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**M E M O R A N D U M**

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** BUDGET RESOLUTION 21-08  
**DATE:** 11/17/2021

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The above referenced budget resolution is requested to modify the Fiscal Year 2022 budget for the addition of budgeting software. Each year the Finance Department relies on the use of Excel spreadsheets to prepare and submit the budget. As more data is added to explain the needs of the City, maintaining the accuracy of the data has become cumbersome, leaving room for errors in the calculations. To ensure the Commission and residents receive thorough and accurate information, I am proposing the purchase of budgeting software to assist with this process.

In reviewing programs to aid in this process, I have found that ClearGov interfaces with our current finance software. This product allows for review and entry of data by all departments, to forecast capital needs for five to ten years, and to upload the approved data into the finance software once the budget is complete. The software also has a component that will allow detailed review of the budget by the residents, as it will have a link on our website.

The initial cost of the program is \$11,850, with an annual fee of \$16,500 thereafter. While this cost is not currently contained in our approved budget, I believe there is a benefit to providing as much information as possible to our residents. I have prepared the attached budget resolution to discuss with the Commission on December 6<sup>th</sup>.

Please let me know if more information is needed.

**BUDGET RESOLUTION 21-08**

**CITY OF ST. AUGUSTINE BEACH  
ST. JOHNS COUNTY**

**RE: TO AMEND THE FY2022  
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2021-2022 General Fund Budget as follows:

**DECREASE:** Account 001-8100-581-9120 (Emergencies and Contingencies) in the amount of \$11,850.00 which will decrease the appropriation in this account to \$49,850.30.

**INCREASE:** Account 001-1300-513-5280 (Finance/Admin-Computer Software Subscriptions) in the amount of \$11,850.00 which will increase the appropriation in this account to \$29,128.37.

**RESOLVED AND DONE**, this 6th day of December 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

\_\_\_\_\_  
Mayor – Commissioner

ATTEST:

\_\_\_\_\_  
City Manager



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

## Service Order

<b>Created by</b>	Lewie Alfano
<b>Contact Phone</b>	(978) 870-7720
<b>Contact Email</b>	lalfano@cleargov.com

<b>Order Date</b>	Oct 19, 2021
<b>Order valid if signed by</b>	<b>Dec 31, 2021</b>

Customer Information			
<b>Customer</b>	St. Augustine Beach	<b>Contact</b>	Patty Douylliez
<b>Address</b>	2200 A1A S, St.	<b>Title</b>	Finance Director
<b>City, St, Zip</b>	St. Augustine, FL 32080	<b>Email</b>	pdouylliez@cityofsab.org
<b>Phone</b>	904-471-2122	<b>Billing Contact</b>	
		<b>Title</b>	
		<b>Email</b>	
		<b>PO # (If any)</b>	

### To be clear, you will be billed as follows...

Billing Date(s)	Amount(s)	Notes
Apr 1, 2022	\$ 3,600.00	One-Time Setup Fee
Apr 1, 2022	\$ 8,250.00	6 Month Pro-Rata Subscription Fee
Oct 1, 2022	\$ 16,500.00	Annual Subscription Fee
Oct 1, 2023	\$ 16,500.00	Annual Subscription Fee
Oct 1, 2024	\$ 16,500.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

### ClearGov will provide your Services according to this schedule...

Period	Start Date	End Date	Description
<b>Setup</b>	Apr 1, 2022	Apr 1, 2022	ClearGov Setup Services
<b>Pro-Rata</b>	Apr 1, 2022	Sep 30, 2022	ClearGov Subscription Services
<b>Initial</b>	Oct 1, 2022	Sep 30, 2025	ClearGov Subscription Services

### 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	\$ 6,000.00
ClearGov Setup Bundle Discount: Discount for bundled solutions.		Tier 1	\$ (2,400.00)
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>			<b>\$ 3,600.00</b>
Subscription Services		Tier	Service Fees
ClearGov Operational Budgeting - Civic Edition		Tier 1	\$ 8,300.00
ClearGov Personnel Budgeting - Civic Edition		Tier 1	\$ 8,300.00
ClearGov Capital Budgeting - Civic Edition		Tier 1	\$ 4,700.00
ClearGov Digital Budget Book - Civic Edition		Tier 1	\$ 4,700.00
ClearGov Transparency - Civic Edition		Tier 1	\$ 4,100.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions.		Tier 1	\$ (13,600.00)
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>			<b>\$ 16,500.00</b>

Billing Terms and Conditions		
<b>Valid Until</b>	<b>Dec 31, 2021</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All Invoices are due Net 30 days from the date of invoice.
<b>Rate Increase</b>	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

### General Terms & Conditions

<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov 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.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an <b>"Annual Term"</b> ), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	This ClearGov Service Order shall become binding upon execution by both Parties. 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 Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
<b>Signature</b>	
<b>Name</b>	Patty Douylliez
<b>Title</b>	Finance Director

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

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

# 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

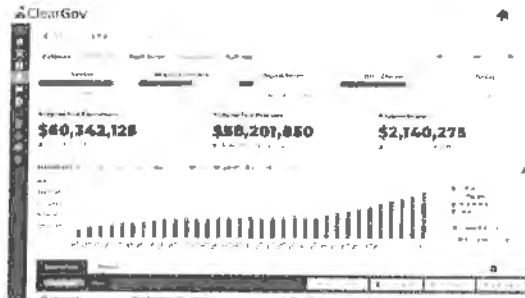
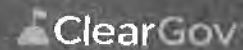
- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the Initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign a Client Success Manager (CSM) responsible for managing the activation and onboarding process. ClearGov CSM will coordinate with other ClearGov resources, as necessary.
- ClearGov CSM will provide a Kickoff Call schedule to Customer's Primary Contact - to be scheduled within two weeks after the Service Order has been executed.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s). If necessary, ClearGov will set up a Data Discovery call to assist with such requirements/instructions.
- 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 get answers to 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 make Customer aware of all training, learning and support options. ClearGov recommends all Users attend 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 one customized remote training session 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 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 Kickoff Call within two weeks after the Service Order has been executed. If Customer needs to change the date/time of the Kickoff Call, the Primary Contact will notify the ClearGov CSM at least one business day in advance.
- Customer will provide 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 Review call. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on the Data Review call and any subsequent internal review, Customer shall provide a detailed list of requested changes in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer shall be solely responsible for inputting applicable text narrative, custom graphics, performance metrics, capital requests and personnel data and other such information for budget books, projects, dashboards, etc.

# Budget Cycle Management Suite

PRODUCT BRIEF



## Digital Budget Book

The industry's first website-based solution that builds a budget book in a fraction of the time.

- ✓ Automate the creation of fund summary pages, charts, tables and more.
- ✓ Invite contributors to create new pages quickly with easy-to-use templates.
- ✓ Meet GFOA award criteria with built-in guidelines.
- ✓ Share online or print with just one click.

## Operational Budgeting

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

- ✓ Build your budget with ease as requests flow in from departments automatically for approval.
- ✓ Create AI-driven forecasts for long-term planning or use as a baseline for your budget.
- ✓ Collaborate with contributors as you edit line items - the audit trail is automatic.



Transmittal Letters  
by Celia Wilkins, Mayor

With the digital budget book, the City of Clear Lake can now provide a more transparent and accessible view of the budget process. The digital budget book is a web-based application that allows the public to view the budget process in real-time. It includes a list of budget items, a description of each item, and the amount of money allocated to each item. The digital budget book is a great tool for the public to understand the budget process and to provide input on the budget.



GET A DEMO

## Transparency

Tell your financial story in a way everyone can understand, and that's ADA-optimized by design.

- ✓ This turnkey, website-based solution is pre-populated with state-available data using dynamic infographics.
- ✓ Customize your profile with charts, department pages, and commentary to build community trust.
- ✓ Add narrative to the numbers that help stakeholders understand your finances and performance.



"From start to finish, ClearGov Budget Cycle Management is a suite that's well thought out. They clearly did their homework and did a great job integrating all of the products. ClearGov software is worth more than what we're paying for it!"

Brandon Neish, Finance Director, Sweet Home, OR

# Budget Cycle Management Suite

## PRODUCT BRIEF



Local governments have faced the same challenges and limitations for years as they navigate their budget cycles using spreadsheets. The reality is that spreadsheets do not adequately address the unique needs of building different types of budgets, communicating those budgets, and maintaining transparency year-round. ClearGov's cloud-native Budget Cycle Management suite provides efficiency at every step of the process so you can budget better. Our financial solutions are easy-to-use, complement existing ERP and accounting systems, and automatically deliver website-based results that your community and stakeholders will appreciate.



## Capital Budgeting

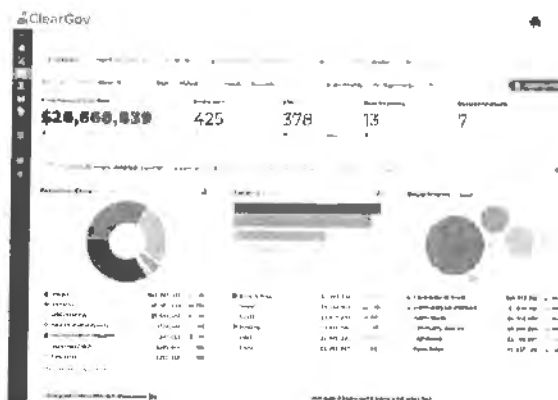
Automate the way you collect capital requests and prioritize projects to streamline your CIP process.

- ✓ Eliminate manual spreadsheet work with web-based request forms and scenario planning tools.
- ✓ Collaborate with contributors directly in the budget - the audit trail is automatic.
- ✓ Effortlessly produce professional, website-based project pages to share with the public.

## Personnel Budgeting

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

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



GET A DEMO