/31	\$	3,907	\$ 610	\$ 610	\$ 610
<b>PRO-PIQUA (128)</b>					
Total Sources Available	\$	60,000	\$ 60,000	\$ 60,000	\$ 60,000
Total Expenses		60,000	60,000	60,000	60,000
Balance as of 12/31	\$	-	\$ -	\$ -	\$ -
<b>POLICE AUXILIARY (120)</b>					
Total Sources Available	\$	1,532	\$ 1,556	\$ 1,556	\$ 1,556
Total Expenses		-	-	-	-
Balance as of 12/31	\$	1,532	\$ 1,556	\$ 1,556	\$ 1,556
<b>INCOME TAX (407)</b>					
Total Sources Available	\$	13,364,913	\$ 15,309,458	\$ 14,800,000	\$ 14,800,000
Total Expenses		13,364,913	15,309,458	14,800,000	14,800,000
Balance as of 12/31	\$	-	\$ -	\$ -	\$ -
<b>FORT PIQUA PLAZA (410)</b>					
Total Sources Available	\$	326,610	\$ 382,938	\$ 2,043,452	\$ 839,236
Total Expenses		257,012	274,686	2,039,416	810,796
Balance as of 12/31	\$	69,598	\$ 108,252	\$ 4,036	\$ 28,440
<b>EMPLOYEE FLEXIBLE SPENDING (615)</b>					
Total Sources Available	\$	18,506	\$ 15,314	\$ 250,000	\$ 250,000
Total Expenses		-	74	250,000	250,000
Balance as of 12/31	\$	14,164	\$ 15,240	\$ -	\$ -
<b>TOTAL GENERAL FUND</b>					
Total Sources Available	\$	43,482,876	\$ 44,314,222	\$ 54,623,700	\$ 51,895,426
Total Expenses	\$	32,355,973	\$ 30,829,505	\$ 40,777,034	\$ 40,940,231
Balance as of 12/31	\$	11,126,903	\$ 13,484,717	\$ 13,846,666	\$ 10,955,195
<b>SPECIAL REVENUE FUNDS</b>					
<b>STREET DEPT. (101)</b>					
Total Sources Available	\$	8,167,181	\$ 9,859,857	\$ 10,512,528	\$ 10,257,506
Total Expenses		2,251,114	2,830,390	3,738,083	3,868,916
Balance as of 12/31	\$	5,916,067	\$ 7,029,467	\$ 6,774,445	\$ 6,388,590
<b>STATE HIGHWAY (102)</b>					
Total Sources Available	\$	103,740	\$ 105,492	\$ 182,132	\$ 182,132
Total Expenses		93,167	12,860	89,500	92,633
Balance as of 12/31	\$	10,574	\$ 92,632	\$ 92,632	\$ 89,499
<b>STREET INCOME TAX (1/4%) (103)</b>					
Total Sources Available	\$	7,432,589	\$ 7,310,276	\$ 7,822,726	\$ 6,248,454
Total Expenses		2,362,529	2,168,711	4,255,433	4,404,373
Balance as of 12/31	\$	5,070,060	\$ 5,141,565	\$ 3,567,293	\$ 1,844,081
<b>RENEW PIQUA (114)</b>					
Total Sources Available	\$	469	\$ 477	\$ 477	\$ 477
Total Expenses		-	-	-	-
Balance as of 12/31	\$	469	\$ 477	\$ 477	\$ 477

CITY OF PIQUA, OHIO  
2025 COUNTY TAX BUDGET

		ACTUAL 2022	ACTUAL 2023	ESTIMATED 2024	PROPOSED 2025
MANDATORY DRUG FINE (111)	Total Sources Available	\$ 4,425	\$ 4,495	\$ 4,495	\$ 95
	Total Expenses	-	-	4,400	-
	Balance as of 12/31	\$ 4,425	\$ 4,495	95	\$ 95
CHIP 2019 (117)	Total Sources Available	\$ 57,360	\$ 213,385	\$ 125,875	\$ 125,875
	Total Expenses	14,740	213,385	125,875	125,875
	Balance as of 12/31	\$ 42,620	\$ -	\$ -	\$ -
CDBG - CV BLOCK GRANT (118)	Total Sources Available	\$ 11,556	\$ 188,692	\$ 334,550	\$ 346,259
	Total Expenses	1,556	188,692	334,550	346,259
	Balance as of 12/31	\$ 10,000	\$ -	\$ -	\$ -
CHIP PROGRAM INCOME (119)	Total Sources Available	\$ 219,822	\$ 221,111	\$ 198,862	\$ 52,802
	Total Expenses	31,096	32,690	156,500	52,802
	Balance as of 12/31	\$ 188,726	\$ 188,422	\$ 42,362	\$ -
DEMOLITION DEFENSE FUND (126)	Total Sources Available	\$ 107,315	\$ 203,493	\$ 213,439	\$ 188,439
	Total Expenses	23,918	65,053	100,000	100,000
	Balance as of 12/31	\$ 83,397	\$ 138,439	\$ 113,439	\$ 88,439
CDBG BLOCK GRANT (122)	Total Sources Available	\$ 9,795	\$ 136,188	\$ 140,000	\$ 140,000
	Total Expenses	3,010	136,188	140,000	140,000
	Balance as of 12/31	\$ 6,785	\$ -	\$ -	\$ -
REVOLVING LOAN (130)	Total Sources Available	\$ 74,112	\$ 92,266	\$ 108,216	\$ 110,966
	Total Expenses	-	0	13,200	13,200
	Balance as of 12/31	\$ 74,184	\$ 92,266	\$ 95,016	\$ 97,766
SCARBROUGH TIF FUND (112)	Total Sources Available	\$ 40,887	\$ 40,501	\$ 40,400	\$ 40,400
	Total Expenses	40,887	40,501	555	555
	Balance as of 12/31	\$ -	\$ -	\$ 39,845	\$ 39,845
ONEOHIO OPIOID SETTLEMENT (113)	Total Sources Available	\$ 7,514	\$ 27,689	\$ 42,522	\$ 42,522
	Total Expenses	-	167	15,000	42,522
	Balance as of 12/31	\$ 7,514	\$ 27,522	\$ 27,522	\$ -
ECONOMIC DEVELOPMENT DEPARTMENT (135)	Total Sources Available	\$ 6,404	\$ 6,640	\$ 4,535	\$ 4,535
	Total Expenses	-	2,105	-	-
	Balance as of 12/31	\$ 6,404	\$ 4,535	\$ 4,535	\$ 4,535
AMERICAN RESCUE PLAN ACT (141)	Total Sources Available	\$ 2,234,550	\$ 4,504,249	\$ -	\$ -
	Total Expenses	-	4,504,249	-	-
	Balance as of 12/31	\$ 2,243,470	\$ -	\$ -	\$ -
AGRICULTURAL REVOLVING LOAN (142)	Total Sources Available	\$ 114,640	\$ 120,778	\$ 125,778	\$ 85,278
	Total Expenses	-	-	45,500	45,500
	Balance as of 12/31	\$ 114,640	\$ 120,778	\$ 80,278	\$ 39,778
ECONOMIC DEVELOPMENT REVOLVING LOAN (144)	Total Sources Available	\$ 500,000	\$ 1,036,647	\$ 889,533	\$ 743,633
	Total Expenses	-	201,214	200,000	250,000
	Balance as of 12/31	\$ 500,000	\$ 835,433	\$ 689,533	\$ 493,633
SMALL BUSINESS GRANT (127)	Total Sources Available	\$ 175,000	\$ 503,613	\$ 159,860	\$ -
	Total Expenses	-	344,526	159,860	-
	Balance as of 12/31	\$ 175,000	\$ 159,087	\$ -	\$ -
LAW ENFORCEMENT TRUST (609)	Total Sources Available	\$ 102,432	\$ 142,027	\$ 142,027	\$ 92,027
	Total Expenses	-	-	50,000	50,000
	Balance as of 12/31	\$ 102,432	\$ 142,027	\$ 92,027	\$ 42,027

CITY OF PIQUA, OHIO  
2025 COUNTY TAX BUDGET

		ACTUAL 2022	ACTUAL 2023	ESTIMATED 2024	PROPOSED 2025
CONSERVANCY (611)	Total Sources Available	\$ 104,073	\$ 112,013	\$ 111,717	\$ 105,564
	Total Expenses	53,252	52,648	58,505	60,553
	Balance as of 12/31	\$ 50,821	\$ 59,365	\$ 53,212	\$ 45,011
TOTAL SPECIAL REVENUE FUNDS	Total Sources Available	\$ 19,473,864	\$ 24,829,887	\$ 21,159,670	\$ 18,766,964
	Total Expenses	4,875,268	10,793,379	9,486,961	9,593,188
	Balance as of 12/31	\$ 14,598,596	\$ 14,036,508	\$ 11,672,709	\$ 9,173,776
<u>CAPITAL PROJECT FUNDS</u>					
LOCK 9 IMPROVEMENTS (342)	Total Sources Available	\$ -	\$ 6,667,007	\$ 2,173,612	\$ 2,290,569
	Total Expenses	-	5,191,317	580,966	-
	Balance as of 12/31	\$ -	\$ 1,475,689	\$ 1,592,646	\$ 2,290,569
SCOTT DRIVE REDEVELOPMENT (343)	Total Sources Available	\$ -	\$ 2,206,050	\$ 646,513	\$ 44,361
	Total Expenses	-	2,109,537	602,152	44,361
	Balance as of 12/31	\$ -	\$ 96,513	\$ 44,361	\$ -
TOTAL CAPITAL PROJECT FUNDS	Total Sources Available	\$ -	\$ 8,873,057	\$ 2,820,125	\$ 2,334,930
	Total Expenses	-	7,300,855	1,183,118	44,361
	Balance as of 12/31	\$ -	\$ 1,572,202	\$ 1,637,007	\$ 2,290,569
<u>FIDUCIARY FUNDS</u>					
PRIVATE-PURPOSE CENTENNIAL TRUST (612)	Total Sources Available	\$ 482	\$ 489	\$ 489	\$ 489
	Total Expenses	-	-	-	-
	Balance as of 12/31	\$ 482	\$ 489	\$ 489	\$ 489
TOTAL FIDUCIARY FUNDS	Total Sources Available	\$ 482	\$ 489	\$ 489	\$ 489
	Total Expenses	-	-	-	-
	Balance as of 12/31	\$ 482	\$ 489	\$ 489	\$ 489
<u>INTERNAL SERVICE FUNDS</u>					
INFORMATION TECHNOLOGY (408)	Total Sources Available	\$ 1,186,659	\$ 1,679,939	\$ 1,275,858	\$ 1,185,769
	Total Expenses	809,703	1,488,825	1,174,832	1,174,832
	Balance as of 12/31	\$ 376,955	\$ 191,115	\$ 101,026	\$ 10,937
LIABILITY INSURANCE RESERVE (125)	Total Sources Available	\$ 566,803	\$ 595,417	\$ 683,921	\$ 657,921
	Total Expenses	361,149	403,821	518,325	536,466
	Balance as of 12/31	\$ 205,653	\$ 191,596	\$ 165,596	\$ 121,455
WORKMAN'S COMP. RESERVE (124)	Total Sources Available	\$ 1,507,627	\$ 1,431,905	\$ 1,471,646	\$ 1,131,886
	Total Expenses	165,513	-	389,760	403,402
	Balance as of 12/31	\$ 1,342,115	\$ 1,421,646	\$ 1,081,886	\$ 728,484
HEALTH CARE PLAN (614)	Total Sources Available	\$ 1,356,540	\$ 1,389,401	\$ 1,389,401	\$ 1,234,401
	Total Expenses	3,387	-	155,000	310,000
	Balance as of 12/31	\$ 1,356,540	\$ 1,389,401	\$ 1,234,401	\$ 924,401
TOTAL INTERNAL SERVICE FUNDS	Total Sources Available	\$ 4,617,628	\$ 5,096,663	\$ 4,820,826	\$ 4,209,977
	Total Expenses	1,339,752	1,892,646	2,237,917	2,424,700
	Balance as of 12/31	\$ 3,277,876	\$ 3,204,017	\$ 2,582,909	\$ 1,785,277
<u>DEBT SERVICE FUNDS</u>					
SPECIAL ASSESSMENT (202)	Total Sources Available	\$ 401,445	\$ 413,182	\$ 415,467	\$ 418,467
	Total Expenses	174	2,715	2,000	2,000
	Balance as of 12/31	\$ 401,272	\$ 410,467	\$ 413,467	\$ 416,467
Nontax Revenue Bonds '23 DEBT SERVICE (263)	Total Sources Available	\$ -	\$ 317,477	\$ 297,178	\$ 151,021
	Total Expenses	-	20,299	146,157	146,157
	Balance as of 12/31	\$ -	\$ 297,178	\$ 151,021	\$ 4,864
WASTEWATER PUMP STATIONS DEBT SERVICE (210)	Total Sources Available	\$ 50,128	\$ 50,128	\$ 50,128	\$ 50,128
	Total Expenses	33,419	33,419	33,419	33,419
	Balance as of 12/31	\$ 16,709	\$ 16,709	\$ 16,709	\$ 16,709
SHAWNEE STROMWATER DEBT SERVICE 2017 (261)	Total Sources Available	\$ 4,916	\$ 4,916	\$ 4,916	\$ 4,916
	Total Expenses	3,277	3,277	3,277	3,277
	Balance as of 12/31	\$ 1,639	\$ 1,639	\$ 1,639	\$ 1,639
WATER OFFSITE PIPELINES DEBT SERVICE 2005 (260)	Total Sources Available	\$ 184,125	\$ 184,125	\$ 184,126	\$ 184,126
	Total Expenses	184,125	184,125	184,126	184,126
	Balance as of 12/31	\$ -	\$ -	\$ -	\$ -

CITY OF PIQUA, OHIO  
2025 COUNTY TAX BUDGET

		ACTUAL 2022	ACTUAL 2023	ESTIMATED 2024	PROPOSED 2025
OWDA 08 EQUALIZATION BASIN DEBT SERVICE (254)	Total Sources Available	\$ 292,773	\$ 293,988	\$ 295,246	\$ 296,548
	Total Expenses	292,773	293,988	295,246	296,548
	Balance as of 12/31	\$ -	\$ -	\$ -	\$ -
WATER PLANT OWDA DEBT SERVICE (256)	Total Sources Available	\$ 12,668,122	\$ 14,971,561	\$ 2,303,440	\$ 2,303,440
	Total Expenses	\$ 12,668,122	\$ 14,971,561	\$ 2,303,440	\$ 2,303,440
	Balance as of 12/31	\$ -	\$ -	\$ -	\$ -
WASTEWATER PLANT ENGINEERING DEBT SERVICE (257)	Total Sources Available	\$ 2,020,001	\$ 2,233,449	\$ 2,233,450	\$ 2,233,450
	Total Expenses	\$ 2,020,001	\$ 2,233,449	\$ 2,233,450	\$ 2,233,450
	Balance as of 12/31	\$ -	\$ -	\$ -	\$ -
WATER TOWER DEBT SERVICE (258)	Total Sources Available	\$ 799,056	\$ 976,623	\$ 177,568	\$ 177,568
	Total Expenses	\$ 799,056	\$ 976,623	\$ 177,568	\$ 177,568
	Balance as of 12/31	\$ -	\$ -	\$ -	\$ -
TOTAL DEBT SERVICE FUNDS	Total Sources Available	\$ 16,420,567	\$ 19,445,449	\$ 5,961,519	\$ 5,819,664
	Total Expenses	16,000,947	18,719,456	5,378,683	5,379,985
	Balance as of 12/31	\$ 419,620	\$ 725,993	\$ 582,836	\$ 439,679
<u>ENTERPRISE FUNDS</u>					
ELECTRIC SYSTEM (401)	Total Sources Available	\$ 37,794,529	\$ 37,194,207	\$ 36,753,982	\$ 36,313,627
	Total Expenses	33,745,032	33,672,283	36,172,413	35,947,413
	Balance as of 12/31	\$ 4,049,497	\$ 3,521,924	\$ 581,569	\$ 366,214
WATER SYSTEM (403)	Total Sources Available	\$ 16,538,002	\$ 17,923,561	\$ 17,227,793	\$ 16,161,701
	Total Expenses	6,316,692	7,992,158	8,362,482	8,655,169
	Balance as of 12/31	\$ 10,221,310	\$ 9,931,403	\$ 8,865,311	\$ 7,506,532
WASTEWATER SYS. (404)	Total Sources Available	\$ 18,235,267	\$ 19,564,561	\$ 14,661,788	\$ 14,542,735
	Total Expenses	5,535,751	11,735,602	6,951,882	7,195,198
	Balance as of 12/31	\$ 12,699,516	\$ 7,828,959	\$ 7,709,906	\$ 7,347,537
REFUSE (405)	Total Sources Available	\$ 5,003,256	\$ 4,536,512	\$ 4,751,121	\$ 4,789,922
	Total Expenses	2,833,868	2,075,491	2,251,299	2,330,094
	Balance as of 12/31	\$ 2,169,388	\$ 2,461,021	\$ 2,499,822	\$ 2,459,828
GOLF COURSE (409)	Total Sources Available	\$ 851,556	\$ 1,090,142	\$ 1,170,773	\$ 1,191,318
	Total Expenses	789,157	965,569	1,025,655	1,081,553
	Balance as of 12/31	\$ 62,399	\$ 124,573	\$ 145,118	\$ 129,765
STORM WATER UTILITY (411)	Total Sources Available	\$ 2,464,259	\$ 3,041,343	\$ 3,089,826	\$ 2,979,938
	Total Expenses	840,827	1,171,517	1,329,888	1,376,434
	Balance as of 12/31	\$ 1,623,432	\$ 1,869,826	\$ 1,759,938	\$ 1,603,504
SWIMMING POOL (415)	Total Sources Available	\$ 63,490	\$ -	\$ -	\$ -
	Total Expenses	63,490	-	-	-
	Balance as of 12/31	\$ -	\$ -	\$ -	\$ -
UNCLAIMED TRUST (606)	Total Sources Available	\$ 6,535	\$ 7,037	\$ 2,000	\$ -
	Total Expenses	-	-	2,000	-
	Balance as of 12/31	\$ 7,037	\$ 8,323	\$ -	\$ -
BUSINESS OFFICE (413)	Total Sources Available	\$ 1,405	\$ 2,094	\$ 2,094	\$ 2,094
	Total Expenses	-	-	-	-
	Balance as of 12/31	\$ 1,405	\$ 2,094	\$ 2,094	\$ 2,094
TOTAL ENTERPRISE FUNDS	Total Sources Available	\$ 80,958,300	\$ 83,369,458	\$ 77,659,378	\$ 75,981,335
	Total Expenses	\$ 50,124,817	\$ 57,612,620	\$ 56,095,619	\$ 56,565,861
	Balance as of 12/31	\$ 30,833,482	\$ 25,746,838	\$ 21,563,759	\$ 19,415,474
<u>GRAND TOTAL</u> <u>ALL FUNDS</u>	Total Sources Available	\$ 164,949,924	\$ 185,919,226	\$ 167,045,707	\$ 159,008,785
	Total Expenses	104,696,757	127,148,461	115,159,332	114,948,326
	Balance as of 12/31	\$ 60,253,166	\$ 58,770,765	\$ 51,886,375	\$ 44,060,459

**A DRAFT ORDINANCE TO MAKE APPROPRIATIONS FOR  
THE CITY OF PIQUA FOR THE CALENDAR YEAR 2025**

WHEREAS, Section 49 of the Piqua Charter requires the submission of a draft appropriation ordinance at this time;

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring that:

SEC. 1: There be appropriated from the City funds as follows:

	<u>PROPOSED 2025</u>
GENERAL FUND (001)	\$9,017,484
NEIGHBORHOOD IMPROVEMENT TEAM (104)	71,726
PARKS DEPARTMENT (105)	2,191,155
SAFETY (106)	13,714,070
PRO-PIQUA FUND (128)	60,000
MAUSOLEUM FUND (110)	25,000
INCOME TAX (407)	14,800,000
FORT PIQUA PLAZA (410)	810,796
FLEXIBLE SPENDING (615)	250,000
STREET DEPARTMENT (101)	3,868,916
STATE HIGHWAY (102)	92,633
STREET 1/4% INCOME TAX (103)	4,404,373
SCARBROUGH TIF FUND (112)	555
ONEOHIO OPIOID SETTLEMENT (113)	42,522
CHIP 2017 (117)	125,875
CDBG-CV BLOCK GRANT (118)	346,259
CHIP PROGRAM INCOME (119)	52,802
DEMOLITION DEFENSE FUND (126)	100,000
CDBG BLOCK GRANT (122)	140,000
REVOLVING LOAN (130)	13,200
AGRICULTURE REVOLVING LOAN (142)	45,500
ECONOMIC DEVELOPMENT REVOLVING LOAN (144)	250,000
LAW ENFORCEMENT TRUST (609)	50,000
CONSERVANCY (611)	60,553
SCOTT DRIVE REDEVELOPMENT (343)	44,361
INFORMATION TECHNOLOGY (408)	1,174,832
LIABILITY INSURANCE RESERVE (125)	536,466
WORKMAN'S COMP. RESERVE (124)	403,402
HEALTH CARE PLAN (614)	310,000
SPECIAL ASSESSMENT (202)	2,000
Nontax Revenue Bonds '23 DEBT SERVICE (263)	146,157
WASTEWATER PUMP STATIONS DEBT SERVICE (210)	33,419
SHAWNEE STORMWATER DEBT SERVICE (261)	3,277
WATER OFFSITE PIPELINES DEBT SERVICE (250)	184,126
OWDA '08 EQUALIZATION BASIN DEBT SERVICE (254)	296,548
WATER PLANT OWDA DEBT SERVICE (256)	2,303,440
WASTEWATER PLANT DEBT SERVICE (257)	2,233,450
WATER TOWER DEBT SERVICE (258)	177,568

	<u>PROPOSED 2025</u>
ELECTRIC SYSTEM (401)	35,947,413
WATER SYSTEM (403)	8,655,169
WASTEWATER SYSTEM (404)	7,195,198
REFUSE (405)	2,330,094
GOLF COURSE (409)	1,061,553
STORM WATER UTILITY (411)	1,376,434

SEC. 2: That sums expended from the appropriations and which are proper charges against any other department, or against any person, firm or corporation which are repaid with the period covered by such appropriations shall be considered re-appropriated for such original purposes; provided, that the net total of expenditures under any item of said appropriation shall not exceed the amount of the item.

SEC. 3: That the Director of Finance is hereby authorized and directed to draw her warrant upon the City Treasury for the amounts appropriated in this order when claims are properly presented and approved, the same to be chargeable to the appropriations for the year 2024 when passed and legally contracted for in conformity by law.

SEC. 4: That all ordinances, or parts of ordinances, inconsistent with this ordinance be and they are hereby repealed.

SEC. 5: That this ordinance shall take effect and be in force from and after passage.

\_\_\_\_\_  
KRIS LEE, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MELISSA KINNEY  
CLERK OF COMMISSION

# Commission Agenda Staff Report

<b>MEETING DATE</b>	June 18, 2024		
<b>REPORT TITLE</b>	A resolution authorizing the City Manager to sign a contract with the company Cleargov for a Budgeting Software Program		
<b>SUBMITTED BY</b>	Jerry O'Brien, City Finance Director		
	Finance Department		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Finance Director		
<b>BACKGROUND</b> (Description, background, justification)	<p>The annual budgeting process is a complex process that involves the entire leadership team, Finance staff, and multiple staff across all departments. There are multiple meetings and communications involving the City Manager, the Finance Department, and City Leadership to arrive at a first draft. The process takes approximately 2 months to prepare a draft to present to the City Commission for their consideration. The draft may then undergo more revisions as the Commission reviews it. Currently, the city is utilizing multiple Excel spreadsheets to compile the annual budget. Once the budget is approved, the entire budget must be entered into the accounting system. This is a very cumbersome process and is subject to errors due to the large volume of data entry involved by multiple people, as well as formula problems that are an inherent risk of using Excel.</p> <p>Cleargov is a software solution for compiling and managing the budget creation process. The multiple Excel files are eliminated as the budget is managed in one place providing improved control and increased speed over the process. Data entry is vastly reduced since it allows for direct uploads from and to the accounting system. It would eliminate many staff hours from the process.</p> <p>The system has a robust reporting system that will make it easier for the Commission and the Leadership Team to view and analyze the budget during the process.</p> <p>The contract would start on June 30, 2024, and expire on December 31, 2027.</p>		
<b>BUDGET/FINANCIAL IMPACT</b> (Project costs and funding sources)	Budgeted \$:	\$13,987.50 for 2024	
	Expenditure \$:	\$73,988 total contract	
	Source of Funds:		

	Narrative:	
<b>OPTIONS</b> (Include deny /approval option)	1.	Pass the Resolution to authorize the City Manager to sign the contract.
	2.	Deny the City Manager authorization to sign the contract.
<b>PROJECT TIMELINE</b>	Implementation would begin immediately and is expected to be completed in 60 to 90 days.	
<b>STAFF RECOMMENDATION</b>	Approve the proposed resolution.	
<b>ATTACHMENTS</b>	Custom Service Order & Proposal	

**RESOLUTION NO. R-90-24**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CLEARGOV FOR A SOFTWARE SOLUTION TO AID IN THE ANNUAL BUDGETING PROCESS**

WHEREAS, the annual budgeting process is performed annually to create a legal budget to allow the city to expend funds; and

WHEREAS, this process is a complex endeavor that involves the City Commission, the leadership team of the city, and many staff members of the City; and

WHEREAS, the current process used by the city is cumbersome and has the potential for errors; and,

WHEREAS, staff have identified a solution that would streamline the process and provide better data integrity through stronger internal controls over the process.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

- SEC. 1: The City Manager is hereby authorized to enter into a contract with Cleagov to purchase a budget process software solution.
- SEC. 2: The Finance Director certifies that funds are available and is hereby authorized to draw his warrants from time to time on the appropriate account of the City Treasury in payment according to contract terms, not exceeding a total of \$76,013.
- SEC. 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
KRIS LEE, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
MELISSA KINNEY  
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by \_\_\_\_\_,  
seconded by \_\_\_\_\_, and on roll call the following vote ensued:

Mayor Kris Lee	_____
Commissioner Frank DeBrosse	_____
Commissioner James Vetter	_____
Commissioner Paul Simmons	_____
Commissioner Thomas Hohman	_____



# Service Order

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

<b>Created by</b>	Dennis Maher
<b>Contact Phone</b>	817-205-9980
<b>Contact Email</b>	dmaher@cleargov.com

<b>Order Date</b>	Jun 6, 2024
<b>Order valid if signed by</b>	<b>Jun 30, 2024</b>

Customer Information					
<b>Customer</b>	City of Piqua	<b>Contact</b>	Jerald O'Brien	<b>Billing Contact</b>	Jerald O'Brien
<b>Address</b>	201 West Water Street	<b>Title</b>	Finance Director	<b>Title</b>	Finance Director
<b>City, St, Zip</b>	Piqua, Ohio 45356	<b>Email</b>	jobrien@piquaoh.gov	<b>Email</b>	jobrien@piquaoh.gov
<b>Phone</b>	937-778-8300			<b>PO # (If any)</b>	

This Service Order will be contracted through...	
<b>Procurement Aggregator</b>	<b>ClearGov Contract</b>
Buyboard	Buyboard Proposal No. #692-23

The Services you will receive and the Fees for those Services are...			
<b>Set up Services</b>		<b>Tier/Rate</b>	<b>Service Fees</b>
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 2	\$ 8,100.00
ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions expires June 30, 2024		Tier 2	\$ (4,050.00)
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>			<b>\$ 4,050.00</b>
<b>Subscription Services</b>		<b>Tier</b>	<b>Service Fees</b>
ClearGov BCM Operational Budgeting - Civic Edition		Tier 2	\$ 14,100.00
ClearGov BCM Personnel Budgeting - Civic Edition		Tier 2	\$ 12,800.00
ClearGov BCM Capital Budgeting - Civic Edition		Tier 2	\$ 10,400.00
ClearGov BCM Bundle Discount: Discount for bundled BCM solutions		Tier 2	\$ (9,325.00)
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>			<b>\$ 27,975.00</b>

ClearGov will provide your Services according to this schedule...			
<b>Period</b>	<b>Start Date</b>	<b>End Date</b>	<b>Description</b>
<b>Setup</b>	Jul 1, 2024	Jul 1, 2024	ClearGov Setup Services
<b>Pro-Rata</b>	Jul 1, 2024	Dec 31, 2024	ClearGov Subscription Services
<b>Initial</b>	Jan 1, 2025	Dec 31, 2027	ClearGov Subscription Services

To be clear, you will be billed as follows...		
<b>Billing Date(s)</b>	<b>Amount(s)</b>	<b>Notes</b>
Jul 1, 2024	\$ 4,050.00	One Time Setup Fee
Jul 1, 2024	\$ 13,987.50	6 Month Pro-Rata Subscription Fee
Jan 1, 2025	\$ 27,975.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
<b>Billing Terms and Conditions</b>		
<b>Valid Until</b>	<b>Jun 30, 2024</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>Appropriations</b>	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
<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>	
<b>Title</b>	

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.



# Software Proposal

**PREPARED ON**

June 6, 2024

**PREPARED FOR**

Jerald O'Brien  
Finance Director  
City of Piqua

**PREPARED BY**

Dennis Maher  
ClearGov, Inc.  
dmaher@cleargov.com  
817-205-9980



## OUR MISSION

# We Create Easy-to-Use Software to Help local governments Plan and Budget Better

**NACo endorses ClearGov Budget Cycle Management as the budgeting solution of choice for local agencies.**



*"ClearGov's commitment to modernizing the government budgeting process with affordable, easy-to-use software has saved counties countless hours by streamlining and automating the annual budget process. After our rigorous evaluation process, we are pleased to share ClearGov's innovative solutions with our members."*

**Paul Terragno**  
Financial Services Center Managing Director.  
NACo

June 6, 2024

Jerald O'Brien  
Finance Director  
City of Piqua  
201 West Water Street  
Piqua, Ohio 45356

Dear Jerry,

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

Our mission at ClearGov is to create easy-to-use, modern software to help local governments plan and budget better. We make it easy for local 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 Piqua.

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.

ClearGov is the leading provider of budgeting and planning solutions for local government agencies, so 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,

Dennis Maher  
ClearGov, Inc.  
dmaher@cleargov.com  
817-205-9980

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## Mission

ClearGov is the leading provider of budgeting and planning solutions for local government agencies. ClearGov's mission is to create easy-to-use, modern software that helps local governments plan and 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 Piqua 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 solution that is specifically tailored to the needs of local governments to streamline the budgeting process.
- Enables finance teams to easily collaborate in real time
- Eliminates spreadsheet errors
- Provides visual dashboards for all funds summary and budget to actuals
- Enables end-of-year projections and fund balance analytics

### 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
- Leverage capital request template forms and create custom forms
- Create unlimited multi-year scenario plans to optimize capital utilization
- Score and rank capital requests based on custom criteria to prioritize requests

## 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)	
<b>Setup Fee: Includes</b> - Full activation and setup; Data onboarding; Client training	<b>\$8,100</b>
<b>Setup Discount:</b> If signed by June 30, 2024	<b>(\$4,050)</b>
<b>Total Setup Service Fees</b>	<b>\$4,050</b>

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$14,100
ClearGov Personnel Budgeting	\$12,800
ClearGov Capital Budgeting	\$10,400
Bundle Discount	(\$9,325)
<b>Total Annual Subscription Service Fees</b>	<b>\$27,975</b>

## Implementation Plan

You will be assigned an Implementation Manager (IM), who will develop a plan to get your team up and running that is based on your specific goals and timeline. The ClearGov Onboarding Process will have a big impact on your overall success with our platform, and as such, it is a team effort between you and ClearGov that includes three key components:

### General Ledger Data Mapping

- A ClearGov Sr. Data Advisor will format, upload and map your financial data (i.e. revenue and expense data). Your role is to provide us with a complete set of data files as well as guidance on how you would like to view the data, and to review and provide feedback along the way. This is the most important onboarding step as it enables the full use of the budgeting applications.

### Training

- Our products are designed to be intuitive and easy to use, but ClearGov provides a robust set of self-directed training resources, as well as live custom workshops to share best practices and help you get the most from our solutions.

### Configuration

- Once trained, you can easily configure the ClearGov platform to meet your specific needs - for example - by customizing capital request forms; creating wage schedules; selecting the panels to include in your Transparency Center; etc.

### Timeframe

- We have learned that different customers have different priorities, so the onboarding process usually takes between 60 - 90 days. If you have a specific deadline, please let me or your Implementation Manager know, and we'll get back to you quickly to let you know if it's possible, as well as what needs to happen - by when - to achieve that deadline.

## Conclusion

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

As the leading provider of budgeting and planning solutions, 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, schools, counties and other agencies across the country, and we'd be delighted to welcome Piqua 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 local 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, the leader in modern budgeting and planning solutions, 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**

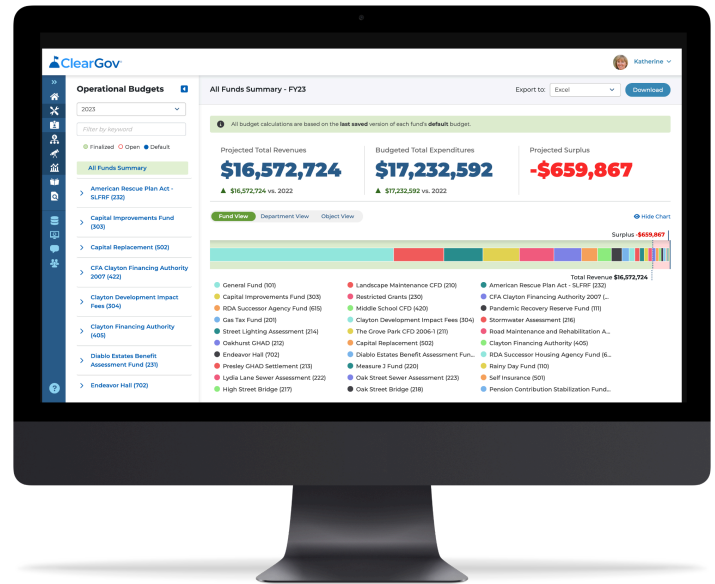
ClearGov is built and priced for local governments. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

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

## Budget Better Together

ClearGov Operational Budgeting is a suite of flexible, cloud-based budgeting, forecasting and fund balance 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**

✓ **All Funds Summary**

✓ **Automated Audit Trail**

✓ **Budget to Actuals Charts**

✓ **Unlimited Budgets**

✓ **Departmental Collaboration**

✓ **End of Year Projections**

✓ **Integrated Report Builder**

✓ **Fund Balance Metrics**

✓ **Multi-Year Forecasting, and more...**



*"Having the budget online eliminates version control issues and lets everyone know where we are in the process. Instead of calling or emailing department heads, I can just go into ClearGov and access all the requests and supporting documentation in one spot."*

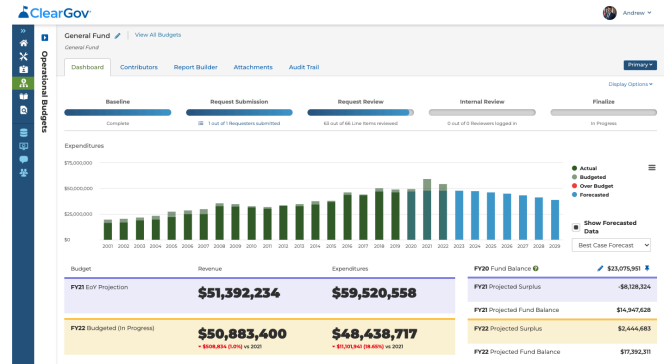
**Sean O'Brien**  
Special Assistant to the Finance Director  
Town of Natick, MA



## 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.

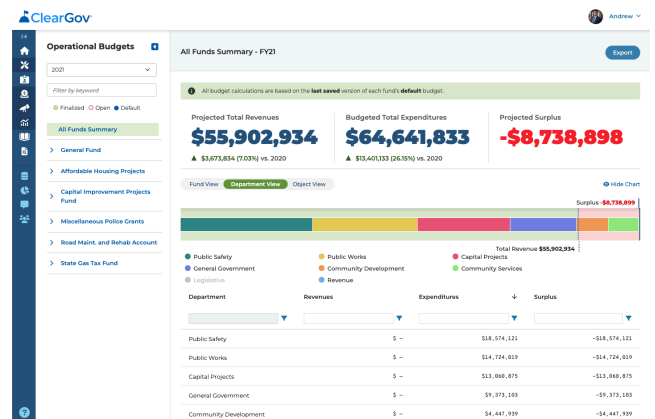
- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the 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.



## All Funds Summary

With ClearGov's automated All Funds Summary dashboard, you can easily review your holistic budget. No more switching between spreadsheet tabs or scrolling screen by screen to get the full picture.

- **Automated Summary:** View your budget across all funds via an interactive, visual dashboard.
- **Toggle Your Views:** Filter and sort functionality is built-in. You can toggle your view by fund, department or object.
- **All Funds Summary Export:** Online collaborators will have access to the All Funds Dashboard, and with one click, you can export a full report to Excel, CSV or PDF.





## End of Year Projections

As your fiscal year progresses or as the fiscal year-end approaches, your collaborators can submit end-of-year projections. ClearGov automatically updates your projected fund balances to help you make more informed decisions for next year's budget.

Object	FY20 Projected	FY21 (In Progress)	FY22 Forecasted
Public Safety	\$18,437,833.00	\$0.00	\$18,449,120.00 -0.02%
Police Services	\$18,437,833.00	\$0.00	\$18,449,120.00 -0.02%
Capital Outlay	\$0.00	\$0.00	\$0.00 n/a
Personnel	\$118,978.00	\$0.00	\$118,978.00 0%
Operations and Maintenance	\$221,291.00	\$0.00	\$232,559.00 -1.31%
INCENTIVE PAY	\$0.00	\$0.00	\$0.00 n/a
MEMBERSHIPS & DUES	\$505.00	\$0.00	\$282.00 -58%
TRAINING & EDUCATION	\$0.00	\$0.00	\$20.00 -99.78%
FY19 Fund Balance	\$18,267,038	\$0.00	\$1,500.00 14990%
FY20 Proj. Surplus	\$31,214,636	\$0.00	\$0.00 n/a
FY20 Proj. Fund Balance	\$40,481,674	\$1,618.00	\$1,618.00 0%
FY21 Proj. Surplus	-\$8,348,424	\$0.00	\$30,300.00 0%
FY21 Proj. Fund Balance	\$41,333,250	\$0.00	\$0.00 -100%
SUBSCRIPTIONS & BOOKS	\$0.00	\$0.00	\$0.00 n/a
UNIFORMS	\$18,100.00	\$0.00	\$18,100.00 0%

- **EOY Collection:** Seamlessly include an “End-of-Year Projection” column in your budget workspace. Default to previous year’s numbers or zero-balance.
- **Fund Balance Analysis:** Utilize interactive charts to give your finance team new perspectives and insights on your projected Fund Balances.
- **Pin Your Chart:** Your collaborators can pin their fund balance chart to their workspace to see live updates as they work through their budget requests entry.

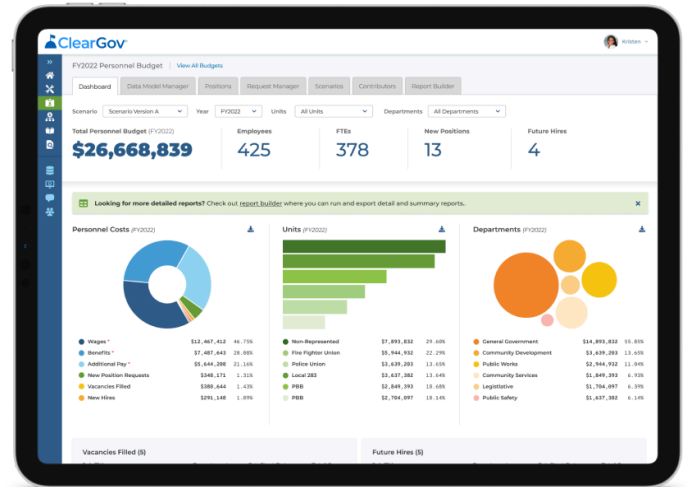
## Why does Piqua need this?

- **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.

## 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...



*"The more we work in ClearGov, the easier it gets. We first bought Transparency, and then subsequently added Digital Budget Book several months later. Now, we are planning to upgrade to the full suite this spring so we can use Operational Budgeting, Capital Budgeting, and Personnel Budgeting for our next budget cycle. The ClearGov team has been amazing to work with."*

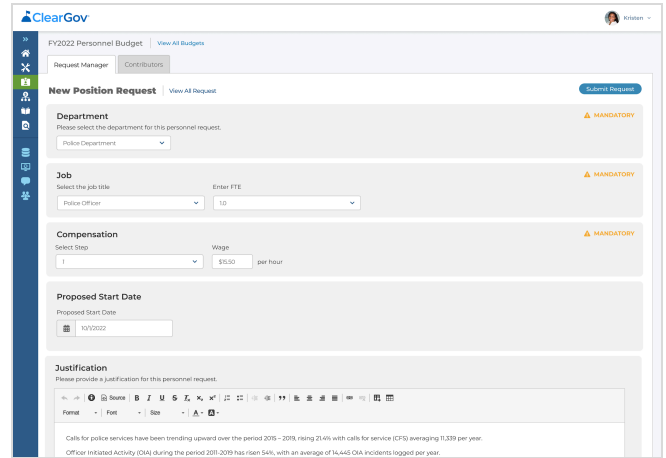
**Linda Watson**  
 Finance Director  
 Page, AZ  
 Population: 7,375



## 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.

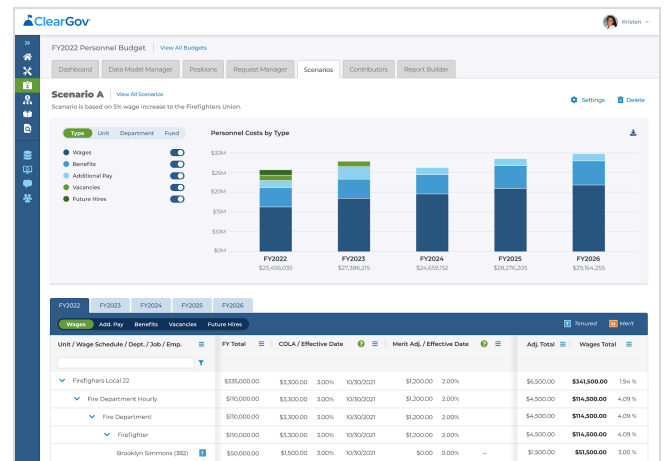
- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.
- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital 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.

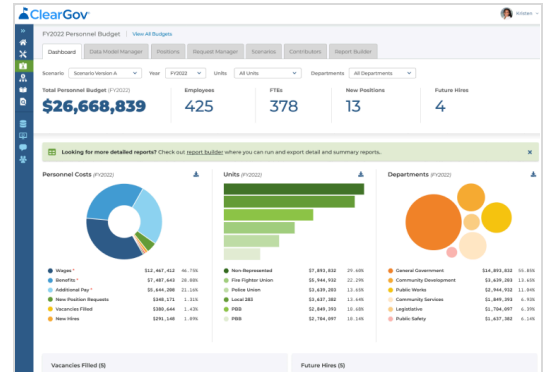
- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.
- **Scenario Planning:** Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.
- **Union 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.

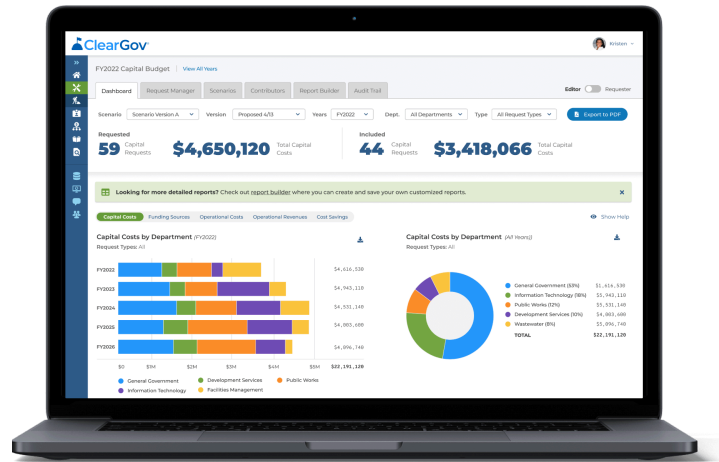
## Why does Piqua need this?

- **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.

## 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 Budgeting Dashboard

✓ Unlimited Contributors

✓ Capital Request Manager

✓ Project Request Templates

✓ Request Scoring & Ranking

✓ Integrated Report Builder

✓ Unlimited Scenario Planning

✓ And more...



*"Our CIP team absolutely loves the capital budgeting product. They love the fact that they can import our projects into it, and we can show our citizens this information. We are going to use the Transparency project pages so that our citizens can get updates on our projects."*

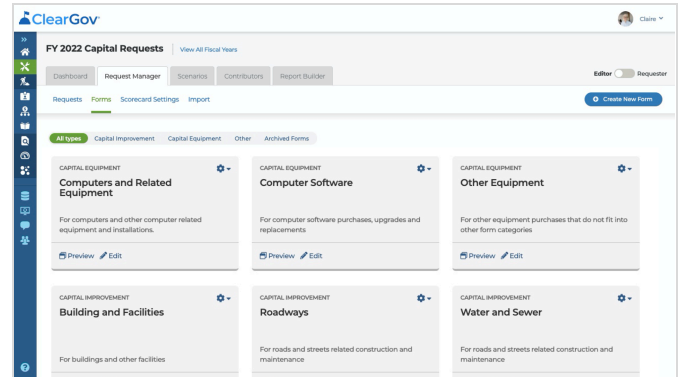
**Christin Lindsey**  
Senior Budget Analyst  
Pflugerville, TX



## 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.

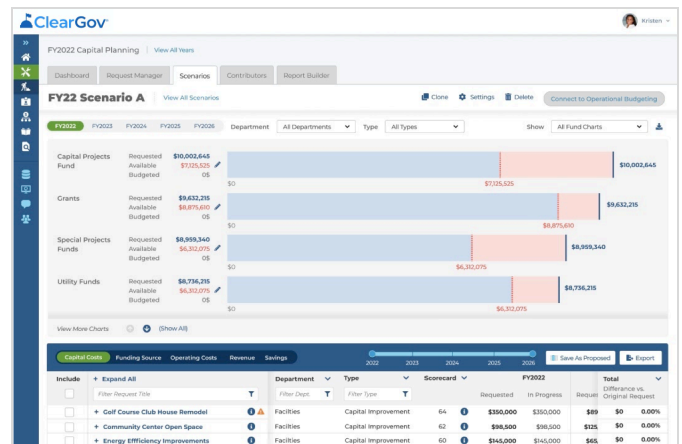
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as 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.



## Scenario Planning

All capital request data is automatically integrated into the Scenarios functionality. Powerful but simple tools enable you to easily and visually identify how your expected funding matches up against all of the requests. Scenarios 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.

- **Unlimited Scenarios:** Easily create, analyze and compare 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.

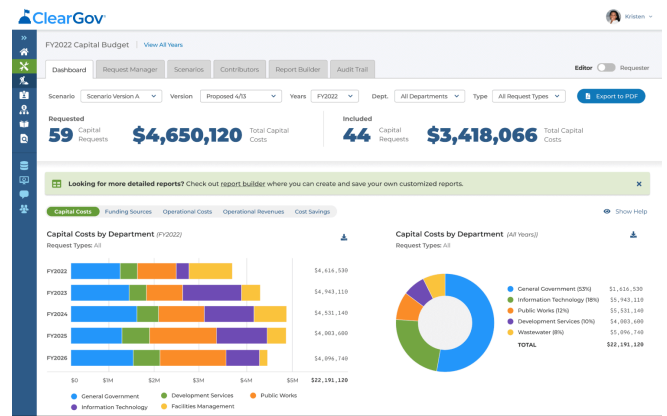




## Capital Budgeting Dashboard

The Capital Budgeting dashboard centralizes everything you need to plan and present your budget and provide deeper insight into capital requests. Use filters to visualize the data from multiple angles while you review capital costs, funding sources, operational costs, cost savings and project revenue.

- **Robust Filtering:** Immediately see the impact of capital requests on your budget from multiple angles. Filter your dashboard by department, year, request type and more.
- **Auto-generated graphs:** View your capital budget data with auto-generated charts that can be downloaded instantly to be used in presentations or shared with stakeholders.
- **Analyze Requests:** Easily click on a request to drill down into the details to see pictures, attachments and a cost breakdown.



## Why does Piqua 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.

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 Piqua 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
<b>Create Forecasts:</b> Auto generate one or more forecasts for each of your funds. Modify forecasts based on what-if scenarios adjust parameters as needed.	Unlimited forecasts
<b>Create Budgets:</b> Create one or more budgets for each of your applicable funds. Invite collaborators, iteratively build the budget and share with reviewers.	Unlimited budgets
<b>Export Budgets to ERP:</b> 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 Piqua 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
<b>Personnel Request Forms:</b> Create forms for your contributors to submit personnel requests.	Unlimited personnel request forms
<b>Personnel Data Import:</b> Import personnel and position data into your personnel plan.	Unlimited positions and personnel
<b>Personnel Scenario Planning:</b> 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 Piqua 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
<b>Capital Request Forms:</b> Create forms for your contributors to submit capital requests.	Unlimited capital request forms
<b>Capital Request Imports:</b> Import existing capital requests to your capital plan and/or present in your budget book.	Unlimited capital requests
<b>Capital Scenario Planning:</b> Input and adjust capital funding assumptions to create and analyze capital budget scenarios.	Unlimited scenario planning



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)	
<b>Setup Fee: Includes</b> - Full activation and setup; Data onboarding; Client training	<b>\$8,100</b>
<b>Setup Discount:</b> If signed by June 30, 2024	<b>(\$4,050)</b>
<b>Total Setup Service Fees</b>	<b>\$4,050</b>

Annual Subscription Service Fees (Annual investment)	
<b>ClearGov Operational Budgeting</b>	<b>\$14,100</b>
<b>ClearGov Personnel Budgeting</b>	<b>\$12,800</b>
<b>ClearGov Capital Budgeting</b>	<b>\$10,400</b>
<b>Bundle Discount</b>	<b>(\$9,325)</b>
<b>Total Annual Subscription Service Fees</b>	<b>\$27,975</b>



## Overview

The ClearGov onboarding process is designed to activate and set up your ClearGov solution. We have designed the process to be as straightforward as possible. Yes - there are some things you'll have to do, but the effort is likely to be much less than other software implementations you have experienced in the past. With your specific goals and budget timeline in mind, your Implementation Manager will develop a plan and guide you through what needs to be done to get you and your team up and running. The Implementation Manager will work with you and ClearGov's internal experts to achieve onboarding milestones.



*"From the first meeting to finalizing the budget, it really was a remarkable experience. While the product is truly great, it wouldn't have been so successful if it weren't for the ClearGov team! The customer service has been phenomenal."*

**Tiffany Barnett**  
Accounting Manager  
Hemet, CA

## Roles & Responsibilities

Effectively and efficiently completing the onboarding process requires a small group of people - from both ClearGov and Piqua - with specific roles and responsibilities, as follows. NOTE: For some customers, one person may play multiple roles.

### Piqua Team


- **Executive Sponsor:** Champions the implementation and rollout of ClearGov inside Piqua. Removes roadblocks and acts as the escalation point if the onboarding process stalls.
- **Primary Contact:** Go-to person at Piqua who is the main liaison with ClearGov's Implementation Manager. Responsible for scheduling meetings and ensuring the right people from the organization attend.
- **Data Exporter:** The person responsible for exporting financial data from your ERP / Accounting System and providing Account ID structure information.
- **Data Reviewer:** The person responsible for reviewing and approving data maps and how your data displays within the ClearGov platform.

### ClearGov Team

- **Implementation Manager (IM):** Overall Project Manager for onboarding. Responsible for driving meetings as required and guiding you through the onboarding process. Ensures alignment with what needs to be done and who needs to do it.
- **Sr. Data Advisor:** ClearGov's full-service Data Advisor team is made up of **former local government finance officials**, so they have been in your shoes. Your Sr. Data Advisor is

responsible for uploading and categorizing your financial data. They will work closely with the Data Reviewer to complete data mapping.

- **Training & Enablement Specialist:** A ClearGov team member who is deeply familiar with ClearGov products and has developed on-demand educational material available in ClearGov's Support Center. This person will lead training workshops as necessary for users.
- **Client Success Manager (CSM):** Your Client Success Manager is responsible for making sure you achieve your objectives and have ongoing success using the ClearGov platform.
- **ClearGov Support Team ([support@cleargov.com](mailto:support@cleargov.com)):** Everyone on this team understands how ClearGov products work and can answer questions to help you complete a task. The ClearGov Support team is available for technical assistance for all ClearGov customers.
- **ClearGov Data Team ([data@cleargov.com](mailto:data@cleargov.com)):** The ClearGov Data Team is responsible for adding new or updating existing data after the initial onboarding is complete. NOTE: **Most members of our Data Team are former financial officials as well.**



**ClearGov's Award-Winning Onboarding Process**

*"ChurnZero, a leading customer success platform proclaimed ClearGov an **Onboarding Hero** award winner. ClearGov implemented a new process which reduced average client onboarding time by 26% while earning a post-onboarding customer satisfaction rating of 100%."*

## Data Onboarding Timeline

We have successfully onboarded over a thousand customers, so we know that different organizations have different objectives and deadlines. Some of our customers want/need to implement as quickly as possible and make ClearGov their #1 priority. Other customers take a more relaxed approach and fit ClearGov in among other projects. As a result, the onboarding process typically stretches across 60 - 90 days, which allows enough time for us to collaborate and complete the important tasks mentioned in the next section.

### Typical Onboarding Timeline



**IMPORTANT - Meeting Your Deadline:** We are happy to work at whatever pace fits your needs, and we recognize that in certain circumstances, you may require an expedited onboarding process. If you have a specific deadline in mind, please inform your Solutions Advisor or Implementation Manager as soon as possible. We will do our best to meet your deadline (we don't miss many of them), and we'll let you know exactly what we need from you - and when - in order to hit your objective.

## Data Onboarding Phases & Tasks

The onboarding process has six phases, as outlined below. Some of these phases overlap and can occur concurrently to reduce the duration of onboarding. Furthermore, once your product subscriptions are activated you are able to use the product(s) immediately to complete various setup & configuration tasks while your general ledger data is being uploaded and mapped.

## Phase 1: Discover

The Discover phase is the initial period when you and ClearGov develop a shared understanding of your goals, specific data requirements & structure, budget cycle timeline, and onboarding plan. Depending upon schedules and availability, the Discover phase - in conjunction with the Prepare phase - usually lasts 2 to 4 weeks, starting when you sign the ClearGov service order and your Solutions Advisor connects you with your Implementation Manager.

The key objectives during the Discover phase include:

- **Share Goals:** During the Kickoff call, your Implementation Manager will review and verify the goals you discussed with the Solutions Advisor during the sales process.
- **Confirm Key Milestones & Dates:** This information will be used as input to the onboarding project plan and to ensure that everyone has common expectations.
- **Define Launch Requirements:** The Implementation Manager will guide you through exactly what needs to be completed prior to launching ClearGov applications.

Task	Responsibility	Notes
Product subscription activation	ClearGov	ClearGov will activate your subscription in accordance with the Start Date listed in your Service Order. ClearGov will create your Client Admin user, who can then access the platform and add additional (unlimited) users as necessary.
Kickoff & Data Discovery calls	ClearGov & Client	The IM will schedule two separate 30 - 60 minute Zoom sessions with your team.  The first call is to discuss key objectives and the timeline for onboarding. Your Primary Contact along with anyone else who would like to be involved should attend this meeting.  The second is with a ClearGov Sr. Data Advisor to understand your financial data and collect information for categorizing that data. Your Primary Contact, Data Exporter, and Data Reviewer should attend this meeting.
Complete Implementation Worksheet	ClearGov & Client	The IM will share a worksheet with a few questions to help us better understand your specific needs and timeline.
Assemble teams and resources	ClearGov & Client	Identify and assemble the necessary individuals - on both teams - to participate in onboarding.
Create project plan with timeline	ClearGov	The IM will develop the timeline and project plans and will review these with your Primary Contact.

## Phase 2: Prepare

The Prepare phase focuses mainly on helping ClearGov understand how you categorize your financial data and what changes may be necessary in order to display data the way you prefer within the ClearGov platform. During the Prepare phase, we will ask you to export financial data from your ERP or accounting system and provide information on your account code structure.

Task	Responsibility	Notes
Data Onboarding learning path	Client	We will share material to help you understand the ClearGov data onboarding requirements, as well as how certain choices will affect how your data can be displayed within the ClearGov platform.

Scope data implementation	ClearGov	We will ask you to verify how many years of historical data you wish to include in the platform along with which budget and actual versions you want to onboard.
Export Financial Data	Client	We will ask you to export financial data from your ERP / accounting system, and we will provide data format requirements.
Provide mapping information	Client	We will ask you to provide guidance about how to categorize line items based on the structure of your Account IDs, i.e. help us understand your Account ID segment codes.
Review and clarify data	ClearGov	ClearGov will review your data files let you know if we have clarifying questions.

### Phase 3: Map & Review

**ClearGov offers a full-service data onboarding process** that includes formatting, uploading, and mapping your financial (i.e. general ledger revenue and expense) data. This is the most important step of the onboarding process because that data is what enables the full use of our budgeting applications. The Sr. Data Advisor will complete the onboarding work while relying on you to provide a complete set of data files and your feedback along the way. We will need you to attend a few calls, review the mapping and provide timely feedback. It is our goal to make sure your financial data is presented through the ClearGov applications in the way you want.

Task	Responsibility	Notes
Upload and map financial data	ClearGov	ClearGov <b>full-service data onboarding</b> includes formatting and uploading your financial (revenue and expense) data and mapping each line item into categories such as fund, department, revenue source, objects, etc.
Review initial mapping	ClearGov & Client	We will review your initial mapping in a Mapping Review call and develop a strategy for you to provide feedback.
Provide feedback and iterate initial mapping	ClearGov & Client	If necessary, we will create a mapping feedback form for you to fill out and return to us. We will make mapping revisions based on your feedback.
Review mapping in-product	ClearGov & Client	We will review how data flows into key product areas and how you can change how your data looks using product settings. If no initial mapping revisions are required, this process can happen in the initial Mapping Review call.
Product-specific settings	ClearGov & Client	During the in-product review, we will discuss how specific product settings can impact the presentation of your data, e.g. Digital Budget Book best practices for creating department pages with a consistent look.

### Phase 4: Train & Configure

Administrators can begin learning how to use ClearGov as well as configure application settings while your data is being mapped. We have developed comprehensive courses that provide you with step-by-step instructions on how to configure ClearGov. Your IM will recommend a custom learning path based on the products you have purchased.

Task	Responsibility	Notes
Administrators & editors begin learning path and	ClearGov & Client	Your IM will recommend and enroll you in ClearGov Academy courses to help you meet your goals. Courses are broken down into a variety of product-specific educational

explore help resources		elements (e.g. videos, articles, quizzes) for easy consumption. Login to ClearGov Academy and begin your learning path, and log in to ClearGov and explore our Support Center resources.
Admin & Editor Workshops	ClearGov & Client	Schedule and complete product workshops, as required. (See note below for additional details.) This is custom, instructor led training, so please come prepared with specific workflow questions.
Configure applications	Client	Complete configurations in selected applications, including adding non-general ledger data, e.g. capital requests and employee information. See below for an outline of application-specific configurations that you can utilize to customize your ClearGov experience.  Your IM will provide you with guidance and best practices on how to utilize these configurations.
Add users to the system	Client	In the User Management application, add all potential users to the system. Adding all users here makes it easy to select the appropriate people when it comes time to request budget input and review from your team.

### ClearGov Workshops Overview

ClearGov's products are designed to be easy to use and our learning resources are robust. As a result, you may not need a Workshop for all products. If you want one, here are our guidelines:

- ClearGov will provide a Workshop for each product in your subscription.
- ClearGov Workshops may be attended by both Administrators and Editors.
- 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 you complete the ClearGov Academy courses prior to attending a ClearGov Workshop.**
- All Workshops are recorded for your ongoing reference and team access.

### Phase 5: Promote & Educate

ClearGov products are built to foster collaboration during the budget development process. So, we want to make sure your entire team knows how to get the most from our platform.

Task	Responsibility	Notes
Introduce ClearGov to colleagues	ClearGov & Client	Your IM will work with you to customize materials (email messaging and supporting materials) to send to key stakeholders in your organization.
Department Heads complete learning paths	Client	Your IM will recommend ClearGov Academy courses for your Department Heads and other users of ClearGov based on the products included in your subscription. Your IM will also recommend other resources available through our learning center to ensure your Department Heads are set up for success with ClearGov.
Department Head Workshop	ClearGov & Client	Schedule and complete product workshops, as required. (See note above for additional details.) This is custom, instructor led training, so please come prepared with specific workflow questions.

### Phase 6: Ready to Go

With your onboarding process complete, the Piqua team will be well-prepared to build and present your budget. At this point, your Implementation Manager will introduce your ClearGov Client Success Team, including your Client Success Manager, who will provide ongoing support.

Task	Responsibility	Notes
Client Success Manager assigned	ClearGov	ClearGov will assign a dedicated Client Success Manager (CSM). Your CSM will become your primary point of contact to provide coaching, share best practices, and ensure continued success with your ClearGov platform.
Post-Onboarding Review call	ClearGov & Client	Your IM will coordinate a call with your new CSM and your Primary Contact to do a final review of any outstanding onboarding tasks as well as to gather your feedback to highlight if any part of the process could have been executed better.
Communicate Support & Data Request process	ClearGov	Your IM will provide instructions on how to contact our Support Team if you have questions or run into a technical issue as well as instructions on how to submit data uploads or modification requests to the Data Team.

## Application-Specific Configuration

Below is a summary of the key elements that can be configured by the Client for each applicable ClearGov product. Product configuration is your opportunity to customize the ClearGov application to your specific needs and preferences. We have done our best to make each process as intuitive as possible, and we'll be there to show you how, if you have questions.

### Capital Budgeting

- **Capital Request Forms:** You can customize the existing ClearGov capital request templates and/or create your own.
- **Scorecard Settings:** You can modify the default Capital Budgeting scorecard settings to help you prioritize capital projects.
- **Contributors:** Assign individual users to the Capital Budgeting product to enable them to submit Capital Requests.

### Personnel Budgeting

- **Data Model Manager:** To create an accurate personnel budget, you will need to enter key data into the Personnel Budgeting Data Model. NOTE: This is different from the financial data that ClearGov will onboard and map for you. The recommended configuration process includes:
  - **Units:** Add Units to group your employees. Units are often affiliated with a union or collective bargaining unit.
  - **Wage Schedules:** Establish Wage Schedules to account for all job types, unit affiliation, salaries, etc.
  - **Additional Pay & Benefits:** Add Additional Pay and Benefits details, such as healthcare, overtime, etc. for each job type.
- **Employees:** Once the Data Model has been configured, you can import specific employee information - both for existing employees and planned hires.
- **Contributors:** Assign individual users to the Personnel Budgeting product to enable them to submit Personnel Requests.

### Operational Budgeting

- **Contributors:** Assign budget categories and line items to applicable department heads to kick-off your annual budget request process.
- **Reviewers:** Assign and give review access to key stakeholders, i.e. board members, finance committee, etc.

## Data Requirements

ClearGov's Onboarding process is focused on getting your most complex data up and running on the ClearGov platform. In a nutshell, this means your financial (i.e. general ledger revenue and expense) 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 IM will let you know what is available based on the accounting/ERP system you use. Your IM will also provide you with a more detailed document explaining data requirements. The highlights are outlined below.

### Data Onboarding Requirements by Product

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
ClearPlans*	✓	✓	✓	N/A
Transparency	✓	✓	✓	✓

\*NOTE: For ClearPlans, Data Onboarding is only required if you intend to allocate budget categories to specific objectives within your plan.

### 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 budget 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.
- **ClearPlans:** If you intend to allocate budget to specific objectives, you should provide budgeted data for the fiscal year that you wish to present in your applicable plan.
- **Transparency:** 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.

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.



*"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

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.

## 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.

## 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.

## ClearGov Hosting Platform

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.
- **Single Sign On (SSO):** ClearGov offers Single Sign On capabilities as an optional authentication method. The system is integrated with a leading authentication aggregator which provides integration with the majority of authentication providers.
- **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 geographically dispersed data centers to ensure redundancy and availability.

### What sort of disaster recovery plan is in place?

One of the reasons we selected AWS is because they provide state-of-the-art disaster recovery. ClearGov databases are duplicated in real-time across multiple AWS servers, and the entire ClearGov platform is backed up daily across the AWS network. So, even in the event of a catastrophic system failure, 24 hours of data loss would be the maximum impact.

## Is the ClearGov platform designed to scale to meet demand bursts?

Yes. One of the key factors behind selecting AWS as our hosting provider is their ability to scale rapidly. AWS has automated solutions in place that automatically scale ClearGov's platform for normal peaks and valleys in demand, and can be rapidly (and remotely) scaled to meet sustained demand increases.

## Does ClearGov leverage AWS Virtual Private Cloud features?

Yes. ClearGov utilizes the AWS Virtual Private Cloud functionality so that our platform is hosted on a logically isolated section of the AWS Cloud and not commingled with any third-party applications.

## How do I learn more about ClearGov's hosting solution?

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

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

## Security FAQs

### How is client data stored within the ClearGov platform?

All client data is stored in a single data repository with proper authentication and access control built into the system to ensure that users may only access the data applicable to their organization.

### Is the ClearGov platform SOC 2 compliant?

Our hosting provider, AWS, is fully compliant with SOC 2 requirements, and ClearGov can provide a copy of the most recent AWS SOC 2 compliance/audit report upon request.

### How often is the ClearGov platform reviewed for adherence to security standards?

ClearGov performs quarterly security reviews to ensure that processes are being followed and standards are being met.

### How frequently is the ClearGov platform monitored?

The ClearGov platform is monitored continuously - 24 x 7 - for performance, security and auditing.

### Does ClearGov Support SSO?

ClearGov is integrated with a leading authentication aggregator which provides integration with the majority of authentication providers such as OpenID Connect and SAM. Examples of SSO providers using these protocols include Microsoft Azure, OneLogin, and Okta.

## Service Level FAQs

### What level of service availability does ClearGov support?

All ClearGov solutions are available on a 24/7 basis, and ClearGov is committed to 99.9% uptime. Given that we are a cloud-based solution product patches and upgrades are completed in real-time, without impact to system performance. On occasion, as necessary, larger upgrades that may require planned system downtime are announced in advance and completed over the weekend and/or after working hours.

### What is your standard practice for security patch management?

ClearGov conducts ongoing audits of third-party packages for vulnerabilities. Patches for critical vulnerabilities are released as soon as possible, otherwise, patches are released as part of regular bi-weekly software releases.

## How often does ClearGov schedule planned outages for system upgrades?

The ClearGov platform and applications are architected so that the system does not require downtime during regular maintenance, product upgrades, or emergency patches. On occasion, as necessary, larger upgrades that may require planned system downtime are announced in advance and completed over the weekend and/or after working hours.

## 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.
  1. 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.



*“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**

**RESOLUTION NO. R-91-24**

**A RESOLUTION REGARDING THE APPLIED FOR LIQUOR PERMIT FOR ORRMONT ESTATE, LLC, AT 1612 SOUTH MAIN STREET, PIQUA, OHIO, 45356**

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the Ohio Division of Liquor Control to issue liquor permits within the state of Ohio; and

WHEREAS, Chapter 4303 of the Ohio Revised Code authorizes the legislative authority of a municipal corporation to object to the issuance, transfer, or renewal of a liquor permit within the limits of such municipal corporation and request a hearing thereon; and

WHEREAS, the Piqua City Commission has received from the Ohio Division of Liquor Control an application for a liquor permit from Orrmont Estate, LLC, located at 1612 South Main Street, Piqua, Ohio, 45356.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

- SEC. 1: The City Commission of the City of Piqua has no objections to this liquor permit and does not request a hearing.
- SEC. 2: The legislative notice will be sent by the Clerk of Commission to the Ohio Division of Liquor Control no later than July 8, 2024.
- SEC. 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

  
KRIS LEE, MAYOR

PASSED: 6.18.2024

ATTEST: Melissa Kinney  
MELISSA KINNEY  
CLERK OF COMMISSION

The Motion to adopt the foregoing Resolution was offered by Comm. Hohman,  
seconded by Comm. LeBrosse, and on roll call the following vote ensued:

Mayor Kris Lee

Commissioner Thomas Hohman

Commissioner Frank DeBrosse

Commissioner Paul Simmons

Commissioner James Vetter

Yah  
Yah  
Yah  
Yah  
Yah



DATE: June 10, 2024

TO: City of Piqua – Chief of Police Rick Byron  
City of Piqua – Law Director Frank Patrizio  
City of Piqua – Economic Development Director Chris Schmiesing

From: Melissa Kinney, City of Piqua – Clerk of Commission

**LIQUOR PERMIT APPLICATION**

Please review the attached application for a liquor license from ORRMONT ESTATE LLC, 1612 SOUTH MAIN STREET, PIQUA, OHIO, 45356, and give me your comments.

The attached notice was received in the Clerk of Commission Office on June 10, 2024, with notification due to the Ohio Division of Liquor Control no later than July 8, 2024.

	<b>Objects</b>	<b>No Objections</b>
Chief of Police Rick Byron	_____	_____ ✓
Law Director Frank Patrizio	_____	_____ ✓
Economic Development Director Chris Schmiesing	_____	_____ ✓

	<b>Objects</b>	<b>No Objections</b>
Mayor Lee	_____	_____
Commissioner Vetter	_____	_____
Commissioner Simmons	_____	_____
Commissioner Hohman	_____	_____
Commissioner DeBrosse	_____	_____

**NOTICE TO LEGISLATIVE  
AUTHORITY**

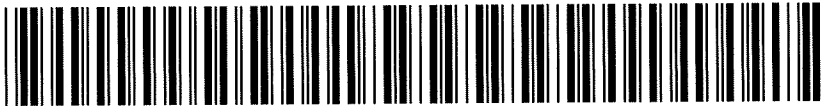
**OHIO DIVISION OF LIQUOR CONTROL**  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)644-2360 FAX(614)644-3166

TO

<b>6584026</b> PERMIT NUMBER		<b>NEW</b> TYPE	<b>ORRMONT ESTATE LLC 1612 S MAIN ST PIQUA OH 45356</b>
ISSUE DATE			
<b>12 27 2022</b> FILING DATE			
<b>D2</b> PERMIT CLASSES			
<b>55</b> TAX DISTRICT	<b>077</b> A	<b>D62300</b> RECEIPT NO.	

FROM **06/05/2024**

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT		RECEIPT NO.



MAILED **06/05/2024**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **07/08/2024**

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

**A NEW 6584026**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD  IN OUR COUNTY SEAT.  IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF PIQUA CITY COUNCIL  
201 W WATER ST  
PIQUA OHIO 45356**



**Department of  
Commerce**

Division of Liquor Control

[com.ohio.gov](http://com.ohio.gov)

Mike DeWine, *Governor* Jon Husted, *Lt. Governor* Sherry Maxfield, *Director*

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension.
  - Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

**FAX:** (614) 644 – 3166

**EMAIL:** [Liquordocs@com.ohio.gov](mailto:Liquordocs@com.ohio.gov)

**MAIL:** Ohio Division of Liquor Control  
Attn: Licensing Unit  
6606 Tussing Road  
PO Box 4005  
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit [com.ohio.gov/liquorinfo](http://com.ohio.gov/liquorinfo). Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at [com.ohio.gov/govhelp](http://com.ohio.gov/govhelp). Never miss out on when renewal objections are due! Sign-up for our emails at [com.ohio.gov/stayinformed](http://com.ohio.gov/stayinformed).

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 12/29/2023)