



**PIQUA CITY SPECIAL COMMISSION MEETING
TUESDAY, JUNE 25, 2024
5 PM
ADMINISTRATIVE CONFERENCE ROOM – 2nd FLOOR
201 WEST WATER STREET
PIQUA, OHIO 45356**

CALL TO ORDER

THE PLEDGE OF ALLEGIANCE

ROLL CALL

ADJOURN TO EXECUTIVE SESSION

To consider confidential information related to economic development as further defined by Ohio Revised Code Section 121.22(G)(8) or as amended

ROLL CALL

ADJOURN FROM EXECUTIVE SESSION

SPECIAL PIQUA CITY COMMISSION MEETING

NEW BUSINESS

1. RESOLUTION NO. R-92-94

A resolution awarding a contract to Advanced Excavating & Demolition for the 902 Scott Drive Demolition project

2. RESOLUTION NO. R-93-94

A resolution authorizing the City Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required for the Marymont Drive Utility Project

OLD BUSINESS

1. ORDINANCE NO. O-10-24 (2nd Reading)

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

2. RESOLUTION NO. R-90-24

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

ADJOURNMENT

Commission Agenda Staff Report

MEETING DATE	June 25, 2024		
REPORT TITLE	A resolution awarding a contract to Advanced Excavating & Demolition for the 902 Scott Drive demolition project		
SUBMITTED BY	Name & Title: Chris Schmiesing, Economic Development Director		
	Department: Development		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Finance Director
	<input checked="" type="checkbox"/> Department Director		<input checked="" type="checkbox"/> Law Director
BACKGROUND	This resolution allows the City Manager to enter into a contract for the demolition of the building structure and incidental improvements located at 902 Scott Drive. The demolition work will remove the nuisance structure and incidental improvements found at this location.		
BUDGETING AND FINANCIAL IMPACT	Budgeted \$:	\$550,000	
	Expenditure \$:	\$424,772 (\$386,157 bid amount + \$38,615 contingency amount)	
	Source of Funds:	General Fund	
	Narrative:	The demolition of the structure will clear the way for a planned redevelopment of the property.	
OPTIONS	1.	Adopt the Resolution.	
	2.	Defeat the Resolution.	
PROJECT TIMELINE	Begin abatement and demolition mid-June 2024 and complete work in August 2024		
STAFF RECOMMENDATION	Adopt the resolution to authorize the demolition project.		
REASON FOR SELECTING CONSULTANT/COMPANY	N/A		
ATTACHMENTS	Replat Exhibit		

Bidder	Base Bid (Abatement & Demolition)	Alternate (Temporary Seed and Mulch)	Total Amount
Steve Rauch Excavation & Demolition	\$493,000.00	\$46,200.00	\$539,200.00
Advanced Excavating & Demolition	\$374,157.00	\$12,000.00	\$386,157.00
Complete Demolition Services	\$445,000.00	\$9,500.00	\$454,500.00
Crumpler Crane and Construction	\$444,000.00	\$12,000.00	\$456,000.00
Russell Site Solutions, LLC	\$532,000.00	\$6,500.00	\$538,500.00
Evans Landscaping	\$514,901.00	\$10,400.00	\$525,301.00
Dirt Slingers Excavating	\$407,550.00	\$5,000.00	\$412,550.00
Reclaim Co., LLC	\$484,836.00	\$20,980.00	\$505,816.00
Wooldridge Construction Group	\$548,902.35	Not included in bid	\$548,902.35
O'Rourke Wrecking Company	\$442,000.00	\$6,000.00	\$448,000.00

Anticipated Commence Date	Anticipated Completion Date	References	Qualifications	Insurance	Licenses	Present at Pre- Bid
7/1/2024	10/1/2024					YES
6/17/2024	8/2/2024					YES
6/11/2024	10/30/2024					NO
6/15/2024	8/15/2024					NO
7/15/2024	10/15/2024					NO
6/24/2024	9/13/2024					YES
6/17/2024	7/19/2024					NO
6/30/2024	10/22/2024					NO
7/1/2024	9/9/2024					YES
Mid July 2024	Mid-Oct. 2024					YES

RESOLUTION NO. R-92-24

A RESOLUTION AWARDING A CONTRACT TO ADVANCED EXCAVATING & DEMOLITION FOR THE 902 SCOTT DRIVE DEMOLITION PROJECT

WHEREAS, the City of Piqua desires to demolish the condemned structure and incidental improvements located at 902 Scott Drive; and,

WHEREAS, after proper advertisement, bids were opened resulting in the tabulation of bids as listed in Exhibit A included herewith;

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 execute a contract with Advanced Excavating & Demolition, LLC in accordance with the bid specifications for the 902 Scott Drive Demolition Project in an amount equal to \$386,157.00, and may authorize change order(s) increasing the contract amount not more than an additional ten percent, if necessary, to address any unforeseen items deemed necessary to the completion of the project scope.

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 in an amount not exceeding the contract amount plus a ten percent contingency.

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: _____
DIANA TAMPLIN
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 Jim Vetter _____
Commissioner Paul Simmons _____
Commissioner Thomas Hohman _____

Commission Agenda Staff Report

MEETING DATE	June 25, 2024		
REPORT TITLE	A Resolution authorizing the City Manager to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts as required for the Marymont Drive Utility Project.		
SUBMITTED BY	Name & Title: Kyle Hinkelman, Community Services Director		
	Department: Community Services		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director		<input type="checkbox"/> Other:
BACKGROUND	<p>This Resolution would allow for the City Manager to file an application with the Ohio Public Works Commission (OPWC) for funding for the Marymont Drive Utility Project.</p> <p>In the past couple years, the water main on Marymont Drive experiences one to three breaks a year, along with it being undersized (4") and unlined cast iron. The water main needs to be replaced, and with that the other utilities are being replaced so the infrastructure on this street is all improved at once.</p> <p>The project will consist of the replacement of all water, sanitary sewer and stormwater utility infrastructure on the entire street. The street will be repaved after all utility work is completed, including pavement markings and necessary ADA Curb Ramps at the Park Avenue and Marymont Drive intersection.</p> <p>If the funding is received, this project will be designed in 2025 and is scheduled to start construction in the summer of 2026.</p>		
BUDGETING AND FINANCIAL IMPACT	Budgeted \$:	\$0	
	Expenditure \$:	Costs will be included in the 2025/2026 budgets	
	Source of Funds:	Street Income Tax (103 Fund), Water, Wastewater & Stormwater Funds.	
	Narrative:	At this time, the preliminary total project cost (including Engineering & Construction) is estimated to be \$2,200,000. The grant request through OPWC is	

		going to be around the amount of \$500,000 but the amount could vary depending on funding availability for this cycle.
OPTIONS	1.	Approve the resolution and apply to OPWC for funding for the Marymont Drive Utility Project.
	2.	Do not approve the resolution and provide guidance as to additional funding sources.
PROJECT TIMELINE	The Marymont Drive Utility Project would begin construction in the Summer of 2026.	
STAFF RECOMMENDATION	Approve the resolution and submit an application to OPWC for funding for the Marymont Drive Utility Project.	
REASON FOR SELECTING CONSULTANT/COMPANY	N/A	
ATTACHMENTS	Location Map (Exhibit A)	

Exhibit A

Project Location —



RESOLUTION NO. R-93-24

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED FOR THE MARYMONT DRIVE UTILITY PROJECT

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City of Piqua is planning to make capital improvements by replacing all the sanitary, storm and water utilities, along with the repaving of the street on Marymont Drive; and

WHEREAS, the infrastructure improvement herein above described are considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission programs,

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 of Piqua approves filing an application with the Ohio Public Works Commission for funding for the Marymont Drive Utility Project.

SEC. 2: Paul Oberdorfer, City Manager, is hereby authorized and directed to apply to the Ohio Public Works Commission for funds as described above and to provide all information and documentation and to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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: _____

DIANA TAMPLIN
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 Jim Vetter _____
Commissioner Paul Simmons _____
Commissioner Thomas Hohman _____

Commission Agenda Staff Report

MEETING DATE	June 18, 2024		
REPORT TITLE	An Amended Ordinance to make appropriations for the City of Piqua, Ohio, for the Year 2024		
SUBMITTED BY	Name & Title: Jerald O'Brien, Finance Director		
	Department: Finance		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		
	<input checked="" type="checkbox"/> Law Director		
	<input checked="" type="checkbox"/> Department Director		
BACKGROUND	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.		
BUDGETING AND FINANCIAL IMPACT	Appropriations \$:	\$115,198,333 Including Transfers \$89,902,225 Net of Transfers	
	Source of Funds:	Various	
	Narrative		
OPTIONS	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.	
PROJECT TIMELINE			
STAFF RECOMMENDATION	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.		
ATTACHMENTS			

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)
TOTAL	\$339,539	\$0	\$339,539
<u>City Commission</u>			
Personal Services/Administrative Support	\$61,737		\$61,737
Operation and Maintenance	\$40,681		\$40,681
TOTAL	\$102,418	\$0	\$102,418
<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)
TOTAL	\$90,281	\$0	\$90,281
<u>Civil Service</u>			
Operation and Maintenance	\$38,870		\$38,870
TOTAL	\$38,870	\$0	\$38,870
<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)
TOTAL	\$110,303	\$0	\$110,303
<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)
TOTAL	\$253,713	\$14,000	\$267,713
<u>Law</u>			
Personal Services/Administrative Support	\$0		\$0
Operation and Maintenance	\$128,984		\$128,984
Allocated Expenses	(\$76,805)		(\$76,805)
TOTAL	\$52,179	\$0	\$52,179

<u>Income Tax</u>			
Personal Services/Administrative Support	\$62,016		\$62,016
Operation and Maintenance	\$460,770		\$460,770
TOTAL	\$522,786	\$0	\$522,786
<u>Planning & Zoning</u>			
Personal Services/Administrative Support	\$430,295	\$0	\$430,295
Operation and Maintenance	\$83,436		\$83,436
TOTAL	\$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
TOTAL	\$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)
TOTAL	\$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)
TOTAL	\$135,425	\$0	\$135,425
Ord. No. 15-23	2024		2024 REVISED
Page 2 of 6	<u>BUDGET</u>		<u>BUDGET</u>
<u>Facilities</u>			
Personal Services/Administrative Support	\$126,289		\$126,289
Operation and Maintenance	\$1,500		\$1,500
Allocated Expenses	(\$127,789)		(\$127,789)
TOTAL	\$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)
TOTAL	\$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

TOTAL		\$5,285,000	\$0	\$5,285,000
TOTAL GENERAL FUND		\$8,760,854	\$14,000	\$8,774,854
SEC. 2:	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
TOTAL		\$3,738,083	\$0	\$3,738,083
SEC. 3:	That there be appropriated from the STATE HIGHWAY FUND (102)			
Operation and Maintenance		\$89,500		\$89,500
TOTAL		\$89,500	\$0	\$89,500
SEC. 4:	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
TOTAL		\$4,255,433	\$0	\$4,255,433
SEC. 5:	That there be appropriated from the NEIGHBORHOOD IMPROVEMENT PROGRAM FUND (104)			
Personal Services/Administrative Support		\$0		\$0
Operation and Maintenance		\$69,300		\$69,300
TOTAL		\$69,300	\$0	\$69,300
SEC. 6:	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
TOTAL		\$1,511,155	\$0	\$1,511,155
SEC. 7:	That there be appropriated from the PUBLIC SAFETY FUND (106)			
<u>009 Fire Department</u>				
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
TOTAL		\$6,251,489	\$0	\$6,251,489
<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
TOTAL		\$6,998,820	\$0	\$6,998,820

TOTAL PUBLIC SAFETY		\$13,250,309	\$0	\$13,250,309
SEC. 8:	That there be appropriated from the D.U.I. EDUCATIONAL FUND (109)			
Operation & Maintenance		\$11,000		\$11,000
TOTAL		\$11,000	\$0	\$11,000
Ord. No. 15-23		2024		2024 REVISED
Page 3 of 6		<u>BUDGET</u>		<u>BUDGET</u>
SEC. 9:	That there be appropriated from the FOREST HILL MAUSOLEUM FUND (110)			
Operation & Maintenance		\$25,000		\$25,000
TOTAL		\$25,000	\$0	\$25,000
SEC. 10:	That there be appropriated from the MANDATORY DRUG FINE FUND (111)			
Operation and Maintenance		\$4,400		\$4,400
TOTAL		\$4,400	\$0	\$4,400
SEC. 11:	That there be appropriated from the SCARBROUGH TIF FUND (112)			
Operation and Maintenance		\$555		\$555
TOTAL		\$555	\$0	\$555
SEC. 12:	That there be appropriated from the ONEOHIO OPIOID SETTLEMENT FUND (113)			
Operation and Maintenance		\$40,000		\$40,000
TOTAL		\$40,000	\$0	\$40,000
SEC. 13:	That there be appropriated from the CHIP FUND (117)			
Operation and Maintenance		\$125,875		\$125,875
TOTAL		\$125,875	\$0	\$125,875
SEC. 14:	That there be appropriated from the CDBG-CV FUND (118)			
Operation and Maintenance		\$334,550		\$334,550
TOTAL		\$334,550	\$0	\$334,550
SEC. 15:	That there be appropriated from the C.H.I.P. PROGRAM INCOME FUND (119)			
Operation and Maintenance		\$156,500		\$156,500
TOTAL		\$156,500	\$0	\$156,500
SEC. 16:	That there be appropriated from the COMMUNITY DEVELOPMENT BLOCK GRANT FUND (122)			

Operation and Maintenance	\$140,000		\$140,000
TOTAL	\$140,000	\$0	\$140,000
SEC. 17: That there be appropriated from the WORKER'S COMP FUND (124)			
Personal Services/Administrative Support	\$389,760	\$0	\$389,760
TOTAL	\$389,760	\$0	\$389,760
SEC. 18: That there be appropriated from the INSURANCE RESERVE FUND (125)			
Operation & Maintenance	\$518,325		\$518,325
TOTAL	\$518,325	\$0	\$518,325
SEC. 19: That there be appropriated from the DEMOLITION DEFENSE FUND (126)			
Operation & Maintenance	\$100,000	\$0	\$100,000
TOTAL	\$100,000	\$0	\$100,000
SEC. 20: That there be appropriated from the SMALL BUSINESS GRANT FUND (127)			
Operation and Maintenance	\$159,860		\$159,860
TOTAL	\$159,860	\$0	\$159,860
SEC. 21: That there be appropriated from the PRO PIQUA (128)			
Operation and Maintenance	\$60,000		\$60,000
TOTAL	\$60,000	\$0	\$60,000
SEC. 22: That there be appropriated from the REVOLVING LOAN FUND (130)			
Operation and Maintenance	\$13,200		\$13,200
TOTAL	\$13,200	\$0	\$13,200
Ord. No. 15-23	2024		2024 REVISED
Page 4 of 6	BUDGET		BUDGET
SEC. 23: That there be appropriated from the COMMUNITY DEVELOPMENT FUND (135)			
Personal Services/Administrative Support	\$420,854		\$420,854
Operation and Maintenance	\$115,965		\$115,965
Allocated Expenses	(\$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	\$500		\$500
Operation and Maintenance	\$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
TOTAL		\$295,246	\$0	\$295,246
SEC. 30:	That there be appropriated from the WATER PLANT OWDA DEBT SERVICE FUND (256)			
Non Government/Transfers/Refunds		\$2,303,440		\$2,303,440
TOTAL		\$2,303,440	\$0	\$2,303,440
SEC. 31:	That there be appropriated from the WASTEWATER PLANT ENGINEERING DEBT SERVICE FUND (257)			
Non Government/Transfers/Refunds		\$2,233,450		\$2,233,450
TOTAL		\$2,233,450	\$0	\$2,233,450
SEC. 32:	That there be appropriated from the OWDA WATER TOWER DEBT SERVICE FUND (258)			
Non Government/Transfers/Refunds		\$177,568		\$177,568

TOTAL		\$177,568	\$0	\$177,568
SEC. 33:	That there be appropriated from the SHAWNEE STORMWATER PROJECT DEBT SERVICE FUND (261)			
Non Government/Transfers/Refunds		\$3,278		\$3,278
TOTAL		\$3,278	\$0	\$3,278
SEC. 34:	That there be appropriated from the NONTAX REVENUE BONDS '23 DEBT SERVICE FUND (263)			
Non Government/Transfers/Refunds		\$146,157		\$146,157
TOTAL		\$146,157	\$0	\$146,157
Ord. No. 15-23		2024		2024 REVISED
Page 5 of 6		BUDGET		BUDGET
SEC. 35:	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
TOTAL		\$580,966	\$0	\$580,966
SEC. 36:	That there be appropriated from the SCOTT DR REDEVELOPMENT FUND (343)			
Operation and Maintenance		\$602,152	\$0	\$602,152
TOTAL		\$602,152	\$0	\$602,152
SEC. 37:	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)
TOTAL		\$36,172,413	\$0	\$36,172,413
SEC. 38:	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
TOTAL		\$8,362,482	\$0	\$8,362,482
SEC. 39:	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

TOTAL		\$6,951,882	\$0	\$6,951,882
SEC. 40:	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
TOTAL		\$2,251,299	\$0	\$2,251,299
SEC. 41:	That there be appropriated from the CITY INCOME TAX ADMINISTRATION FUND (407)			
Non Government/Transfers/Refunds		\$14,800,000		\$14,800,000
TOTAL		\$14,800,000	\$0	\$14,800,000
SEC. 42:	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
TOTAL		\$1,174,832	\$0	\$1,174,832
SEC. 43:	That there be appropriated from the GOLF COURSE FUND (409)			
Operation and Maintenance		\$988,655	\$0	\$988,655
Capital Outlay (including labor)		\$37,000	\$0	\$37,000
TOTAL		\$1,025,655	\$0	\$1,025,655
SEC. 44:	That there be appropriated from the FORT PIQUA PLAZA FUND (410)			
Operation & Maintenance		\$669,416	\$0	\$669,416
Capital (including labor)		\$1,370,000		\$1,370,000
TOTAL		\$2,039,416	\$0	\$2,039,416
SEC. 45:	That there be appropriated from the STORMWATER UTILITY FUND (411)			
Personal Services/Administrative Support		\$289,812		\$289,812
Operation and Maintenance		\$619,548		\$619,548
Capital Outlay (including labor)		\$417,250		\$417,250
Non Government/Transfers/Refunds		\$3,278		\$3,278
TOTAL		\$1,329,888	\$0	\$1,329,888
Ord. No. 15-23		2024		2024 REVISED
Page 6 of 6		BUDGET		BUDGET
SEC. 46:	That there be appropriated from the UTILITIES BUSINESS OFFICE FUND (413)			
Personal Services/Administrative Support		\$672,623		\$672,623
Operation and Maintenance		\$590,558		\$590,558
Allocated Expenses		(\$1,263,181)		(\$1,263,181)
TOTAL		\$0	\$0	\$0

SEC. 47: Non Government/Transfers/Refunds	That there be appropriated from the UNCLAIMED TRUST (606)	<u>\$2,000</u>	\$0	<u>\$2,000</u>
TOTAL		\$2,000	\$0	\$2,000
SEC. 48: Operation and Maintenance	That there be appropriated from the LAW ENFORCEMENT TRUST (609)	<u>\$50,000</u>	\$0	<u>\$50,000</u>
TOTAL		\$50,000	\$0	\$50,000
SEC. 49: Operation and Maintenance	That there be appropriated from the CONSERVANCY FUND (611)	<u>\$58,505</u>	\$0	<u>\$58,505</u>
TOTAL		\$58,505	\$0	\$58,505
SEC. 50: Operation and Maintenance	That there be appropriated from the CITY HEALTH INSURANCE FUND (614)	<u>\$155,000</u>	\$0	<u>\$155,000</u>
TOTAL		\$155,000	\$0	\$155,000
SEC. 51: Administrative Support	That there be appropriated from the EMPLOYEE FLEXIBLE SPENDING FUND (615)	<u>\$250,000</u>	\$0	<u>\$250,000</u>
TOTAL		\$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 _____

MEETING DATE	June 18, 2024		
REPORT TITLE	A resolution authorizing the City Manager to sign a contract with the company Cleargov for a budgeting software program.		
SUBMITTED BY	Jerry O'Brien, City Finance Director		
	Finance Department		
AGENDA CLASSIFICATION	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
APPROVALS/REVIEWS	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Finance Director		
BACKGROUND (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>		
BUDGET/FINANCIAL IMPACT (Project costs and funding sources)	Budgeted \$:	\$13,987.50 for 2024	
	Expenditure \$:	\$104,505.43 total contract	
	Source of Funds:		
	Narrative:		

OPTIONS (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
PROJECT TIMELINE	Implementation would begin immediately and is expected to be completed in 60 to 90 days.	
STAFF RECOMMENDATION	Approve the proposed resolution.	
ATTACHMENTS		



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

Table of Contents

EXECUTIVE SUMMARY	5
BUDGET CYCLE MANAGEMENT OVERVIEW	8
PRODUCT SCOPE	27
INVESTMENT	30
IMPLEMENTATION PLAN	31
TRAINING & SUPPORT	38
TECHNICAL & SECURITY OVERVIEW	40
FAQs	42

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

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)
Total Annual Subscription Service Fees	\$27,975

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

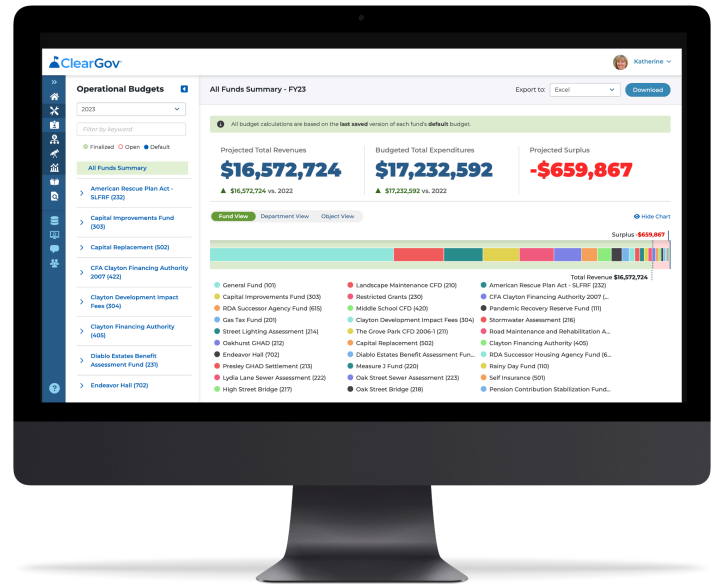
ClearGov is built and priced for local governments. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

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."

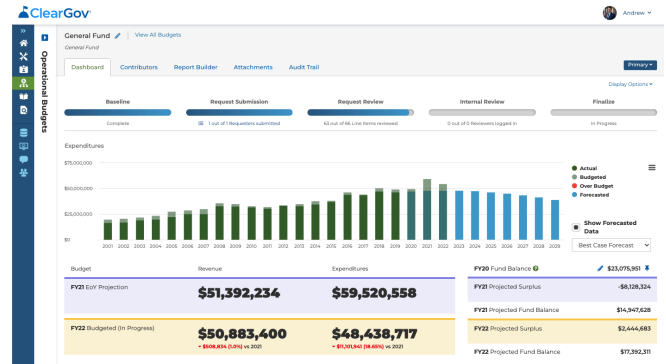
Sean O'Brien
Special Assistant to the Finance Director
Town of Natick, MA



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.

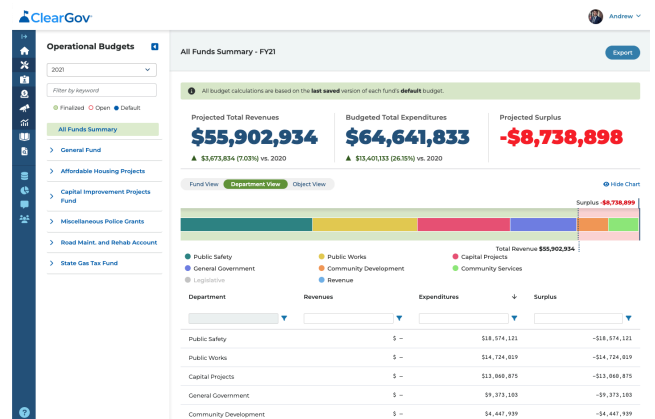
- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the 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	\$15,437,833.00	\$0.00	\$15,449,120.00 -0.82%
Police Services	\$15,437,833.00	\$0.00	\$15,449,120.00 -0.82%
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	\$49,481,674	\$1,618.00	\$1,618.00 0%
FY21 Proj. Surplus	-\$8,348,424	\$30,300.00	\$30,300.00 0%
FY21 Proj. Fund Balance	\$41,133,250	\$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.

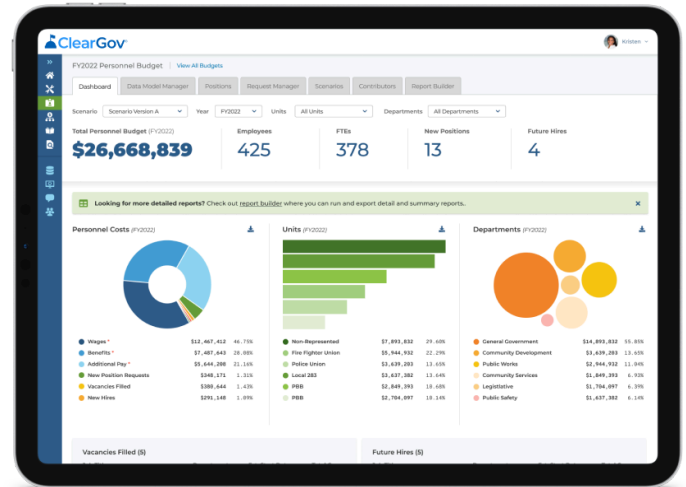
Why does Piqua need this?

- **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
- ✓ Position Request Manager
- ✓ Vacancy Planning
- ✓ Unlimited Scenario Planning
- ✓ Union Negotiation Planning
- ✓ Multi-year Position Budgeting
- ✓ Integrated Report Builder
- ✓ 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."

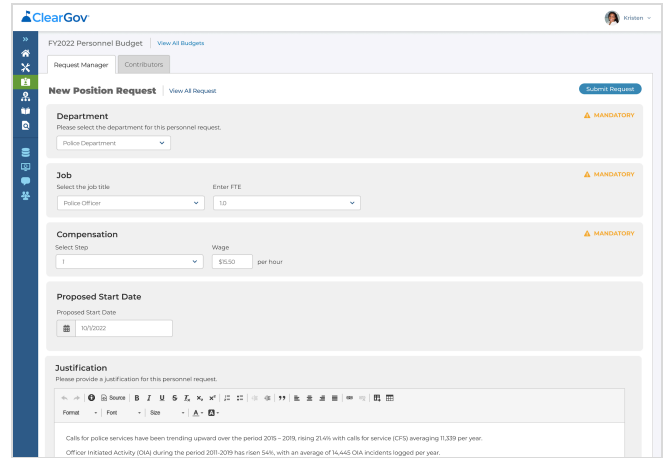
Linda Watson
Finance Director
Page, AZ
Population: 7,375



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.

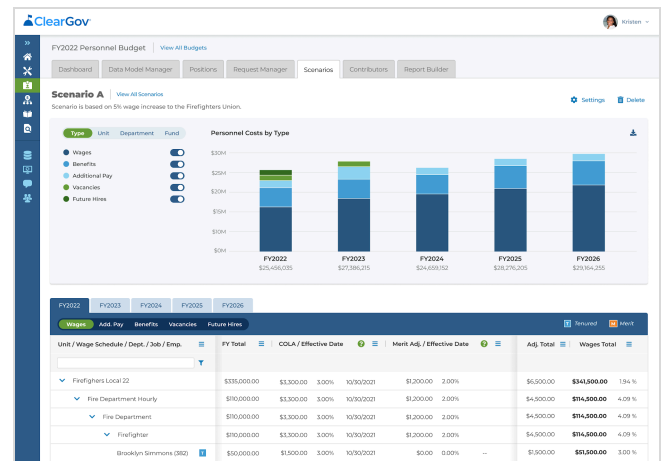
- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.
- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital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

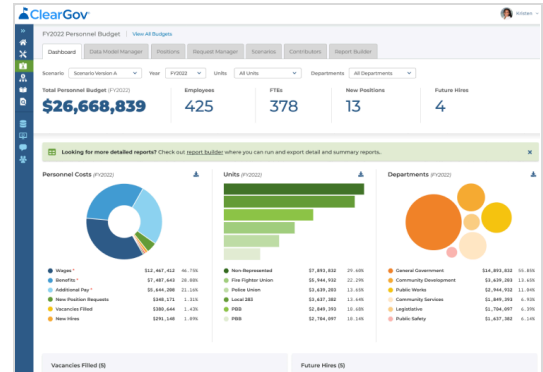
- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.
- **Scenario Planning:** Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.
- **Union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

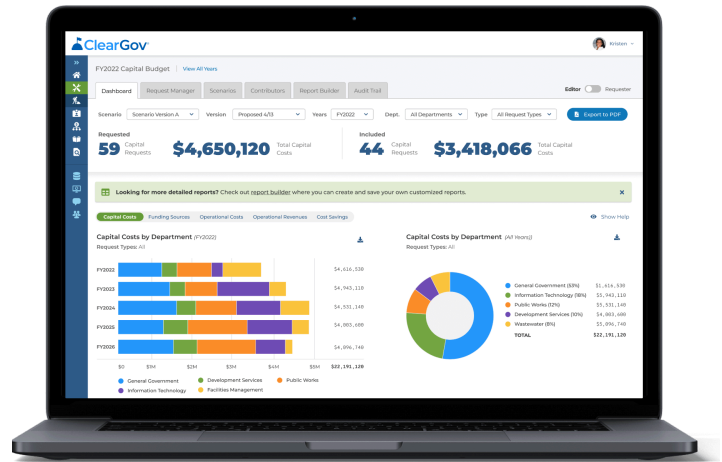
Why does Piqua need this?

- **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."

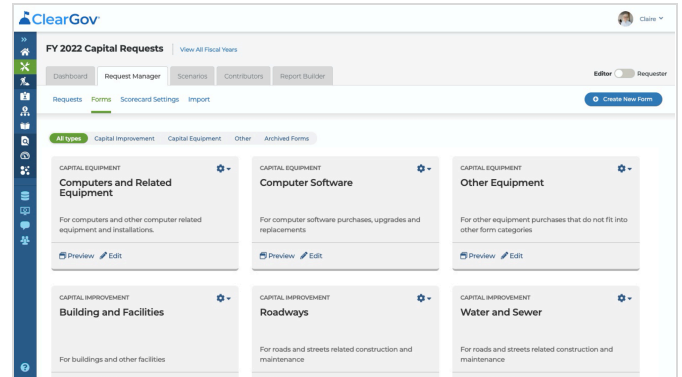
Christin Lindsey
Senior Budget Analyst
Pflugerville, TX



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.

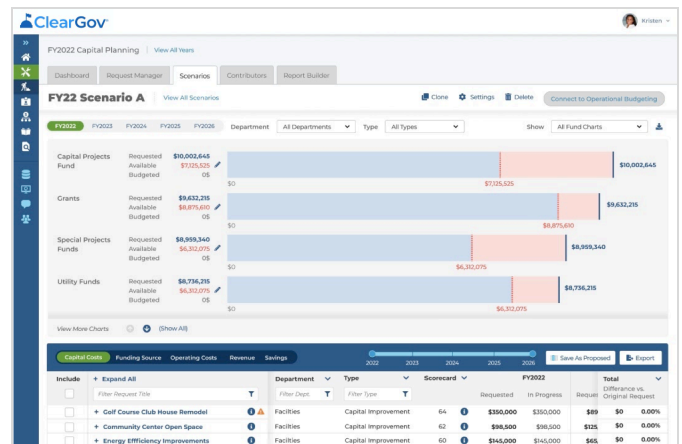
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as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

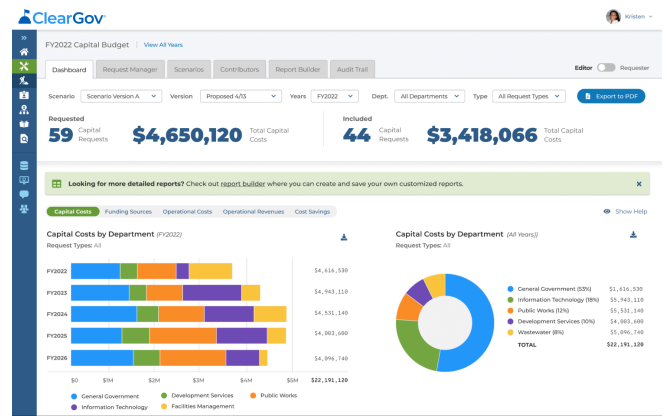




Capital Budgeting Dashboard

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



ClearGov Personnel Budgeting - Product Scope

Once you have uploaded your position and personnel data, ClearGov Personnel Budgeting enables 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
Personnel Request Forms: Create forms for your contributors to submit personnel requests.	Unlimited personnel request forms
Personnel Data Import: Import personnel and position data into your personnel plan.	Unlimited positions and personnel
Personnel Scenario Planning: Input and adjust key rules and assumptions to create and analyze personnel budget scenarios.	Unlimited scenario planning



ClearGov Capital Budgeting - Product Scope

Once your subscription is activated, ClearGov Capital Budgeting enables 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
Capital Request Forms: Create forms for your contributors to submit capital requests.	Unlimited capital request forms
Capital Request Imports: Import existing capital requests to your capital plan and/or present in your budget book.	Unlimited capital requests
Capital Scenario Planning: Input and adjust capital funding assumptions to create and analyze capital budget scenarios.	Unlimited scenario planning



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

Setup Fee:

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

Solution Subscription:

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

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

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

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)
Total Annual Subscription Service Fees	\$27,975

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):** 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):** 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 full-service data onboarding 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 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. 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 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