

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
February 26th 2024

Department: Public Services	Attachments:	Submitted to CA for Review
Subject: 2024 Street Millage Project	[X] 2024 Street Millage Power point [X] Brush Street Map []	[N/A] [N/A] []
Prepared By: Justin Smith Director of Public Services	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the beginning of each year, the Public Service Department surveys the streets involved in the Street Millage Program to see if any additional maintenance or infrastructure projects need to occur. For 2024 two locations, Brush and Cass Streets were found in need of remediation and the possibility of additional work to provide more parking along with safe crossing routes and sidewalks for pedestrians.

Brush Street (from State to Railroad) has severely deteriorated road surfaces and curb in much of the three blocks, this leads to many parking areas lacking definition thus severely limiting the efficiency and number of parking spaces available. Additionally, with Brush Street serving as the west border to the downtown, it should match the same aesthetics and curb lines as Spring Street to the east. The additional curb and road definition work will gain a minimum of 15 parking spaces on Brush Street. Completion of this project now will add to the other improvements being made in the downtown environment.

Cass Street will begin to see new and increased use as the Wilson Center reopens for events. Much of this increased use will be pedestrian traffic predominately children. Staff believes that it is our duty to provide clearly marked and safe street crossings along with a clearly marked drop off zone that out of the main travel lanes on Cass St.

BACKGROUND/DISCUSSION: Brush Street improvements were noted after the completion of Spring Street to keep the downtown area aesthetically pleasing as well as addressing the ever-evolving parking issues.

Cass Street improvements have been noted as the City has moved into partnership with Dymaxion.

STRATEGIC PLAN OBJECTIVE: Redevelopment Action Plan- Enhance the vision for Downtown

Mobility action plan

Transportation Goal #2- Make Downtown more navigable and easier to travel.

FISCAL IMPACT: Total Street Project costs for 2024 “Standard Street Repairs” are estimated at \$803,000. Total project cost to include the additional work on Brush and Cass is estimated to be \$998,000. Total Revenue available for 2024 Street Projects is \$1,137,985.66. Completion of the entire project will provide for additional well-defined parking, safe sidewalks and pedestrian crossings while still allowing us to carry over \$139,985.66 into 2025.

Please Note: an additional \$50,000 will be available for sidewalks within the other Street Project Areas.

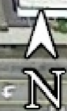
RECOMMENDATION: Staff recommends the additional work noted above to Brush and Cass Street respectively to be completed during the 2024 Street Millage Project.

Brush St parking

Legend

Untitled Path

Untitled Path





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2024 Street Millage Project

Proposed Annual Street Millage Budget

▶ 3-Blocks of North Morton St	\$124,000		
▶ 2- Blocks of North Lansing St.	\$98,000		
▶ 3-Blocks of South Oakland St.	\$194,000		
▶ 3-Blocks of East Sturgis St.	\$127,000		
▶ 1-Block of Lindy Ln.	\$41,000		
▶		Option #2	Option#3
▶ 3-Blocks of Cass St.	\$117,000	\$157,000	\$157,000
▶		Option #2	Option #3
▶ 3-Blocks of Brush St.	\$102,000	\$160,000	\$257,000
Total project estimated cost	\$803,000	\$901,000	\$998,000

Street Repair Definition

Costs on the previous slide are based upon a “**Standard Street Repair**”

What is our “**Standard Street Repair**”?

- Curb replacement where needed to assist with proper drainage
- Sidewalk replacement along with ADA compliant crosswalks
- Under drain to connect sump pumps where storm sewer isn't available
- Driveway approaches where curb replacement is needed
- Street Base replacement as needed
- Mill and fill or a pulverize treatment for a depth of 2-2.5" layer of asphalt

Brush Street

Option #1 Brush Street

\$102,000 estimated cost

Standard Street Repair as outlined in the previous slide.

Option #2 for Brush Street

Additional \$58,000 or an estimated total project cost of \$160,000

This option will add 14 parking spots to the west side of the 300 Block of Brush Street along with a mill or pulverizing of the current street surface and installation of new HMA.

Option #3 for Brush Street

Additional \$155,000 or an estimated project total cost of \$257,000 Address parking areas and define a roadway on all 3 Blocks along with Cross Walks and Bump Outs to mirror Clinton Avenue and Spring Street. Bump outs will allow for area to contain trash receptacle and or bench. Mill or pulverizing of the current street surface and installation of new HMA.

Cass Street

Cass Street

Option #1

\$117,000 Estimated cost for Basic Street Repair

Option #2

Additional \$40,000 for a total project cost of \$157,000 to address additional parking spaces and Handicap Drop Off Space at the Wilson Center along with curb and sidewalk, Street Definition, mill or pulverizing of current street surface and installation of a new HMA surface.

FUNDING

- ▶ As noted in the previous slides the City has Three options for the 2024 Street Program
- ▶ Option #1 Standard Repair of all streets noted \$803,000
- ▶ Option #2 Additional work on Cass and Brush \$901,000
- ▶ Option #3 Additional work on Cass and Brush \$998,000
- ▶ Funds Available for the 2024 Street Millage Project \$1,137,985.66

Summary

Options #2 and #3 respectively are great opportunities for The City of St Johns to invest in the ever increasing need for parking and the safety of pedestrians.

Staff recommends the approval of Option #3. This option gives us the best return on our investment. Additionally, upon completion of Option #3 we will still maintain nearly \$140,000 in contingency funds for 2025.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
February 26, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Resolution to Introduce Ordinance Establishing A Social District	[X] Resolution Establishing Social District [X] <i>Proposed</i> Social District Ordinance [X] <i>Draft</i> Management and Maintenance Plan for Social District [] <i>Draft</i> Permit Application to be supplied at meeting for review and approval	[X] [X] [X] [X]
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the January 22, 2024 City Commission meeting a presentation was made summarizing the activity, meetings, and discussions had over the creation of a social district in the downtown area of St. Johns. This discussion led to the consensus of the Commission to direct the administration to proceed in creating the respective ordinance and formalizing the related plans and permits necessary to enact said ordinance. These documents are presented here for your information and approval of the resolution providing for the first reading of the ordinance.

BACKGROUND/DISCUSSION: Over the past several months the DDA has been investigating the possibilities of forming a Social District in the downtown environment. PA 124 of 2020 states that “the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees, whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.” The DDA has performed extensive study on this topic, including polling local and regional parties as to their preferences and general opinions.

The DDA/PSD has packaged up their survey results above as well as the required Social District Management Plan that governs the district boundaries, signage and hours of operation and other requirements of a Social District.

Social Districts have become popular, especially over the past several years. The licensing and overall state management is governed by the State of Michigan Licensing and Regulatory Affairs. The website located at <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts>, has additional information regarding the details of Social Districts. There are currently 111 established Social Districts located in Michigan.

STRATEGIC PLAN OBJECTIVE: Maintaining a strong, vibrant, and activated downtown is directly correlated to the health of the City.

FISCAL IMPACT: There is no additional fiscal impact to the City other than current contributions that the City makes to the DDA. The DDA has indicated that they will fund most if not all the startup/establishment costs of the district, if approved, and incorporate said costs into their budget.

RECOMMENDATION: That the Commission consider the establishment of a social district in accordance with the attached management plan and application.

If consensus is reached to establish a social district, it is recommended that the Commission recommend approval of the attached resolution establishing a social district and the corresponding first reading of the proposed ordinance.

**CITY OF ST. JOHNS
RESOLUTION #8-2024**

**RESOLUTION TO INTRODUCE
AN ORDINANCE TO CREATE AND REGULATE A DOWNTOWN SOCIAL
DISTRICT**

At a regular meeting of the City Commission of the City of St. Johns, Clinton County, Michigan, held at the City Hall, in said City on the 26th day of February, 2024 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, on December 27, 2023, the St. Johns Principal Shopping District and Downtown Development Authority (“PSD”) voted to approve the recommendation of forming a social district in downtown St. Johns; and

WHEREAS, as a result, the PSD recommends that the City amend Chapter 111 (entitled *Alcoholic Beverages*) by adopting Section 111.10 (entitled *City Designated Social District*) of Title XI (entitled *Business Regulations*) of the Code of Ordinances of the City of St. Johns, to allow the City to create a social district that encompasses all qualified licensees within the downtown and allows for consumption of alcohol at multiple locations throughout the district; and

WHEREAS, pursuant to the “Ordinances” chapter of the City of St. Johns Charter (“Charter”), the City has the authority to amend the Code of Ordinances; and

WHEREAS, pursuant to Section 5 of the Charter, at its meeting on January 22, 2024, the City desires to introduce Ordinance No. _____, An Ordinance to Create and Regulate a Downtown Social District (“Ordinance”).

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of St. Johns as follows:

1. The City introduces Ordinance No. _____, An Ordinance to Create and Regulate a Downtown Social District.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on February 26, 2024.

Mindy Seavey, City Clerk

CITY OF ST. JOHNS

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND CHAPTER 111, ALCOHOLIC BEVERAGES, OF THE
CODE OF ORDINANCES BY ADOPTING SECTION 111.10, CITY DESIGNATED
SOCIAL DISTRICT**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Adoption to Chapter 111, §111.10. Section 111.10 of the City Code of Ordinances is adopted to read as follows:

§ 111.10 CITY DESIGNATED SOCIAL DISTRICT

(a) The city may designate a social district within the city and within the public rights-of-way or on public property and which contains a commons area, upon which qualified licensees that obtain a social district permit may operate. The city shall file any such designation with the State of Michigan Liquor Control Commission in compliance with the Michigan Liquor Control Code of 1998, Act 58 of 1998, as amended (the "Code").

(b) As used in this section, "qualified licensee" means any of the following: (i) a retailer that holds a license issued by the State of Michigan Liquor Control Commission, other than a special license, to sell alcoholic liquor for consumption on the licensed premises or (ii) a manufacturer who has been issued an on-premises tasting room permit, an off-premises tasting room license, or a joint off-premises testing room license, issued under section 536 of the Code.

(c) The city shall not designate a social district that would close a road outside its jurisdictional authority without permission from the governing road authority.

(d) The commons area defined by the city within a social district shall be defined and clearly marked with signs. The commons area defined by the city shall be contiguous to at least two qualified licensees.

(e) The city shall maintain the commons area in a manner that protects the health and safety of the city residents and deters public nuisance. The shall also establish a management and maintenance plan, including hours of operation of the commons area, for each established social district. Maintenance and management plans shall be submitted by the city to the State of Michigan Liquor Control Commission.

(f) The city may revoke any social district designation if it determines that the commons area threatens the health, safety, or welfare of the public and has become a public nuisance. Before revoking the designation, the governing body must hold a public hearing. The city shall file any revocation of a social district designation with the State of Michigan Liquor Control Commission.

Section 2. Repeal and Replace. Any and all ordinances inconsistent with this Ordinance are hereby repealed, but only to the extent necessary for this Ordinance to be in full force and effect.

Section 3. Publication and Effective Date. The City Clerk shall publish a notice of adoption of this Ordinance within 7 days of its adoption. This Ordinance shall take effect 20 days after its adoption.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance adopted by the St. Johns City Commission at a regular meeting held on _____, 2024.

Scott Dzurka, Mayor _____

Mindy J. Seavey, Clerk _____

EXHIBIT A

CITY OF ST. JOHNS

DESIGNATION OF LAND TO BE INCLUDED WITHIN

THE SOCIAL DISTRICT





Social District Management and Maintenance Plan

January 16, 2024

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BACKGROUND

On July 1, 2020, Governor Whitmer signed House Bill 5781 into law creating the social district permit. The governing body of a local governmental unit may designate a social district within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the social district, and that have been approved for and issued a social district permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the social district.

The City of St. Johns (“City”), in an effort to continue the revitalization of the downtown and increase opportunities for business and recreation, is creating a social district that encompasses all qualified licensees within the downtown and allows for consumption at multiple locations throughout the district.

For these reasons, the City of St. Johns Management and Maintenance Plan (“Plan”) is developed pursuant to MCL 436.1551 and City of St. Johns Resolution No. _____. A copy of Resolution No. _____, which establishes the City of St. Johns’ Social District (“Social District”) in the City of St. Johns, is attached and incorporated hereto as Exhibit A.

Pursuant to the above authority, the City shall submit the Plan to the State of Michigan Liquor Control Commission (“Commission”) alerting the Commission of the designation of the Social District.

DISTRICT BOUNDARY AND COMMONS AREA(S)

1. Exhibit B depicts the social district boundary, the commons area(s), and location of qualifying licensees. A copy of Exhibit B is attached and incorporated hereto.
2. Exhibit C includes the names and addresses of all qualified licensees within the Social District. Current qualified licensees include:
 - a. American Legion
 - b. Bruno’s Wonder Bar
 - c. Main Street Café
 - d. Sirens Bar
 - e. St Johns Brewing Company
 - f. Swany’s Pub and Grub

A copy of Exhibit C is attached and incorporated hereto.

Additional commons areas may be designated if new qualified licensees are established within the

Social District, enabling a new area to meet the requirements for a commons area as defined in MCL 436.1551(8)(a).

3. Businesses may utilize outdoor space within the Social District that is adjacent to their respective building and may place tables, chairs, and benches upon written approval from the City Manager or their designee;
 - a. Tables, chairs, and benches shall be separated from parking and vehicular traffic and placed so as not to unreasonably obstruct entrances, sidewalks, and other pedestrian pathways;
 - i. Tables, chairs, and benches shall be sturdy, placed in compliance with applicable ADA requirements, and in a manner that does not otherwise constitute a safety hazard;
 - ii. Tables, chairs, and benches shall be placed in a manner that does not obstruct easy access to fire hydrants and other fire suppression equipment; and shall be placed in a manner that otherwise complies with the applicable fire prevention code;
 - iii. Tables, chairs, and benches shall be secured daily at the close of business; are the responsibility of the business; and shall be removed should they interfere with a special event or other conflicting activity and upon request from the City Manager or their designee;
 - iv. A request to place tables, chairs, and benches pursuant to subsection 3. a. shall be in writing and contain a drawn plan depicting the area within which the tables, chairs, and benches will be placed. Such a request may accompany the application for a social district permit from the City.
4. Emergency vehicle access to all properties within the Social District shall be maintained.

PERMITTED AND PROHIBITED CONDUCT

1. No business may sell any goods or services, nor operate, conduct, maintain, or manage any such business within the Social District without the necessary licenses and/or permits required under the City Code of Ordinances as issued by the City Manager or their designee.
2. No business, person, or entity shall engage in the sale of alcohol within the Social District, unless otherwise permitted by the City and the Commission.
3. Qualified licensees may only sell alcoholic beverages to be consumed in approved containers in the Social District during open hours of operation of the Social District, or special Social District hours as amended by the issuance of a special event permit. Such

alcoholic beverages may only be sold within the confines of the premises of the qualified licensee.

4. A qualified licensee shall prohibit entry into its licensed premises to any person who has within their possession a container that contains any amount of alcohol that has not been purchased from the qualified licensee.
5. Purchasers of alcoholic beverages from a qualified licensee in an approved container may carry and consume open alcohol from that container anywhere within the Social District, except where prohibited within any public right of way where vehicles are permitted to travel, except within areas marked and/or signaled for pedestrian traffic, and if signaled, only when such signal indicates pedestrian crossing is permitted.
6. Open alcohol purchased from other than a qualified licensee that has obtained the required social district permits is prohibited within the confines of the Social District.
7. All other ordinances, rules, policies, procedures, and laws remain in full force and effect within the Social District and future downtown social zones.

PUBLIC SAFETY

The Chief of Police and City of St. Johns Police Department, in conjunction with the City Manager, will provide law enforcement services to the Social District to ensure the health, safety, and welfare of the public within the designated areas. All ordinances and laws shall be enforced within the Social District as they otherwise would be in all other areas of the City. The St. Johns Fire Department will respond to all fire, rescue, and EMS-related issues within the Social District.

WASTE MANAGEMENT

Trash receptacles will be available throughout the Social District sufficient to provide for the optimal cleanliness of the Social District. If needed, new receptacles for permanent/long-term use will be provided and will match those placed elsewhere throughout downtown. The City Manager will provide for the regular pick up and disposal of trash from these receptacles. Such regular pick up shall be scheduled with enough frequency to avoid receptacles to become overflowing.

HOURS OF OPERATION

Standard hours of operation within the Social District will run from 11 a.m. until 10 p.m. Tuesday through Saturday, which hours are subject to change at the discretion of the City Manager with guidance from the St. Johns City Commission at any time. When practical, 24 hours' notice of change in hours of operation shall be provided to qualified licensees. Upon determination of a change in hours of operation, notice of such change shall be posted by the City Manager or their designee at the Clinton County Courthouse, on the City's website, on the signs designated in this Plan, and any other place or on any other forum as determined appropriate by the City Manager. Temporary commons areas may request special hours of operation in conjunction with an event planned within the Social District through the City's special event application.

SIGNAGE

1. Signage will be placed throughout the Social District to denote the boundaries of the Social

District and its designated consumption areas as depicted in Exhibit B and bearing the duly adopted logo of the Social District as described herein. Some signage may include a QR code linked to a webpage which includes key information pertaining to the Social District. Such information may include, but is not limited to, hours of operation, a list of social district permit holders, and any upcoming special events.

2. Signs may be posted using any of the following methods, where appropriate:
 - a. Using stanchions
 - b. On building walls
 - c. On streetlamps or other posts
 - d. At entrances/exits to social district permit holders
 - e. On the sidewalk
3. Social district permit holders will be required to post signage within, or affixed to, their establishment which includes the Social District's standard hours of operations and map of commons areas.
4. The signs shall clearly identify which side of the boundary is inclusive of the Social District and shall state that alcoholic beverages are prohibited outside the confines of the Social District.
5. Within a prominent and high traffic area within the Social District, a sign shall display pertinent information required by this section, and, in addition, shall direct them to a website containing all rules related to the Social District, including the following:
 - a. Alcoholic beverages may not be purchased or sold outside the licensed premises of a qualified licensee.
 - b. Glass containers are prohibited.
 - c. Alcoholic beverages except those purchased from a qualified licensee and consumed from an approved container are prohibited within the Social Zone.
 - d. Possession of alcohol within streets is prohibited. Street crossing is permitted only within crosswalks at intersections.
 - e. A full copy of Resolution No. _____ and the Plan for the Social District may be obtained from the office of the St. Johns City Clerk during normal business hours.

BEVERAGE CONTAINERS AND LOGO

1. A district logo has been designed and is shown in Exhibit D. The approved logo of the Social District, to be used as stickers or placed directly on approved cups, will be acquired from the Principal Shopping District (“PSD”) Executive Director.
2. Businesses are required to indicate a drink has been sold by their establishment by including district logo and the business’s logo, trade name, or other feature unique to the social district permittee on the cup itself.
3. An approved container shall mean one that:
 - a. Prominently displays the trade name or logo or some other mark that is unique to the qualified licensee that sold the alcohol or other beverage within the container;
 - b. Prominently displays the logo depicted in Exhibit D;
 - c. Is not glass;
 - d. Has a liquid capacity that does not exceed 16 ounces; and
 - e. Contains alcohol or other beverage that was sold at or near the time of possession or consumption by the qualified licensee whose logo or trade name is depicted on the container.

TEMPORARY COMMONS AREAS & SPECIAL EVENTS

Events planned within the Social District may request a temporary commons area and special hours of operation in conjunction with the planned event. Temporary commons areas may occur on public streets if the street is closed to all vehicle traffic with the exception of emergency vehicles. Temporary commons areas, special hours of operation, and requests for additional waste management services will be reviewed and approved by the City in writing in conjunction with the standard special event application.

Some permanent/fixed district signage may include a QR code link to a webpage where information regarding the Social District will be available, including planned alterations to the Social District commons areas and hours of operation.

APPLICATION PROCESS AND COMMUNICATION

Each eligible establishment must apply to the State of Michigan for their permit. The permit requires a letter of approval from the local unit of government which would be the City of St. Johns. Please contact the PSD Executive Director for guidance on completing the application (psdcityofjs@gmail.com, 989-224-8944 Ext 233). Social district permit holders will be required to submit an email address to the PSD Executive Director for use when communicating important information that pertains to the Social District. Such information may include, but is not limited to, upcoming special events and temporary commons areas.

INSURANCE REQUIREMENTS

The City Manager shall cause its municipal insurance coverage to be updated as necessary to provide for adequate coverage in all areas incidental to the City's designation of the Social District. Applicants for a social district permit shall, at the request of the City Manager, list the City as an additional insured prior to the issuance of a social district permit from the City.

REVIEW

This Plan shall be reviewed upon the expiration of 180 days from the initial opening of the Social District, and annually thereafter, to determine if any amendment is necessary to ensure the health, safety, and welfare of the public or has become a public nuisance. The City has the discretion to revoke the designation of the Social District under such circumstance to be filed with the Michigan Liquor Control Commission.

Exhibit A – Resolution No. _____

Exhibit B – Social District Boundary & Commons Areas



Eligible Social District Establishments

Exhibit C – Qualified Licensees and Addresses

AMERICAN LEGION POST 153

110 E Walker St
St Johns, MI 48879

Bruno's Wonder Bar

226 N Clinton Ave St Johns, MI 48879

Main Street Café 207 N Clinton Ave St Johns, MI 48879

Sirens Bar

119 E Walker St
St Johns, MI 48879

St Johns Brewing Company

200 N Clinton Ave St Johns, MI 48879

Swany's Pub and Grub

310 N Clinton Ave St Johns, MI 48879

Exhibit D – Social District Logo



CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
February 26, 2024

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Clear Gov Software Proposal</i>	[X] <i>ClearGov Software Proposal</i> [X] <i>ClearGov Service Agreement</i>	[X] [X]
Prepared by: Kristina Kinde, Deputy City Manager City Treasurer	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: City staff has been looking at various software options available to the City to assist with multiple different areas, primarily the budgeting process and reporting of the budget and quarterly financials. After reviewing a few options, it was determined that ClearGov was the best option to meet the needs of the City. Based on our conversations with ClearGov it was determined that we would be interested in four modules of their software: Operational Budgeting, Personnel Budgeting, Capital Budgeting, and Digital Budget Book.

BACKGROUND/DISCUSSION: All the ClearGov software is cloud based. The attached software proposal from ClearGov lays out the benefits of the software to the city and has some clickable videos you can preview the software. City staff felt the software appears very user-friendly and would help to make our budgeting process and quarterly reporting more efficient.

City staff is looking to utilize this software starting in the 2024/2025 fiscal year. This would allow staff to take the necessary time to input the necessary data and information to set up the software properly and begin to utilize it through the year to fully implement it in conjunction with the 25/26 proposed budget.

STRATEGIC PLAN OBJECTIVE: Although there is not a specific strategic goal that talks about budgeting software, the ability to be more efficient and more transparent by way of the reporting, will be beneficial to both the City and residents.

FISCAL IMPACT: The annual software cost would be \$18,720, with a one-time set-up fee of \$4,680. This amount would be budgeted in the 2024/2025 fiscal year budget. We are requesting the approval of this now so that we can obtain an onboarding/implementation window with the software company so as to begin to familiarize/use this software as soon after July 1, 2024 as possible.

RECOMMENDATION: *Staff recommends the City Commission approve the attached service agreement with ClearGov for the Operational Budgeting, Personnel Budgeting, Capital Budgeting and Digital Budget Book software.*



Software Proposal

PREPARED ON

1/24/2024

PREPARED FOR

Kristina Kinde & Chad Gamble
City Treasurer & City Manager
City of St. Johns

PREPARED BY

Hunter Burdick
ClearGov, Inc.
hburdick@cleargov.com
508-308-2820



OUR MISSION

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

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



"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

1/25/2024

Kristina Kinde & Chad Gamble
City Treasurer & City Manager
City of St. Johns
100 E State St
St. Johns, MI 48879

Dear Kristina and Chad,,

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

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

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

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

We look forward to working with you.

Sincerely yours,

Hunter Burdick
ClearGov, Inc.
hburdick@cleargov.com
508-308-2820

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Mission

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

Solutions Overview

Based on our conversations with St. Johns 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

ClearGov Digital Budget Book

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

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	\$7,200.00
Setup Bundle Discount:	(\$2,520.00)
Total Setup Service Fees	\$4,680.00

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$9,100.00
ClearGov Personnel Budgeting	\$8,300.00
ClearGov Capital Budgeting	\$6,200.00
ClearGov Digital Budget Book	\$5,200.00
ClearGov Clear Plans	\$-
ClearGov Transparency	\$-
Bundle Discount	(\$10,080.00)
Total Annual Subscription Service Fees	\$18,720

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 Data Onboarding Consultant 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 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 St. Johns, but also make your day-to-day operations more efficient, productive, and impactful.

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

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome St. Johns 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.

Action Plan

We are excited to begin working with St. Johns as soon as you are ready. Per our discussions, I believe the following represents the key next steps to moving forward. At any point in the process, please let me know ASAP if any of these dates are incorrect or seem unreasonable.

Action Item/Milestone	Target Date
St. Johns internal review of proposal	Feb 2024
Follow up to answer questions	Feb 2024
St. Johns committee review/approval	Feb 29, 2024 or March 28, 2024
Signed Service Order	March 29, 2024 (latest)
St. Johns added to onboarding queue	April 1, 2024
Service activation date June 1, 2024	June 1, 2024

Budget Cycle Management Overview

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

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



CLEAR AND EASY TO USE

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



CLOUD-BASED

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



CONNECTED

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



COLLABORATIVE

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



COST EFFECTIVE

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

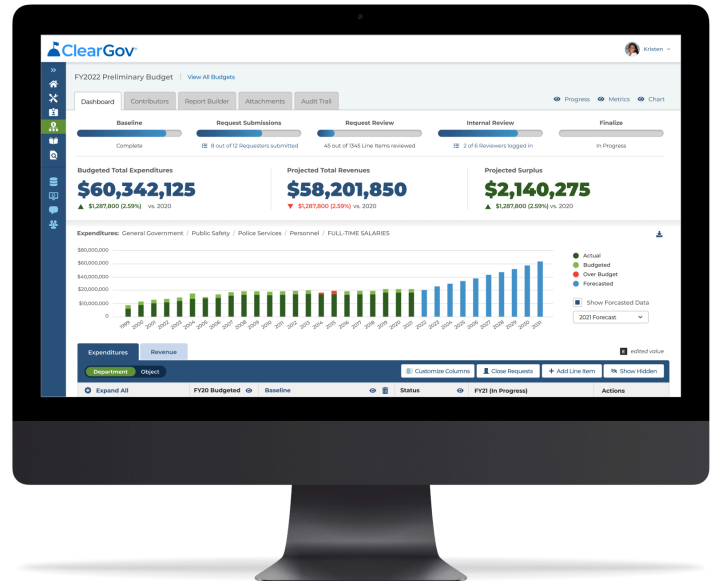
Our goal is to delight our customers with unbeatable value in everything we do.

Operational Budgeting

Budget Better Together

ClearGov Operational Budgeting is a suite of flexible, cloud-based budgeting, 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."

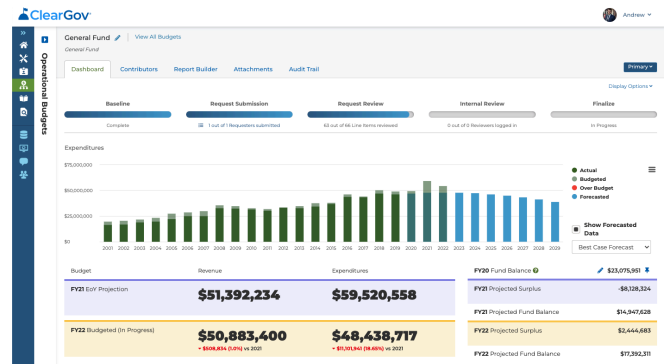
Sean O'Brien
Special Assistant to the Finance Director
Town of Natick, MA



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.

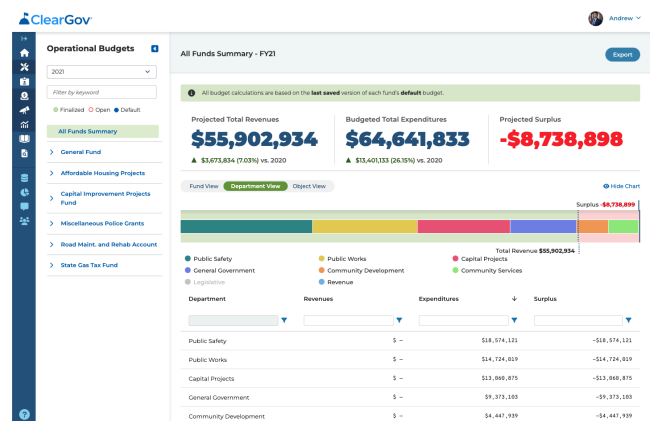
- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the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

- **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.

	FY20 Projected	FY21 (In Progress)	FY22 Forecasted
Public Safety	\$18,437,833.00	\$0.00	\$18,449,120.00 -0.82%
Police Services	\$18,437,833.00	\$0.00	\$18,449,120.00 -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	\$232,598.00 -1.31%
INCENTIVE PAY	\$0.00	\$0.00	\$0.00 n/a
MEMBERSHIPS & DUES	\$500.00	\$0.00	\$282.00 -50%
TRAINING & EDUCATION	\$0.00	\$0.00	\$20.00 -99.78%
FY20 Fund Balance	\$18,267,038.00	\$1,500.00	\$1,500.00 149900%
FY20 Proj. Surplus	\$31,214,636.00	\$0.00	\$0.00 n/a
FY20 Proj. Fund Balance	\$49,481,674.00	\$1,500.00	\$1,500.00 0%
FY20 Proj. Surplus	\$49,548,424.00	\$30,300.00	\$30,300.00 0%
FY20 Proj. Fund Balance	\$49,333,320.00	\$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%

Why does St. Johns need this?

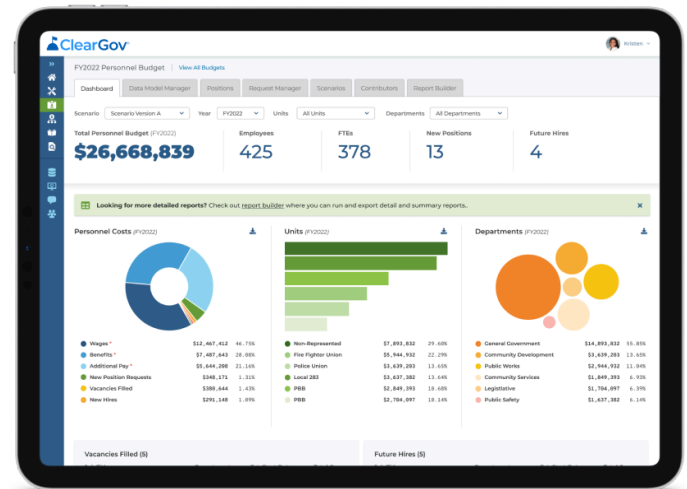
- **Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and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

Personnel Budgeting

Modern Personnel Planning

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

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



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

✓ **Personnel Dashboard**

✓ **Union Negotiation Planning**

✓ **Position Request Manager**

✓ **Multi-year Position Budgeting**

✓ **Vacancy Planning**

✓ **Integrated Report Builder**

✓ **Unlimited Scenario Planning**

✓ **And more...**



"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.

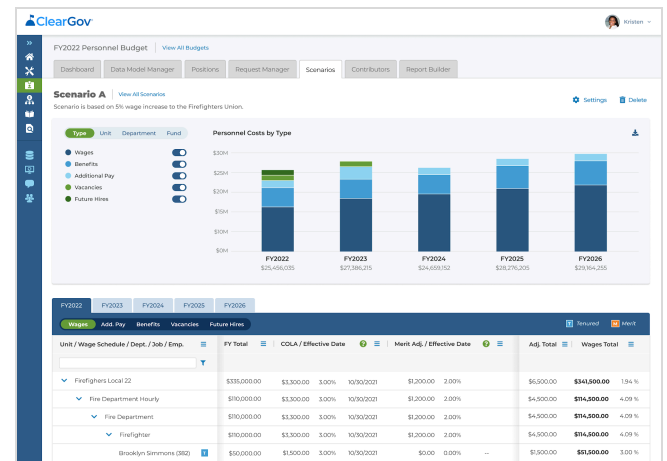
The screenshot shows the 'New Position Request' form in the ClearGov system. It includes fields for Department (Police Department), Job (Police Officer), Compensation (Wage: \$15.50 per hour), and Proposed Start Date (10/1/2022). A justification text area at the bottom states: 'Calls for police services have been trending upward over the period 2015 - 2019, rising 21.4% with calls for service (CFS) averaging 1,339 per year. Officer Initiated Activity (OIA) during the period 2015-2019 has risen 54%, with an average of 16,445 OIA incidents logged per year.'



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.

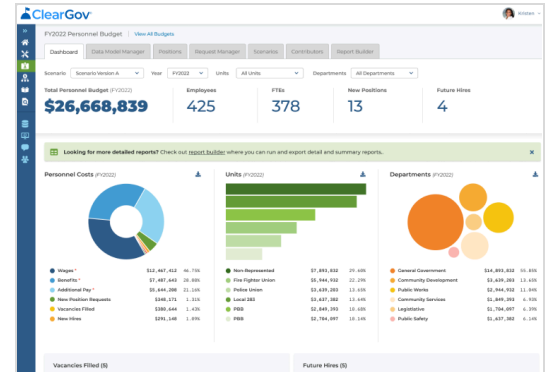




Personnel Dashboard

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 St. Johns need this?

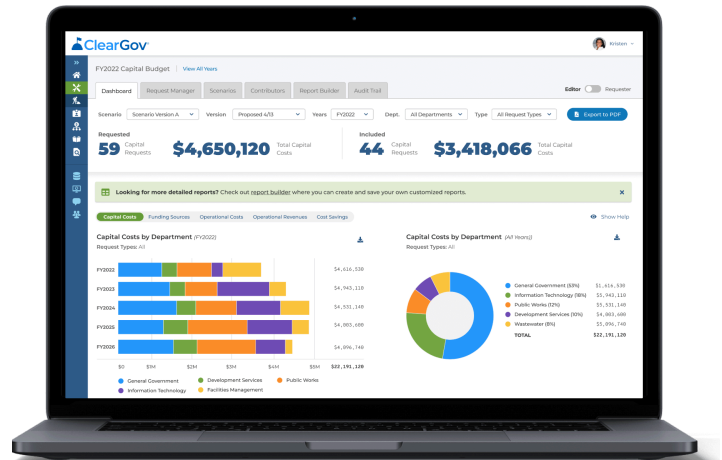
- **Scrap the Spreadsheets:** Get rid of those massive personnel planning spreadsheets and stop sorting through emails to find the right update. Best of all, eliminate those tedious spreadsheet errors that take hours and hours of precious time to find and fix. ClearGov is cloud-based, so everybody works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

Capital Budgeting

Smart Capital Planning

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

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



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

✓ **Capital 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."

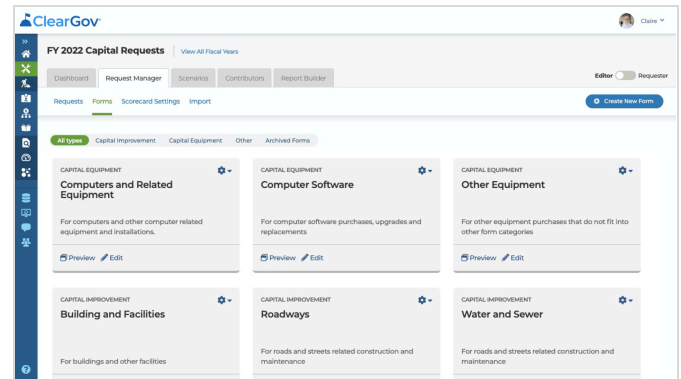
Christin Lindsey
Senior Budget Analyst
Pflugerville, TX



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.

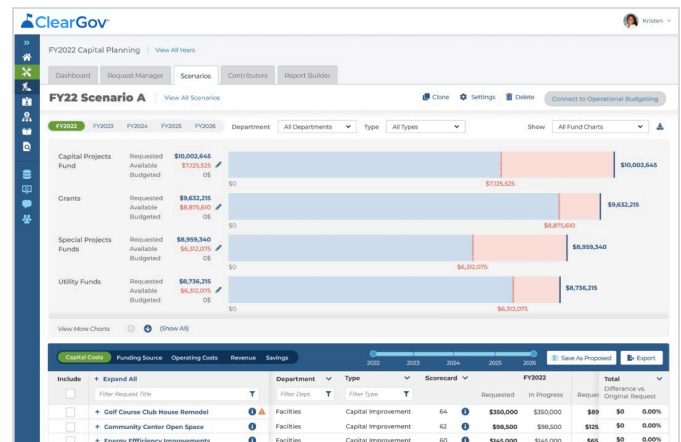
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as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

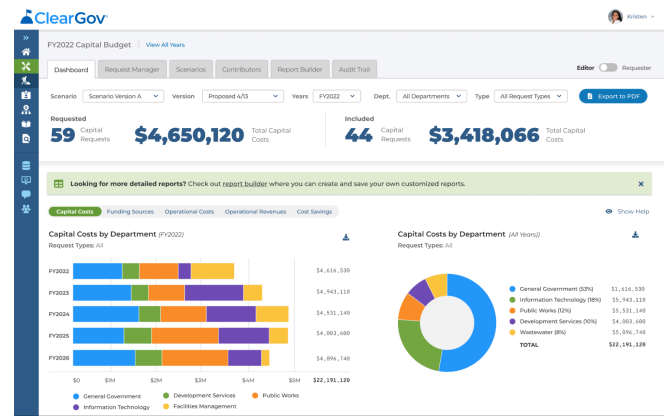




Capital Budgeting Dashboard

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 St. Johns 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.

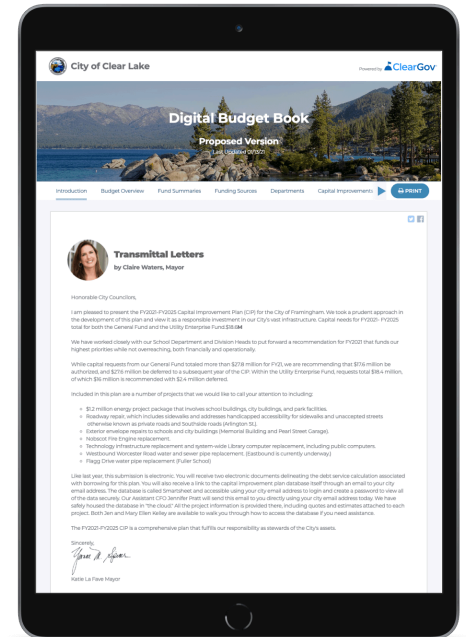
Digital Budget Book

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

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

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

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



✓ Automated Fund Summaries

✓ Capital Improvements Inclusion

✓ Department Specific Pages

✓ Automatic Data Updates

✓ Collaborate and Customize

✓ Automated Workflows

✓ Built-in GFOA Best Practices

✓ And more...



*"We are proud to have won a GFOA award for our latest budget book that we created with ClearGov's Digital Budget Book. One GFOA reviewer even gave us an **Outstanding** rating for Document-wide Criteria and noted: 'The new software they have implemented is great. Graphics, charts, formatting: all exceptional. Outstanding as a communication device.' We are thankful to ClearGov for all of their support throughout the process."*

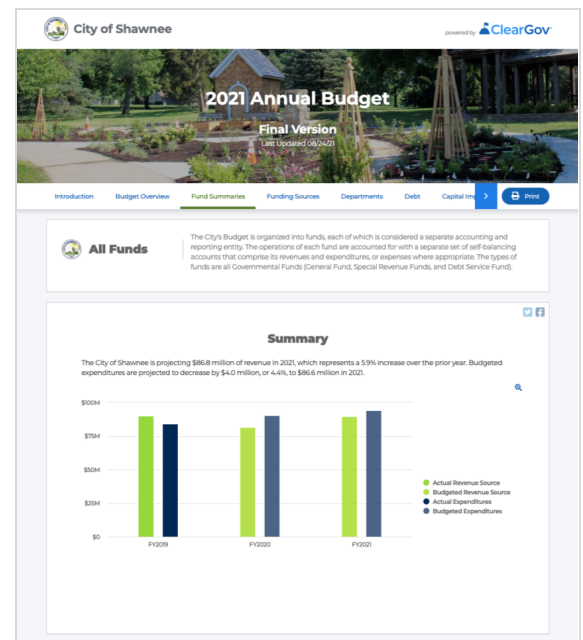
Janet Holman
Financial System Manager
Montgomery County, OH



Budget Book Builder

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

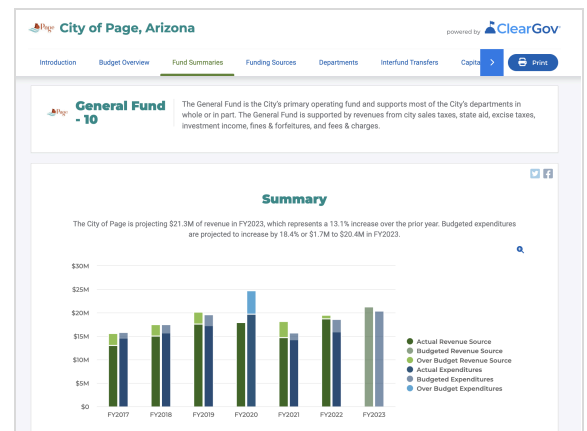
- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors,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



Auto-generated Charts, Graphs and More

ClearGov automatically generates charts, graphs, and Fund Summary pages using your budget data - giving you a profound head start in content creation.

- **Page creation:** Fund Summary pages are pre-built with easy-to-edit template panels. Simply add narrative to the panels to tell your story.
- **Pre-populated:** Fund Summary pages are pre-populated with revenue, expense, and historical data so you don't have to enter it manually.
- **Auto-generated graphs:** Pages include compelling, colorful graphs to complement the data and to help visualize the numbers for each section of your budget. All your graphs and data are auto-updated if you change the numbers.
- **Auto-translate:** Built-in Google Translate functionality will automatically translate your budget book narrative into Spanish, French, Portuguese or more than 100 other languages.



Digital Budget Book Examples

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

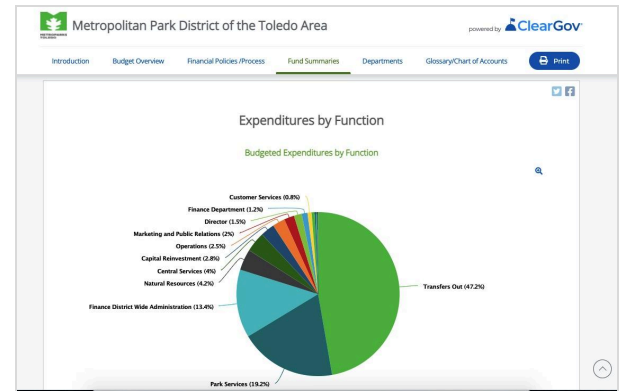
- [Brighton, MI](#)
- [Delhi Township, MI](#)
- [City of Ypsilanti, MI](#)
- [Yuma County, AZ Digital Budget Book](#)
- [Sussex County, DE Digital Budget Book](#)



Automatic Data Updates

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

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



Why does St. Johns need this?

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

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 St. Johns 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 St. Johns 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 St. Johns 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



ClearGov Digital Budget Book - Product Scope

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

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

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	\$7,200.00
Setup Bundle Discount:	(\$2520.00)
Total Setup Service Fees	\$4,680.00

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$9,100.00
ClearGov Personnel Budgeting	\$8,300.00
ClearGov Capital Budgeting	\$6,200.00
ClearGov Digital Budget Book	\$5,200.00
ClearGov ClearPlans	\$-
ClearGov Transparency	\$-
Bundle Discount	(\$10,080.00)
Total Annual Subscription Service Fees	\$18,720.00

Implementation Plan

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 robust 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.

It is important to note that the onboarding process will have a big impact on your long-term success with ClearGov and as such, it is a partnership with both shared and individual responsibilities. Rest assured that your Implementation Manager will keep you informed about progress and next steps along the way. Our job is to help you maximize the benefits you receive by using the ClearGov platform.



"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

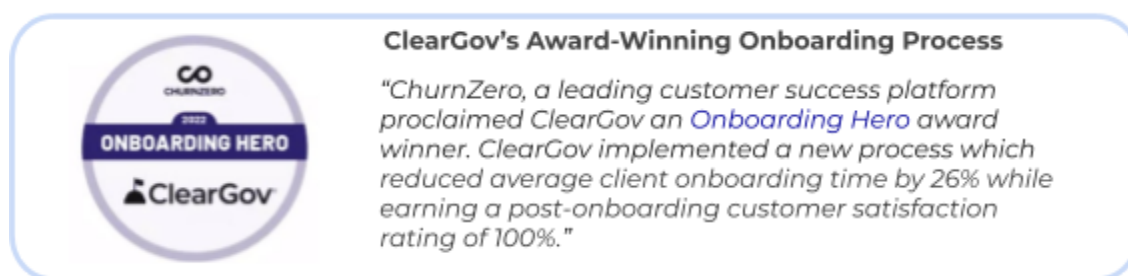
Effectively and efficiently completing the onboarding process requires a small group of people - from both ClearGov and St. Johns - with specific roles and responsibilities, as follows. NOTE: For some customers, one person may play multiple roles.

St. Johns Team

- **Executive Sponsor:** Champions the implementation and rollout of ClearGov inside St. Johns. Removes roadblocks and acts as the escalation point if the onboarding process stalls.
- **Primary Contact:** Go-to person at St. Johns 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

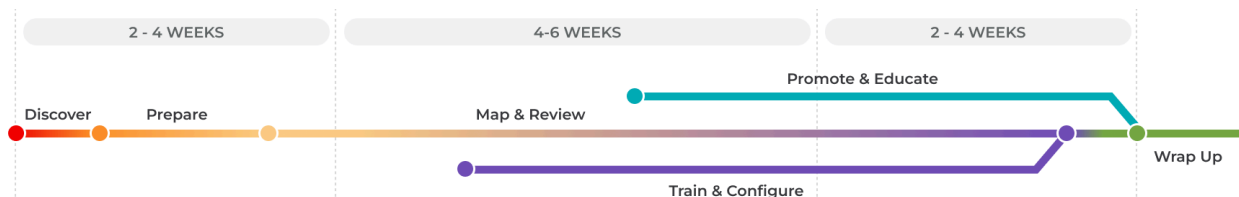
- **Implementation Manager (IM):** Overall Project Manager for onboarding. Responsible for driving meetings as required and guiding you through the onboarding process. Ensures alignment with what needs to be done and who needs to do it.
- **Data Onboarding Consultant (DOC):** ClearGov's DOC team is made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



Data Onboarding Timeline

We have successfully onboarded hundreds of local governments, 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 us 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 Account Executive 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 & customization tasks while the financial data you provided to ClearGov 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 Account Executive connects you with your Implementation Manager. The Implementation Manager is the person who is responsible for overseeing the onboarding process and ensuring both you and the ClearGov team are on track to meet key milestones.

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 Account Executive 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 with your organization.

Task	Responsibility	Notes
Product subscription activation	ClearGov	ClearGov will activate your subscription in accordance with the Service Start Date listed in your Service Order. ClearGov will create your initial Client Admin user, who can then access the platform and add additional (unlimited) users as necessary.
Kickoff & Data Discovery calls	ClearGov & Client	<p>The Implementation Manager will schedule two separate 30 - 60 minute Zoom sessions with your team.</p> <p>The first call is to discuss key objectives and the timeline for onboarding. The Client's Primary Contact should attend this meeting and anyone else who would like to be involved.</p> <p>The second is with a ClearGov Data Onboarding consultant to understand your financial data and collect information for categorizing that data. The Client's Primary Contact, Data Exporter, and Data Reviewer should attend this meeting.</p>
Complete Implementation Worksheet	ClearGov & Client	The Implementation Manager 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 a detailed project plan with timeline	ClearGov	The Implementation Manager will develop the timeline and project plans and will review these with the 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 is displayed within our products.
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 the data files and information you provide and will let you know if we have clarifying questions.

Phase 3: Map & Review

Formatting, uploading, and mapping your financial (i.e. general ledger revenue and expense) data is the most important step of the onboarding process because that data is what enables the full use of our budgeting applications. A ClearGov Data Onboarding Consultant will complete this work while relying on you to provide a complete set of data files and your input along the way. We will need you to attend a few calls, carefully 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	We will format and upload your financial (revenue and expense) data and map each line item into categories such as fund, department, revenue source, and objects
Review initial mapping	ClearGov & Client	We will review your initial mapping with you 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.
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Phase 4: Train & Configure

Administrators can begin learning how to use ClearGov as well as configure non-financial application settings while data is being mapped. We have developed comprehensive courses that will provide you with step-by-step instructions on how to configure ClearGov. Your Implementation Manager will recommend a custom learning path based on the products you have purchased. The specific tasks required in this phase are outlined in the table below.

Task	Responsibility	Notes
Administrators & editors begin their learning path and explore help resources	ClearGov & Client	Your Implementation Manager 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 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 instructor-based training, so please come prepared with specific workflow questions.
Configure non-financial application settings	Client	Complete configurations in selected applications. Some examples: <ul style="list-style-type: none"> • Select the pages you would like to include in your Transparency Center • Customize Capital Budgeting Forms • Create Wage Schedules in Personnel Budgeting, etc. Your Implementation Manager will provide a comprehensive list of configuration tasks you can complete while your financial data is being onboarded.
Import non-financial data	Client	Import non-financial data such as existing employee information for Personnel Budgeting and capital requests for Capital Budgeting.
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.

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 30-minute 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 Implementation Manager 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 Implementation Manager will recommend ClearGov Academy courses for your Department Heads and other users of ClearGov based on the products included in your subscription. Your Implementation Manager 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 instructor-based training, so please come prepared with specific workflow questions.

Phase 6: Wrap Up

With your onboarding process complete, the St. Johns team will be well-prepared to build and communicate your budget. At this point, your Implementation Manager will introduce you to the ClearGov Team who will support you, including your Client Success Manager.

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 Implementation Manager 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 Implementation Manager will provide instructions on how to contact our Support Team if you have questions or run into a technical issue. Your Implementation Manager will also provide instructions on how to submit data uploads or modification requests to the Data Team.

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.

Training and Support

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



"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 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.

If needed, instructor-based 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 you complete the ClearGov Academy courses prior to attending a ClearGov Workshop. ClearGov will provide a remotely-delivered, 30-minute 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 Implementation Manager will introduce you to your Client Success Manager. Your Client Success Manager 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 Clients - especially when they have ideas that would make our products better. In fact, we meet weekly to go over all the feedback we've received to provide key input to our product roadmap. Many of the applications and features in ClearGov's solution are a direct result of client feedback. When you have a request for a product enhancement, please submit your idea(s) 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.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

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

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 on a daily basis 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.

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 99.99% 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.

Digital Budget Book Questions

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

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

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

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

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

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



"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



Service Order

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

Created by	Hunter Burdick
Contact Phone	508-308-2820
Contact Email	hburdick@cleargov.com

Order Date	Jan 25, 2024
Order valid if signed by	Mar 29, 2024

Customer Information					
Customer	City of St. Johns	Contact	Chad Gamble	Billing Contact	Kristina Kinde
Address	100 E State St Suite #1100	Title	City Manager	Title	City Treasurer
City, St, Zip	St Johns, MI 48879	Email	cgamble@stjohnsmi.gov	Email	kkinde@stjohnsmich.com
Phone	(989) 224-8944			PO # (If any)	

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 1	\$ 7,200.00
ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions	Tier 1	\$ (2,520.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		\$ 4,680.00
Subscription Services	Tier	Service Fees
ClearGov BCM Operational Budgeting - Civic Edition	Tier 1	\$ 9,100.00
ClearGov BCM Personnel Budgeting - Civic Edition	Tier 1	\$ 8,300.00
ClearGov BCM Capital Budgeting - Civic Edition	Tier 1	\$ 6,200.00
ClearGov BCM Digital Budget Book - Civic Edition	Tier 1	\$ 5,200.00
ClearGov BCM Bundle Discount: Discount for bundled BCM solutions	Tier 1	\$ (10,080.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$ 18,720.00

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Jun 1, 2024	Jun 1, 2024	ClearGov Setup Services
Pro-Rata	Jun 1, 2024	Jun 30, 2024	ClearGov Subscription Services
Initial	Jul 1, 2024	Jun 30, 2027	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Jun 1, 2024	\$ 1,560.00	1 Month Pro-Rata Subscription Fee
Jul 1, 2024	\$ 4,680.00	One Time Setup Fee
Jul 1, 2024	\$ 18,720.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein		
Billing Terms and Conditions		
Valid Until	Mar 29, 2024	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Appropriations	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
Cancellation Option	This ClearGov Service Order is subject to the approval of the City Commission (The Commission) as set forth herein. In the event that the The Commission does not approve this Service Order at its May 2024 meeting, Customer shall have the option to terminate this Service Order immediately by providing written notice. In the event that Customer exercises this option, Customer shall have no payment obligation under this Service Order.
Agreement	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	Chad Gamble
Title	City Manager

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

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

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

Statement of Work

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

ClearGov Responsibilities

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

Customer Responsibilities

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