TOWN COUNCIL MEETING
April 20, 2023 at 7:00 PM

950 Senoia Road, Tyrone, GA 30290

Eric Dial, Mayor
Gloria Furr, Mayor Pro Tem, Post 4

Linda Howard, Post 1
Melissa Hill, Post 2
Billy Campbell, Post 3

Brandon Perkins, Town Manager
Dee Baker, Town Clerk
Dennis Davenport, Town Attorney

I. **CALL TO ORDER**

II. **INVOCATION**

III. **PLEDGE OF ALLEGIANCE**

IV. **PUBLIC COMMENTS:** *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

V. **APPROVAL OF AGENDA**

VI. **CONSENT AGENDA:** *All matters listed under this item are considered to be routine by the Town Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

    1. Approval of minutes from April 6, 2023.

    2. Approval of Christ Church's, open to the public "Summer Kick-Off" event at Shamrock Park on June 4th, from 4:00 pm - 7: 00 pm.

VII. **PRESENTATIONS**

VIII. **PUBLIC HEARINGS**

IX. **OLD BUSINESS**

    3. An update on emergency access to Shamrock Industrial Park. **Brandon Perkins, Town Manager**

    4. Consideration to approve a Resolution to adopt the Fayette County 2022 Annual Fire Impact Fee Report and Comprehensive Plan Amendment to the Capital Improvement Element and Short-Term Work Program. **Phillip Trocquet, Community Development**

X. NEW BUSINESS

5. Consideration to approve the Town's membership in the Buy Board Purchasing Cooperative. - **Brandon Perkins, Town Manager**

6. Consideration to approve the purchase of new budgeting software from ClearGov in the amount of $27,495.00. - **Brandon Perkins, Town Manager**

7. Approval of a new Administrative policy governing fund balances. - **Brandon Perkins, Town Manager**

8. Consideration of an update to Ordinance 2-47 - Order of Business. **Brandon Perkins, Town Manager**

9. Consideration to approve a Resolution to add Reserve Police Officers to the Town of Tyrone Workers Compensation policy. **Randy Mundy, Police Chief**

10. Consideration to Award the purchase of a jet vac trailer through Sourcewell from Vermeer. **Scott Langford, Town Engineer / Public Works Director**

XI. PUBLIC COMMENTS: *The second public comment period is for any issue. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

XII. STAFF COMMENTS

XIII. COUNCIL COMMENTS

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

TYRONE TOWN COUNCIL
MEETING

MINUTES
April 06, 2023 at 7:00 PM

Eric Dial, Mayor
Gloria Furr, Mayor Pro Tem, Post 4

Linda Howard, Post 1   **Brandon Perkins**, Town Manager
Melissa Hill, Post 2   **Dee Baker**, Town Clerk
Billy Campbell, Post 3   **Dennis Davenport**, Town Attorney

Also present:
Patty Newland, Library Supervisor
Randy Mundy, Police Chief
Ciara Willis, Office Coordinator
Tony Koranda, Police Officer

I.   CALL TO ORDER

II.   INVOCATION

III. PLEDGE OF ALLEGIANCE

IV.   PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

V.   APPROVAL OF AGENDA

A motion was made to approve the agenda.

Motion made by Council Member Campbell, Seconded by Council Member Furr.
Voting Yea: Council Member Howard, Council Member Hill.

VI.   CONSENT AGENDA: *All matters listed under this item are considered to be routine by the Town Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

1.   Approval of minutes from March 16, 2023, and March 21, 2023.

2.   Approval to appoint Gail Joiner as the Tyrone representative to fill the vacancy on the Fayette County Library Board.

     A motion was made to approve the consent agenda.

Motion made by Council Member Howard, Seconded by Council Member Campbell.
Voting Yea: Council Member Hill, Council Member Furr.

VII. PRESENTATIONS

3. Employee Service Recognitions - **Brandon Perkins, Town Manager**

    Mayor Dial presented Ms. Ciara Willis who he shared, was a bright spot in the office, and
    Mr. Koranda with their employee recognition certificates. Ms. Willis and Officer Koranda
    had been employed by the Town for five years. He extended his congratulations to Ms.
    Susan Bolling (not in attendance) for her 10 years of service to the Town. He asked Ms.
    Newland to thank her.

VIII. PUBLIC HEARINGS

IX. OLD BUSINESS

4. Consideration to approve Change Order 1 for the 2022 Dorothea Redwine Park Phase
    One (Pickleball Courts) project number PW-2022-12. **Scott Langford / Town Engineer,
    Public Works Director**

    Mr. Langford reminded everyone that Mr. Perkins had updated Council with different
    numbers and scenarios. The contract was modified by raising the asphalt courts by
    8". The removal of the concrete was 80%-90% of the change order totaling, $95,231.63
    which would come from SPLOST, and the General Fund. He recommended approval. He
    added that due to the change order and time lost, the new date of completion would be
    June 30th.

    Council Member Campbell asked when the project would continue if the change order
    was approved. Mr. Langford stated that weather permitting, Monday.

    A motion was made to approve Change Order 1 for the 2022 Dorothea Redwine Park
    Phase One (Pickleball Courts) number PW-2022-12 in the amount of $95,231.63.

    Motion made by Council Member Campbell, Seconded by Council Member Hill.
    Voting Yea: Council Member Howard, Council Member Furr.

X. NEW BUSINESS

5. Consideration to Award the professional engineering services for design and
    construction administration on the 2023 Sewer Manhole Repair Project PW-2023-11 to
    Integrated Science and Engineering. **Scott Langford, Town Engineer / Public Works
    Director**

    Mr. Langford shared that manhole services were continuing. This was in conjunction
    with the agreement with Fulton County. These 30 manholes were showing signs of

infiltration. The bid consisted of administration and basic services of the design. The total proposed fee was $19,430. He noted that the first four items were project management, manhole evaluation and rehabilitation, overall project drawing, and contract documents and technical specifications, all of which were one lump sum.

When it came to the bid phase assistance and construction phase assistance, that would be an hourly rate. This project would be funded by the sewer enterprise fund. He recommended approval.

A motion was made to approve the A&E Proposal for the Sewer Manhole Repair Project PW-2023-11 to Integrated Science and Engineering for the fee of $19,430 contingent upon the Legal Counsel's approval of the contract documents.

Motion made by Council Member Furr, Seconded by Council Member Campbell.
Voting Yea: Council Member Howard, Council Member Hill.

XI.   **PUBLIC COMMENTS:** *The second public comment period is for any issue. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

XII.   **STAFF COMMENTS**

Ms. Newland confirmed the appointment of Gail Joiner to the Library Board. Mayor Dial thanked her for filling the spot.

XIII.   **COUNCIL COMMENTS**

A motion was made for staff to establish the cost for the 2023/2024 budget to form an access road with aggregate for emergency vehicles only for Shamrock Industrial Park.

Motion made by Council Member Campbell, Seconded by Council Member Howard.
Voting Yea: Council Member Hill, Council Member Furr.

Mr. Trocquet stated that staff would have estimates ready for the budget workshop. Mr. Langford confirmed that the access would not be paved. Council Member Campbell shared that it would be grated and stoned. Mayor Dial asked for an example of a Town road that felt like a paved road, however, was not. Mr. Langford gave the example of the use of millings on Trickum Creek Road.

XIV.   EXECUTIVE SESSION

A motion was made to move into Executive Session for one (1) real estate item.

Motion made by Council Member Howard, Seconded by Council Member Hill.
Voting Yea: Council Member Campbell, Council Member Furr.

A motion was made to reconvene.

Motion made by Council Member Furr, Seconded by Council Member Campbell.
Voting Yea: Council Member Howard, Council Member Hill.

XV.   ADJOURNMENT

A motion was made to adjourn.

Motion made by Council Member Furr.
Voting Yea: Council Member Howard, Council Member Hill, Council Member Campbell.

The meeting adjourned at 7:36 pm.

By: _____   Attest: _____
    Eric Dial, Mayor   Dee Baker, Town Clerk

COUNCIL ITEM AGENDA REQUEST FORM

Department: Recreation

Meeting Date: April 20, 2023   **Staff Contact:** Lynda Owens

Agenda Section: Consent

Staff Report:

Item Description:

Summer Kick-Off Event

Background/History:

Christ Church is requesting use of Shamrock Park to host a "Summer Kick-Off Event". Open to the public. June 4th from 4:00 pm – 7:00 pm. Buffet/grill style dinner, water games, (water balloons), field games.

Findings/Current Activity:

Open to the public. Event pending council approval.

Is this a budgeted item? _n/a_ If so, include budget line number: _____

Actions/Options/Recommendations:

COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: April 20, 2023
Agenda Item Type: Old Business
Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

An update on zoning restrictions and emergency access to Shamrock Industrial Park.

BACKGROUND:

On July 20, 2000, the Town Council zoned all properties located in Phase VIII of Shamrock Industrial Park (SIP) to M2 with conditions. One of those conditions was that a secondary entrance into the park, limited to emergency vehicles, must be provided by the developer prior to any additional development taking place. That required entrance was never provided and the Town has held firm on its position that it must be completed before additional construction is allowed.

This issue was revisited by the Town in 2008 and the Council was provided a letter from Fire Marshal David Scarbrough on June 2, 2008 in which he stated, "…it is my opinion that a second entrance or emergency access road should not be required at this time. We will provide the best possible service under whatever conditions or situations are presented at the time." The Council took no action on the zoning conditions at that time.

On May 6, 2021, Scott Moore, who owns a 14 acre parcel within Phase VIII of SIP, requested a rezoning of his property from M2 with conditions to M2 so that he could develop his property. After a lengthy discussion, Council denied the rezoning. However, Mr. Moore was asked during this meeting if he would be willing to "put in the work to communicate with property owners if they would contribute to the outcome" and he stated that he would do that. He was then advised that Council had the authority to revisit the rezoning request if he came back in the future "with information regarding the inability to create a second exit".

Mr. Moore has recently come back to Staff indicating that none of the property owners within SIP that he has been able to discuss this with are willing to assist with making an emergency entrance happen. Mr. Moore has also made it clear that he does not have the financial resources to make this happen on his own. He has further advised us that he has a buyer for his property, but cannot complete the sale until the conditions are lifted. Consequently, he wishes to have Council reconsider his rezoning request. That would require properly advertising new public hearings before the Planning Commission and the Council. The purpose of tonight's agenda item and discussion is to allow Mr. Moore to explain his current position and ascertain Council's willingness to revisit the matter by have staff move forward with the rezoning process.

It should be noted that a 1.73 acre parcel (parcel# 0744042) has been donated to the Town since Moore last requested a rezoning. This parcel could provide a direct connection/emergency entrance between Rockwood Road in Tyrone and Cottonwood Circle in Peachtree City in the future. The Town has an emergency easement on the Peachtree City side of this property to accommodate the development of such an access.

It should also be noted that, since management of the County Fire Department has changed over time, Staff recently reached out to the current Fire Marshal, Vernon Piper, to discuss this matter again. He has indicated that he and Chief Hill both stand behind Scarbrough's position from 2008.

FUNDING:

None

STAFF RECOMMENDATION:

Staff is seeking direction from Council on whether or not to initiate the rezoning process for this property.

ATTACHMENTS:

1. Minutes from July 20, 2000.

2. Minutes from May 6, 2021

PREVIOUS DISCUSSIONS:

This has been discussed several times over the last 23 years. The last time it was formally discussed by Council was on May 6, 2021.

MINUTES
TYRONE COUNCIL MEETING
JULY 20, 2000

The Tyrone Town Council held their regularly scheduled meeting on Thursday, July 20, 2000 at Town Hall. Mayor Lee called the meeting to order at 7:30 PM.

PRESENT: Mayor Lee, Council members Lisa Richardson, Ray Bogenschutz, and Paul Letourneau; Town Manager Barry Amos, Town Attorney Brad Sears and Town Clerk Valerie Fowler. Councilman Ronnie Cannon was not in attendance.

Mr. Amos gave the invocation followed by the Pledge of Allegiance.

PUBLIC COMMENTS – None

PUBLIC HEARING ON FAYETTE COUNTY JAIL AND FIRE IMPACT FEE PROGRAM – Mr. Amos presented an overview of the County's revised impact fee program and expressed his concern regarding the equitability of the user fees. Mr. Amos stated no additional information had been received upon the basis or rational utilized for the various weighting of businesses. He stated he felt he would be remiss if he recommended moving forward prior to something truly equitable being formulated. Mr. Amos recommended continuing this item pending receipt of additional data. Councilman Letourneau stated he had a real problem with the weighting of a number of the businesses. He stated he wished to see office development in Tyrone, and this would discourage that type of development. Councilman Letourneau stated he was also concerned about the 3% administrative fee, which will go to the county, however Tyrone would be handling the administrative function of collecting the fees. He stated that Tyrone should be compensated for this, rather than the County. Mr. Amos stated the debt service for the jail was included in the current budget, and suggested the county make a commitment as to what would happen with the additional funds; i.e., reduction in taxes, acceleration of bond pay-off ; etc. Councilman Bogenschutz stated he saw no relief for the citizens. Councilman Letourneau also expressed concern the possibility of challenge to the county fees and the effect such a challenge might have on Tyrone's current impact fees. Councilwoman Richardson asked why the fees could not be negotiated along the same lines as the LOST distributions. There appearing to be more questions generated by the latest proposal, and with no answers forthcoming, **motion was made by Councilman Bogenschutz to continue this item to the August 17th meeting. This motion was seconded by Councilman Richardson and was unanimously approved.**

PUBLIC HEARING ON LAND USE MAP AMENDMENT AND REZONING REQUESTED BY HOWARD GUTHRIE – Mr. Amos stated the petitioner wished to amend the land use map from 1.1 (Agricultural – Residential) to 3.2 (Heavy Industrial) and to rezone approximately 40 acres adjacent to the Railroad, Florida Rock, and Shamrock Industrial Park from AR (Agricultural – Residential) to M-2 (Heavy Manufacturing). Mr. Amos stated that Mr. Guthrie wished to expand the industrial park

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by inclusion of the subject property. Speaking in favor was the applicant Howard Guthrie, who stated that he had purchased the property from an adjoining property owner several years ago, with the intent of expansion of the industrial park. Councilman Letourneau questioned the proximity of residential. Mr. Guthrie stated it was fairly isolated back there and Mr. Amos interjected the distance was approximately the depth of the property. Mr. Amos stated that Florida Rock has two lakes and Mr. Slaton, the adjoining property owner from which Mr. Guthrie purchased the subject property, also had a lake in the northeast which flows generally in a southwestward direction, which forms a natural barrier which cannot be developed. He stated that would serve as a natural buffer between an industrial and non-industrial use. No one was present to speak in opposition. Mr. Amos presented the staff reports and read into the record the conditions upon which the Planning Commission had recommended approval. Those conditions are enumerated as follows: (1) establishing a secondary entrance into the park, with the stipulation that access be limited to emergency vehicles only, and enforced by leaving the roadway unpaved, chained and locked, or otherwise secured; (2) maintaining the 100' buffer along the adjoining agricultural – residential property; (3) submission of a landscape plan for the required buffer; (4) all lighting impacting the properties to the north being directed downward and onto the property; (5) prohibition of the installation of telecommunication towers; (6) restricting the use of the property to exclude the following permitted uses: (a) sewage or wastewater treatment plants; (b) heavy manufacturing establishments; (c) use as a landfill or the permanent or temporary storage of any trash, waste, or sanitation products; (d) manufacture of fertilizer or fat processing [rendering]; (e) production or storage of any hazardous chemicals or substances; (f) emission towers or incinerators; and (g) industrial washes. Councilman Letourneau asked Mr. Guthrie if he was agreeable to these conditions. Mr. Guthrie stated that he was, and did not see he would have a problem with any of the stated restrictions. **Motion was made by Councilman Bogenschutz to amend the land use map from 1.1 to 3.2. This motion was seconded by Councilman Letourneau and unanimously approved. Motion to rezone the subject property from AR to M-2 with the stipulations as above stated was made by Councilwoman Richardson, seconded by Councilman Bogenschutz and was unanimously approved.**

PUBLIC HEARING ON VARIANCE REQUEST SUBMITTED BY TOMMY O. DAVIS FOR PROPERTY LOCATED AT 1918 HIGHWAY 74 NORTH – Motion was made by Councilman Letourneau to continue this item to the August 17th meeting. This motion was seconded by Councilwoman Richardson and was unanimously approved.

ADOPTION OF CONSENT AGENDA – Item approved – Minutes of the 07/06/00 meeting

PUBLIC COMMENTS – None

COUNCIL COMMENTS – None

Public Hearing

1. Consideration for rezoning petition from applicant Daniel Dahlke for the rezoning of a 14.7-acre tract with parcel number 0736074 from M-2 (Heavy Industrial) with conditions to M-2 (Heavy Industrial). ***Phillip Trocquet, Town Planner***

Mr. Trocquet shared that applicant Daniel Dahlke submitted the rezoning petition on behalf of property owner, Scott Moore for the rezoning of parcel number 0736074. The intent from the applicant was to rezone to allow construction on the lot in the form of a concrete facility. Mr. Trocquet added that the property was the largest tract of Phase VIII of Shamrock Industrial Park which had a zoning condition on it since 2000. The zoning condition placed a moratorium on the occupancy and construction of any properties in Phase VIII of Shamrock Industrial Park until a secondary emergency ingress/egress drive was constructed to the industrial park. He added that the secondary access had not been constructed although much effort had been put into finding opportunities for the construction of the emergency ingress/egress drive. He shared that there was still only one way in and out of the industrial park over the active CSX rail line. Due to railroad construction, emergencies, or other situations, the train had blocked that crossing for hours at a time at least 2-3 times a year. To date, no emergency had occurred simultaneous with the blocking of the crossing, but it had disrupted business operations causing traffic delays on both sides of the crossing.

Mr. Trocquet shared that the current zoning for the property was M-2 (Heavy Industrial) with conditions. The proposed zoning was M-2 (Heavy Industrial) with the construction moratorium condition removed. The existing land use was Vacant Production & Employment. The surrounding zonings were AR and M-2. He detailed that the property history was part of Phase VIII of Shamrock Industrial Park Zoning conditions were placed on the property in 2000, per staff's summary. He added that the property was fourteen acres.

Mr. Trocquet shared that regarding the compatibility with the Future Development Map and the Comprehensive Plan, the petition to M-2 was consistent with the Future Development Map and Comprehensive Plan in general. He added that the property was within the Production and Employment character area which permitted, M-2 zoning. The property was also located adjacent to the other M-2 zoned properties. Specific site conditions, zoning considerations, and property history should be taken into account for the determination. He shared that the Planning Commission recommended maintaining the construction moratorium on the property until secondary emergency access was provided. The recommendation was approved 3-1 with Commissioner Duncan in opposition.

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May 6, 2021

Mr. Trocquet stated that under normal hazard and access conditions, the proposed zoning would permit suitable uses with surrounding properties to the south and west. He added that the property was adjoined by residential on the north and eastern portions of the property, and a one-hundred-foot buffer would be required.

He shared that also under normal hazard and access conditions to the industrial park, the zoning would not adversely affect adjacent properties to the west and south. Residential properties to the north and east may be affected adversely, however, development conditions including buffers would be present on the property to protect the impact on adjoining residential properties. The petition would also adversely affect the other property owners in Phase VIII who would be disproportionately burdened with the current zoning conditions if they were lifted for select properties and not others.

Mr. Trocquet informed Council that given that there was a construction moratorium placed on the property, reasonable economic use had been suspended until safety conditions via secondary access had been provided to the industrial park. The sale of the property had occurred multiple times since the zoning condition was placed on the property in 2000. The condition (and subsequent value as a result) of the property had been known by each owner. He also shared that the proposed removal of the construction moratorium without the provision of a secondary ingress/egress point into the industrial park would exacerbate the current burden on emergency and police services to access the businesses and people in the industrial park in the case of an emergency with a train blocking the primary entrance. Mr. Trocquet recommended maintaining the construction moratorium on the property until a secondary emergency ingress/egress was provided to the industrial park. He added that if Council desired approval, staff recommended tabling the petition until such a time that all property owners in Phase VIII would submit a rezoning petition to remove the construction moratorium conditions.

Mayor Dial opened the public hearing for anyone that wished to speak in favor of the item.

Mr. Scott Moore, the applicant spoke. He stated that he owned the last tract in Shamrock Industrial Park for approximately 4-5 years. Before purchasing, he was aware of the moratorium and was led to believe that it would not be difficult to remove. He shared that he was being held, hostage. This was the last tract of land in the entire industrial park and everyone was going about their business every day within the park, the moratorium was a hindrance to him. Other business owners did not care. He added that he owned Platinum Trucking. He shared that his trucks were parked at Georgia Masonry every day. He stated that over four companies within the park were worth over a billion dollars, he was just a small business owner.

Mr. Moore stated that if you look at the original plat, there was no place for a second entrance/exit. The power company would not release land for that purpose. He asked, why he has to be the only person in the park not to build his business, it was unfair to him and his family.

Ms. Sharon Griffies, who has a business on Mallory Court in the industrial park spoke in favor of the petition. Ms. Griffies shared that she was the controller for DeBeer Granite and Marble, she was speaking on behalf of the owner, Izak DeBeer. She stated that she had spoken to Mr. Perkins in the past regarding the history of the property. She added that it was her understanding that the developer was given permission to develop the land without an additional entrance/exit at the time. She stated that recently, her staff was made to stay at work until 7:00 pm due to CSX blocking the entrance. She believed that the developer should have been made accountable when developing the property, that was when roads and curbing were normally placed. Mr. Moore should not be accountable for making this happen. Ms. Griffies shared that having one way in and out affected her employees at lunch also. They were unable to return to work due to the blockage. She shared that she had spoken with other business owners and they were unlikely to contribute financially for another ingress/egress due to the low impact on their business. She added that many businesses such as theirs contribute to the Town of Tyrone, they generate business, house fifty employees, and produce sales tax. Their business positively impacted Tyrone. She encouraged Council to vote in favor of Mr. Moore's request and added that their business was pleased to be an active member of the business park.

Mayor Dial opened the public hearing for anyone that wished to speak in opposition of the item. No one spoke.

Mayor Dial began a lengthy discussion regarding another option for Mr. Moore. Peachtree City placed a condition on the Cresswind development for access onto their property for an emergency exit from the industrial park. It was agreed upon, that the strip of land needed to be purchased and an emergency exit could be placed. Mr. Moore shared that he did not understand how Aabby could build a new facility near his property a couple of years ago and he was not allowed to continue. Mr. Trocquet stated that the moratorium was placed on Phase VIII. Mr. Moore clarified that he was being asked to purchase an additional piece of property in Phase I, put in an emergency road, to be able to begin his development. Mayor Dial stated that if the industrial park had a Business Owners Association, it would be up to them to finance and continue. Mr. Moore restated that the remaining business owners knew what needed to be accomplished, but they would not participate because they do not have to. This fell on him alone, it was not fair. Mayor Dial shared that the issue had a long history.

Council Member Campbell reminded everyone that the second entrance through Cresswind was through the efforts of the Mayor, Mr. Perkins, and Mr. Trocquet, not solely Peachtree City. He added that business owners had also been contacted from the Town to move toward other options. Mayor Dial added that a landscape company also attempted to reach business owners by phone. Mr. Moore stated that all efforts should have been accomplished at the beginning of the development.

Council Member Hill asked if there were additional options, other than lifting the moratorium and the additional emergency exit through Cresswind? Mayor Dial stated, not to his knowledge. Council Member Furr asked Mr. Moore if he had reached out to business owners with the new option through Cresswind. Mr. Moore shared that he had reached out to several businesses and they were not interested. He added that this should be left to the governing body, not the landowner. Mr. Perkins stated that anytime the train tracks were blocked, we hear from business owners. He added that a year ago, CSX had planned to temporarily shut down the crossing for repairs, he and the Mayor had reached out to several stakeholders to discuss an alternative, no one wanted to meet. We had accomplished what we could as the government to assist the business owners. We have reached out to businesses, offered resources, looked at maps, and worked with Peachtree City. The goal was to remind businesses that the crossing could be closed at any time for repairs, or that CSX had the power to permanently shut down the crossing, which was unlikely. This benefits all industrial park business owners; this was not only Mr. Moore's problem or the Town's. The Town had accomplished what it could.

Mr. Moore stated that he understood that the crossing would be closed at times. He asked if there was a law requiring two entrances/exits within a development? Mr. Trocquet shared that the Town had the liberty to make land development decisions according to safety issues. Mr. Moore added that since the development began, nothing had been accomplished concerning the issue. Mayor Dial countered that a lot had been accomplished during this time. Mr. Moore restated that it was unfair to hold him hostage with his 14-acres of land, give a small guy a break. Council Member Hill asked if staff could send a letter to the business owners to explain all of the details and the new development with Cresswind? Mr. Perkins shared that essentially business owners had been contacted, not all with the new development. Council Member Furr asked how many acres were in Phase VIII. Mr. Trocquet shared that there were approximately 20-acres that made up Phase VIII.

The discussion began regarding the adjacent property owner, Miguel Almanza, and how the site was currently being used as a dumpsite.

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Council Member Furr asked Mr. Moore how many employees he had. He stated that he employed twenty-two. He added that eighteen were contracted by Georgia Masonry, his biggest customer. He shared that he had paid years of property taxes, and most of his employees were already stationed within the industrial park. Council Member Campbell stated that essentially, Mr. Moore was already established in the park and working. Mr. Moore stated that he did not have the money to place an additional road within the park and he should not have to. He asked why it was taking so long to get something accomplished. He had also spoken with Georgia Power regarding their easement, to no avail. Why continue kicking the can down the road?

Mayor Dial inquired about the Fire Marshall's response to the issue. Mr. Perkins stated that the Fire Marshall had no issue with lifting the moratorium. Mr. Trocquet shared that initially Fire Marshall, David Scarborough supported the moratorium. Mr. Perkins shared that during his tenure as Police Chief, the Fire Marshall at the time was fine with lifting the moratorium. He added that he was on board with the Fire Marshall's decision. If there were an emergency, there would be no problem with getting in and out of the park, that was his position as Police Chief. He added that he would not speak for Chief Mundy. Mayor Dial clarified that multiple Fire Marshalls had agreed to lift the moratorium. Mr. Trocquet also clarified that the original intent was for the primary developer to create an ingress/egress on the property.

Council Member Campbell asked for Mr. Davenport's opinion. Mr. Davenport reminded Council of a similar situation with the Market Hill (Greencastle Road) business park off Dogwood Trail and Highway 74. He shared that a condition was placed when the development was approved, due to the number of parcels and it only has one entrance. The subdivision was slated for thirty lots and Council placed the condition for no more than fifteen lots until an additional entrance was added. The GDOT owned the right-of-way along the property line. The Town received several new property owner phone calls regarding building on their lots. The Town maintained the condition. Between them, they contracted a traffic study. The traffic in 1992 had not risen to the level that was anticipated in the future. The original traffic condition did not match the initial condition placed on the development. Also, GDOT had placed a limited easement on the right-of-way, which made an additional entrance cost approximately $750,000. Essentially, the businesses joined together to form an association and raised a portion of the needed funding, including the traffic study. The Town recognized that the entrance was cost-prohibitive and the traffic did not currently, at the time, match the original projection. The Planning Commission revisited the project, held a public hearing, and recommended the removal of the condition from each property within the development. Council then held its public hearing and approved the removal of the condition.

Mr. Davenport echoed that the Town and his firm had spent through the years, numerous hours on the Shamrock Industrial Park situation. The reason the property had changed hands so many times was that the risk of not being able to develop the property was apparent. He added that it may seem that the Town was not working with Mr. Moore, however, Mr. Moore knew the condition placed on the property before the purchase. The difference in the situations was that the businesses worked together, and provided an additional traffic study indicating that traffic did not call for the additional entrance, they also worked together to raise funding on their own. They did the research.

Mr. Davenport added the Town had provided an additional option. He reminded everyone that the access to Cresswind only needed to be an access, not a sanctioned road. Normally, a road would cost $100,000 per mile. What factors have been brought to Council to remove the condition? Mr. Davenport cautioned Council that even if the condition of Mr. Moore's property was lifted, that did not mean that the entire park's conditions had been lifted. He added that if an established property were to have a fire or other irreparable damages, and would need to rebuild, they could not due to the condition in place. Similar to Market Hill, public hearings would need to be held for each property in the industrial park for the condition to be lifted. The hardship did not fall on one individual, it fell on the entire park. He added that he had been involved with the Shamrock Industrial Park's second entrance since 2008. At that time the message that the Town gave the developer was that a second entrance needed to be placed before any further development took place.

Council Member Howard mentioned that the developer did not get the message early on as he continued to sell the property within the industrial park. Mr. Davenport disclosed that his firm had represented Mr. Guthrie in the past, but not at this time. Mr. Guthrie did attempt to build the road in question, but there were wetlands within the path and he did not obtain the proper permits at the time, the Environmental Protection Department placed a stop-work order around 2006.

Mayor Dial shared his thoughts that similar to Market Hill, there was an option. That option may not be cost-efficient. He would rather the property owners research the cost of a gravel road, then come back to Council. Mayor Dial asked Mr. Moore if he would be willing to do the research. Mr. Moore stated that he would, however, the strip of land would cost more to gravel than his entire property.

Council Member Furr asked when the road would be available through Peachtree City? Mr. Perkins shared that the developer was currently cutting into that section. Mayor Dial stated that two years ago, the developer of Cresswind was being a little resistant. He said that the cut would be available within 3-4 months at that time.

Council Member Furr asked for the distance between properties. Mr. Trocquet stated that the property in question was 1,200 feet long, 1.73 acres, and was sold in 2020 for $0. The value throughout the years was $100,000, $79,000, and $42,000.

Council Member Campbell clarified that Mr. Moore would not be the sole purchaser of the land, it would be a collective effort from all Shamrock Industrial Park property owners. Together they could raise the money for the property and place the gravel emergency exit for the park, and maintain it.

Mr. Trocquet created a visual from the Fayette County GIS mapping system. He indicated that C.W. Matthews also had an access to the Cresswind property. Both properties abut each other and the Peachtree City property. Mr. Perkins declared that the owner of the strip in question for the gravel road (KH Peachtree, LLP) was a subsidiary of the property owned by Cresswind (Cresswind Peachtree City Community Association, Inc). All agreed that ownership could be problematic regarding access to the property. Mr. Davenport stated that the shape of the land indicated that there were no utilities and it could not be developed. Being that it was purchased by a subsidiary of the developer indicated that a road could be prevented from being established outside of the development. He added that it also indicated that they were not actively following the condition of the development which could jeopardize their zoning. He added that currently no facts had been retained, so no conclusion could be determined at this point regarding the Cresswind cut-through. Council Member Hill asked if the item should be tabled.

Council Member Campbell stated that there were two separate issues, lifting the moratorium, and the emergency exit. Mr. Davenport agreed that the presence of a road would relinquish the moratorium. He added that even if Council decided to lift the moratorium it would have to be lifted from each property within the park.

Mr. Moore began a discussion regarding the moratorium. He stated that his parcel in Phase VIII was the only parcel with the moratorium attached. Mr. Davenport reiterated that if a catastrophe were to occur, the other properties in the park would not be allowed to rebuilding due to the moratorium. Council Member Howard asked for clarification regarding new buildings versus re-building. Mr. Davenport declared that as long as buildings were outside of Phase VIII, and had not been built upon, building could occur due to its location outside of Phase VIII. If an existing building experiences fire damage, property owners would be unable to rebuild due to the lack of a second entrance. Mr. Moore shared that Aabby built a new building and the muffle shop rebuilt due to a fire. Mr. Davenport stated that he would be happy to sit down with Mr. Moore regarding the issue.

Council Member Furr restated a question if any building in the park were to burn down, could they rebuild? Mr. Davenport restated that with his experience and a condition of this such nature in place, damage would create the potential of a nonconforming lot, due to the absence of the emergency exit. He added that the condition was geared particularly toward Phase VIII, and Phase VIII was barred. It raised the specter of all other businesses being able to rebuild.

A discussion began regarding steps Council should take by moving forward. Mr. Davenport suggested taking action as Council did in the past with the Market Hill subdivision. Council Member Furr asked Mr. Moore if he would be willing to put in the work to communicate with property owners if they would contribute to the outcome. Mr. Moore stated that yes, he would continue to seek information. Discussion continued regarding the process. Mr. Davenport stated that if the petition was denied and Mr. Moore came to Council with information regarding the inability to create a second exit, Council had the authority to advertise all properties for the August Planning Commission meeting and the following Council meeting to remove the condition for all properties. He then explained to Mr. Moore that if Council chose to deny the petition, there would be a six-month hold on the petition to return for another rezoning. However, if he came back to Council with information stating that all means and research for an emergency exit were exhausted, and Council agreed, they could then begin the process to remove the condition. Council had the authority to instruct staff to file a petition on behalf of all property owners for Planning Commission and Council public hearings. This could occur as early as early September for a vote.

Council Member Furr made a motion to deny the petition.
Council Member Campbell seconded the motion. Motion was approved 4-0.

Council instructed staff to communicate with Mr. Moore to assist him in a way that was proper. Mr. Perkins reminded everyone that Mr. Moore needed to reach out to the property owner of the strip of land that was under discussion if it was for sale and for how much, also the cost of the emergency exit and to contact C.W. Matthews regarding their potential access.

Public Comments

Mr. Sanak returned to the podium and asked Council for an answer regarding the Air B&B. Mr. Perkins shared that during public comments, was not a time for the public discussion on matters. It was not meant for a back-and-forth discussion with Council and staff.

COUNCIL ITEM AGENDA REQUEST FORM

Department: Community Development

Meeting Date: 04/20/2023   **Staff Contact:** Phillip Trocquet

Agenda Section: Old Business

Staff Report:

Item Description:

Background/History:

Council approved the transmittal resolution of this item on January 5th of this year to the Georgia Department of Community Affairs for Review. DCA has subsequently approved this CIE and STWP amendment from the Town as well as the Fire Impact Fee Report from Fayette County.

Findings/Current Activity:

Given DCA's approval, it is now time to officially adopt both the amendment to our Comp Plan as well as the County's Fire Impact Fee Report.

Is this a budgeted item? _____ If so, include budget line number: _____

Actions/Options/Recommendations:

Staff recommends approval of this item.

Fayette County and Towns of Brooks, Tyrone, and Woolsey Summary Impact Fee Financial Report FY2022 *	
	Fire Services
Total Impact Fee Balance From Previous Fiscal Year	$0.00
Impact Fees Collected in FY 2022 By Jurisdiction	
Fayette County	117,766.44
Brooks	3,603.42
Tyrone	20,528.61
Woolsey	1,201.14
Total	$143,099.61
Accrued Interest	205.96
(Administrative Other Costs)	(4,167.47)
(Impact Fee Refunds)	$0.00
(Impact Fee Expenditures)	(139,138.10)
Impact Fee Fund Balance Ending FY 2022	$0.00
Impact Fees Encumbered	$0.00

* The service area for the Fire Impact Fee does not include Peachtree City and Fayetteville.

SCHEDULE OF IMPROVEMENTS-STWP ADDENDUM

(1) Project Description	(2) Service Area	(3) Project Start Date	(4) Project Completion Date	(5) Estimated Project Cost	(6) Portion Chargeable to Impact Fees	(7) Sources of Funds (& Share)	(8) Responsible Party
Fire Training Center (Burn Building)	Countywide; Brooks; Tyrone; Woolsey*	FY2018	FY2027	$1,120,000	22.65%; $253,680	Impact Fees; Fire Tax	Fayette County
Fire Station 14: Sandy Creek Road at Flat Creek Trail	Countywide; Brooks; Tyrone; Woolsey*	FY2026	FY2028	$1,613,773	100%	Impact Fees	Fayette County
Fire Station 15: Gingercake Road at Graves Road	Countywide; Brooks; Tyrone; Woolsey*	FY2027	FY2029	$2,061,333	100%	Impact Fees	Fayette County
Rescue Truck	Countywide; Brooks; Tyrone; Woolsey*	FY2024	FY2025	$224,334	100%	Impact Fees	Fayette County
Brush Truck	Countywide; Brooks; Tyrone; Woolsey*	FY2025	FY2026	$57,011	100%	Impact Fees	Fayette County
Engine Pumpers (8 total; 4 purchased since 2018)	Countywide; Brooks; Tyrone; Woolsey*	FY2018	Future	$3,252,082	100%	Impact Fees	Fayette County

* Fayette County provides Fire Services for unincorporated Fayette County, Town of Brooks, Town of Tyrone and Town of Woolsey. The Service Area for the Fire Impact Fee does not include Peachtree City and Fayetteville.

Fayette County Impact Fee Financial Report FY2022	
	Fire Services
Total Impact Fee Balance From Previous Fiscal Year	$0.00
Impact Fees Collected in FY 2022 By Jurisdiction	
Fayette County	117,766.44
Accrued Interest	169.50
(Administrative Other Costs)	(3,429.69)
(Impact Fee Refunds)	$0.00
(Impact Fee Expenditures)	(114,506.25)
Impact Fee Fund Balance Ending FY 2022	$0.00
Impact Fees Encumbered	$0.00

Brooks Impact Fee Financial Report FY2022	
	Fire Services
Total Impact Fee Balance From Previous Fiscal Year	$0.00
Impact Fees Collected in FY 2022 By Jurisdiction	
Brooks	3,603.42
Accrued Interest	5.19
(Administrative Other Costs)	(104.94)
(Impact Fee Refunds)	$0.00
(Impact Fee Expenditures)	(3,503.67)
Impact Fee Fund Balance Ending FY 2022	$0.00
Impact Fees Encumbered	$0.00

Tyrone Impact Fee Financial Report FY2022	
	Fire Services
Total Impact Fee Balance From Previous Fiscal Year	$0.00
Impact Fees Collected in FY 2022 By Jurisdiction	
Tyrone	20,528.61
Accrued Interest	29.54
(Administrative Other Costs)	(597.86)
(Impact Fee Refunds)	$0.00
(Impact Fee Expenditures)	(19,960.29)
Impact Fee Fund Balance Ending FY 2022	$0.00
Impact Fees Encumbered	$0.00

Woolsey Impact Fee Financial Report FY2022	
	Fire Services
Total Impact Fee Balance From Previous Fiscal Year	$0.00
Impact Fees Collected in FY 2022 By Jurisdiction	
Woolsey	1,201.14
Accrued Interest	1.73
(Administrative Other Costs)	(34.98)
(Impact Fee Refunds)	$0.00
(Impact Fee Expenditures)	(1,167.89)
Impact Fee Fund Balance Ending FY 2022	$0.00
Impact Fees Encumbered	$0.00

TOWN OF TYRONE
STATE OF GEORGIA

RESOLUTION NO. 2023-

A RESOLUTION TO ADOPT THE FAYETTE COUNTY 2022 ANNUAL REPORT ON FIRE SERVICES IMPACT FEES (FY 2022), INCLUDING COMPREHENSIVE PLAN AMENDMENTS FOR UPDATES TO THE CAPITAL IMPROVEMENTS ELEMENT AND SHORT-TERM WORK PROGRAM (FY2023- FY2027) – TYRONE SUBSECTION

WHEREAS, Fayette County has in collaboration with the towns of Brooks, Tyrone, and Woolsey prepared the "Fayette County 2022 Annual Report on Fire Services Impact Fees (FY2022), Including, Comprehensive Plan Amendments for Updates to the Capital Improvements Element and the Short-Term Work Program (FY2023-FY2027)," and

WHEREAS, the annual update was prepared in accordance with requirements of the Georgia Development Impact Fee Act and the Minimum Planning Standards and Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989; and

WHEREAS, on the 5 th day of January, 2023, the Tyrone Town Council conducted a public hearing on the 2022 Fire Services Impact Fee Report and proposed Comprehensive Plan amendments; approved that report and authorized transmittal to the Atlanta Regional Commission for coordination of regional and state review; and

WHEREAS, the Regional and State reviews have been completed and a notification of compliance has been received from ARC.

BE IT THEREFORE RESOLVED THAT the Tyrone Town Council does hereby adopt the "Fayette County 2022 Annual Report on Fire Services Impact Fees (FY2022) Including Comprehensive Plan Amendments for Updates to the Capital Improvements Element and the Short-Term Work Program (FY2023-FY2027)" – Tyrone Subsection.

ADOPTED by the Tyrone Town Council this _____ day of _____, 2023.

TYRONE, GEORGIA

_____
Eric Dial, Mayor,

ATTEST:

_____
Town Clerk

COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: April 20, 2023
Agenda Item Type: New Business
Staff Contact: Click or tap here to enter text.

STAFF REPORT

AGENDA ITEM:

Consideration to approve the Town's membership in the Buy Board Purchasing Cooperative.

BACKGROUND:

The Town's purchasing policy allows purchases under state and federal contract pricing as a means to streamline the purchasing process. Contracts often results in lower pricing and the Town has successfully used them where applicable for many years. Under Georgia law (OCGA 36-69A-4), local governments are authorized to treat certain purchasing cooperative contracts like state contracts.

Buy Board is a large government purchasing cooperative that does meet the requirements under OCGA 36-69A-4. In order to participate in the program, the Town must join (no cost) by signing an agreement. Legal has reviewed and approved the agreement.

FUNDING:

None.

STAFF RECOMMENDATION:

Staff recommends authorizing the Mayor to sign the Buy Board agreement so that the Town may join the program.

ATTACHMENTS:

1. Buy Board Information Sheet for Georgia

2. Buy Board Agreement

PREVIOUS DISCUSSIONS:

None.

ONE-STOP SHOP FOR PROCUREMENT

WHAT BUYBOARD® CAN DO FOR YOU

Combining the purchase power of local governments provides members—big and small—the leverage to achieve better pricing on products, equipment, and services they use every day. There is power in numbers, and BuyBoard has delivered the vast economies of scale in purchasing products and services to members since 1998.

VALUE AND CHOICE

With a wide range of contracts available, members will find almost everything needed to support their organization. The BuyBoard philosophy has always been that members know best which products they need, and the choice of vendor is their decision to make.

MEMBER GOVERNED

The Cooperative is governed by an eight-member board of directors representing members from different parts of the country. The board's only function is to govern the Cooperative and award all the contracts directly with no delegation of authority to staff.

EFFICIENCY AND COST SAVINGS

Because the competitive procurement process has been completed, members save time and resources that would have been spent preparing and conducting a formal RFP. Cost savings can be achieved through the competitive price of the product and the reduction of internal administrative time and effort.

COMPLIANCE AND TRANSPARENCY

BuyBoard contracts have already been through a competitive procurement process, saving members the time and cost of preparing RFPs and bids. In many states, a purchasing cooperative enables public entities governed by competitive bidding requirements to take advantage of proposals awarded by a cooperative.

This provides members compliance with local and state procurement requirements and a documented audit trail. Transparency in the procurement process is treated with a high degree of focus and is of paramount importance. All vendors are treated on equal terms and are on the same plane of competition.

REQUEST FOR QUOTES (RFQ) APPLICATION

BuyBoard's RFQ functionality allows members to request pricing on volume needs from multiple vendors. This convenient and efficient process can be finalized in a matter of days, versus weeks or months, for a typical formal bid/proposal.

SUPPORT OF PUBLIC EDUCATION AND LOCAL GOVERNMENTS

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits. That support and service is evidenced in the list of organizations that sponsor the BuyBoard and in turn support their respective membership. Purchasing through the BuyBoard means your agency is helping to support the statewide organizations that support you.

Contact David Ricketts to see how the BuyBoard can help you save money!
david.ricketts@buyboard.com | **(913) 424-5758**

Frequently Asked Questions

What Georgia laws govern the use of cooperative contracts or 'piggybacking'?

A: Georgia law allows for the use of cooperative contracts as an alternative to a competitive bidding process, provided the requirements in § 36-69A-4 (http://www.legis.ga.gov/Legislation/20052006/51108.pdf) are satisfied.

Does the BuyBoard meet the definition of a Public (Lead) Agency in Georgia?

A: Yes. Under § 36-69A-3 "Public agency" means:

(E) Any political subdivision of another state.

The National Purchasing Cooperative (BuyBoard) is a political subdivision created in accordance with Maryland state statues, MD. Code Ann., State Fin. & Proc. §13-110 (West 2009). Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods and services.

What does it cost to become a BuyBoard member?

A: There is no cost to join or use any of the contracts and is open to all types of local government agencies as well as non-profits. Revenue to operate the BuyBoard comes from a small service fee payable by participating contracted vendors and is generated only when a member makes a purchase.

How do I order products through the BuyBoard?

A: All awarded items, services or catalogs will be posted on the BuyBoard website, so that cooperative members can search for and select items. The steps for making a purchase are listed below:

1. Select an Awarded BuyBoard Vendor
2. Request a Quote per the BuyBoard Contract
3. Issue and send the PO to the Vendor and List Contract Number
4. Email copy of the PO to info@buyboard.com

How do I join and who should I reach out to if I have further questions?

A: Membership is super easy. You can go to the **BuyBoard** website, click on the National Tab and then "How to Join".

For questions - You can reach out to your BuyBoard contact, David Ricketts (david.ricketts@buyboard.com) at (913) 424-5758 for assistance or questions

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NATIONAL PURCHASING COOPERATIVE
INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement**. The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.

2. **Term**. The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.

3. **Termination.**

    (a)   **By the Cooperative Member**. This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

(Revised by the Cooperative Board of Trustees on March 10, 2016).

(b)   **By the Cooperative.** The Cooperative may terminate this Agreement by:

(1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or

(2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.

(c)   **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.

4.   **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.

5.   **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.

6.   **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.

7.   **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by

Page **2** of **6**

mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.

2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.

3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.

4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.

5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

(Revised by the Cooperative Board of Trustees on March 10, 2016).

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.

7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.

8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.

9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
    a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
    b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
    c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
    d) All requirements—local or state–for a third party to approve, record or authorize the Agreement have been met.

10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

    THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
    (a) Neither party waives any immunity from liability afforded under law;

Page **4** of **6**

(Revised by the Cooperative Board of Trustees on March 10, 2016).

(b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;

(c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and

(d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.

14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.

15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.

16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

(Revised by the Cooperative Board of Trustees on March 10, 2016).

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:

By: _____   Date:_____
    Signature of authorized representative

_____
 Printed name of person signing
  Administrator's Representative for the National Purchasing Cooperative

TO BE COMPLETED BY COOPERATIVE MEMBER:
[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]

_____
(Name of Local Government)

By: _____   Date: _____
    Signature of authorized representative of Cooperative Member

_____
   Printed name and title of authorized representative

Coordinator for the
Cooperative Member is: _____
               Name

_____
     Title

_____
     Mailing Address

_____
     City

_____
     State   Zip Code

_____
     Telephone

_____
     Fax

_____
     Email

(Revised by the Cooperative Board of Trustees on March 10, 2016).

Package Options

Created by	**Kevin Dinh**
Created for	**Town of Tyrone, GA**

Prepared on	Mar 20, 2023
Pricing Valid Until	**May 31, 2023**

Subscription Option #1: Full Suite 2023 Pricing

One-Time Setup Fee	Tier	Quote
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 1	$ 10,800.00
ClearGov Setup Bundle Discount: Discount for bundled solutions	Tier 1	$ (3,780.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		**$ 7,020.00**
Subscription Services	**Tier**	**Quote**
ClearGov Operational Budgeting - Civic Edition	Tier 1	$ 9,100.00
ClearGov Personnel Budgeting - Civic Edition	Tier 1	$ 8,300.00
ClearGov Capital Budgeting - Civic Edition	Tier 1	$ 6,200.00
ClearGov Digital Budget Book - Civic Edition	Tier 1	$ 5,200.00
ClearGov ClearPlans - Civic Edition	Tier 1	$ 5,200.00
ClearGov Transparency - Civic Edition	Tier 1	$ 4,500.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions	Tier 1	$ (13,475.00)
Total Annual Subscription		**$ 25,025.00**

Subscription Option #2: Without ClearPlans 2023 Pricing

One-Time Setup Fee	Tier	Quote
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 1	$ 9,000.00
ClearGov Setup Bundle Discount: Discount for bundled solutions	Tier 1	$ (3,150.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		**$ 5,850.00**
Subscription Services	**Tier**	**Quote**
ClearGov Operational Budgeting - Civic Edition	Tier 1	$ 9,100.00
ClearGov Personnel Budgeting - Civic Edition	Tier 1	$ 8,300.00
ClearGov Capital Budgeting - Civic Edition	Tier 1	$ 6,200.00
ClearGov Digital Budget Book - Civic Edition	Tier 1	$ 5,200.00
ClearGov Transparency - Civic Edition	Tier 1	$ 4,500.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions	Tier 1	$ (11,655.00)
Total Annual Subscription		**$ 21,645.00**

Subscription Option #3: Operational, Capital, Personnel, & Transparency 2023 Pricing (without Digital Budget Book and ClearPlans)

One-Time Setup Fee	Tier	Quote
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 1	$ 7,200.00
ClearGov Setup Bundle Discount: Discount for bundled solutions	Tier 1	$ (2,520.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		**$ 4,680.00**
Subscription Services	**Tier**	**Quote**
ClearGov Operational Budgeting - Civic Edition	Tier 1	$ 9,100.00
ClearGov Personnel Budgeting - Civic Edition	Tier 1	$ 8,300.00
ClearGov Capital Budgeting - Civic Edition	Tier 1	$ 6,200.00
ClearGov Transparency - Civic Edition	Tier 1	$ 4,500.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions	Tier 1	$ (9,835.00)
Total Annual Subscription		**$ 18,265.00**

Software Proposal

PREPARED ON
3/20/23

PREPARED FOR
Brandon Perkins
Town Manager
Town of Tyrone, GA

PREPARED BY
Kevin Dinh
ClearGov, Inc.
kdinh@cleargov.com
713-992-7885

ClearGov Mission

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.

NATIONAL ASSOCIATION of COUNTIES **NACo**

"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

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![ClearGov logo]

3/20/23

Brandon Perkins
Town Manager
Town of Tyrone, GA
950 Senoia Rd.
Tyrone, Georgia 30290

Dear Brandon,

Per our discussions, I am pleased to provide you and your team at Tyrone 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 Tyrone.

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,

Kevin Dinh
ClearGov, Inc.
kdinh@cleargov.com
713-992-7885

Table of Contents

Executive Summary

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 Tyrone 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

ClearGov ClearPlans

- An elegant solution that streamlines the process for building, executing and managing any kind of local government plan.
- Create and track progress on strategic plans, comprehensive plans, economic development plans, climate action plans, ARPA plans, infrastructure capital plans, etc.
- Automated workflows to create and collaborate on focus areas, goals and action items.

- Connect your strategic objectives directly to your budget.
- The ClearPlans Dashboard summarizes progress to date and highlights upcoming action items.

ClearGov Transparency
- Transforms complex government financials into easy-to-understand infographics
- Publishes fiscal information in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

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: **(QUOTES PROVIDED IN SEPARATE ATTACHMENTS)**

Setup Service Fees (One time investment)	
Setup Fee: Includes - *Full activation and setup; Data onboarding; Client training*	
Setup Bundle Discount:	
Onboarding Setup Discount: If signed by	
Total Setup Service Fees	

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	
ClearGov Personnel Budgeting	
ClearGov Capital Budgeting	
ClearGov Digital Budget Book	
ClearGov Clear Plans	
ClearGov Transparency	
ClearGov Capital Budgeting Lite	
Bundle Discount	
Total Annual Subscription Service Fees	

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

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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 Tyrone, 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 Tyrone 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.

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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.

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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.
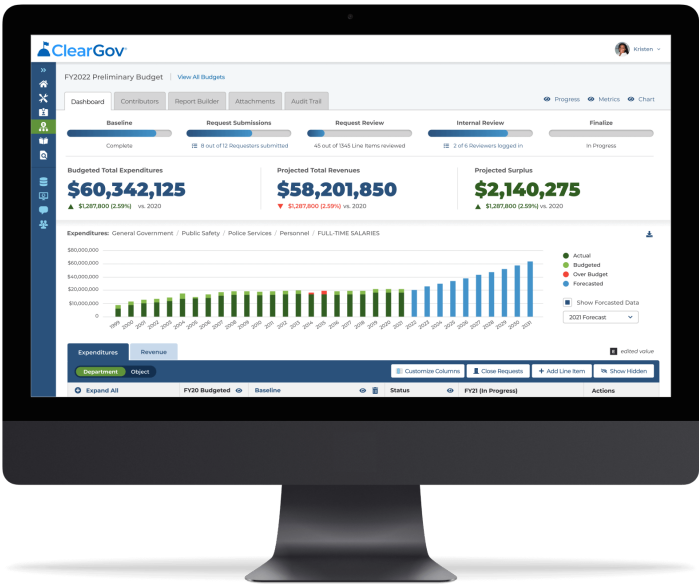
Watch a 5 minute micro-demo here

✔ **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...**

"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
City of Sweet Home, OR
Population: 10,000

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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.
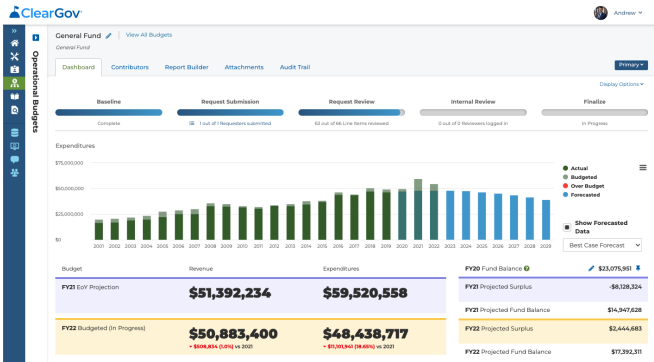
All Funds Summary

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.

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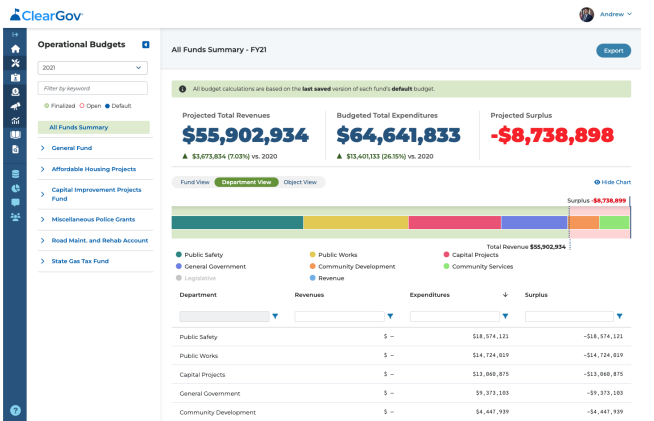
End of Year Projections

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.

Why does Tyrone 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.

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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.
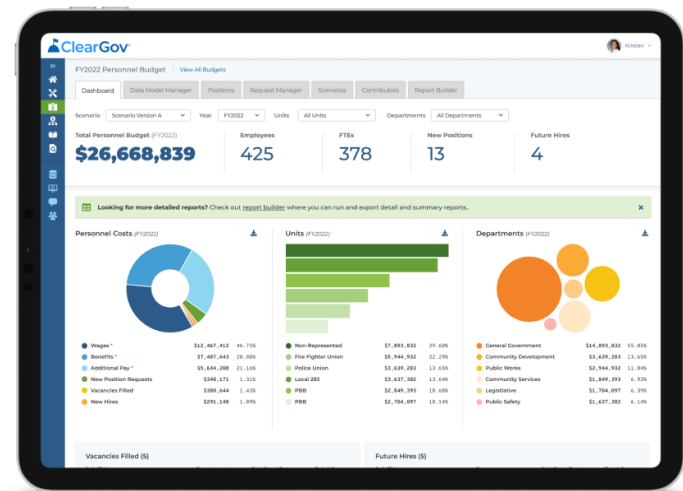
Watch a 5 minute micro-demo here

✔ **Personnel Dashboard**

✔ **Position Request Manager**

✔ **Vacancy Planning**

✔ **Unlimited Scenario Planning**

✔ **Union Negotiation Planning**

✔ **Multi-year Position Budgeting**

✔ **Integrated Report Builder**

✔ **And more…**

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

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

Personnel Request Manager

The ClearGov Personnel Budgeting solution enables you to quickly and easily setup and organize your personnel data, collective bargaining rules, open positions and more. Automated workflow tools enable you to capture position requests in a digital format and automatically incorporate these changes into your personnel planning model.

- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.

- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital request forms, and all data is automatically captured within your personnel plan.

- **Request Manager:** Manage all new position requests from one table. Easily see the details of each request, add comments for the requester, and take other actions on the request. Requests can be included in scenarios to see the impact of new positions as you build your personnel budget.

Personnel Planning

ClearGov Personnel Budgeting provides a powerful yet intuitive set of tools to review, plan, compare and communicate multiple personnel plan scenarios to help you make smart decisions about your team and your budget. Compare and contrast single year or multi-year budgets. Easily alter any of your key assumptions to examine unlimited what-if scenarios.

- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.

- **Scenario Planning**: Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.

- **Union Negotiations:** Analyze the effects of adjustments to salaries and benefits for more informed negotiations.

- **Vacancy Planning:** Get a complete picture of your current and future workforce budget; create and fill vacant positions on specified dates.

- **Multi-Year Planning:** Automatically create salary and benefit plans for up to 20 years in the future.
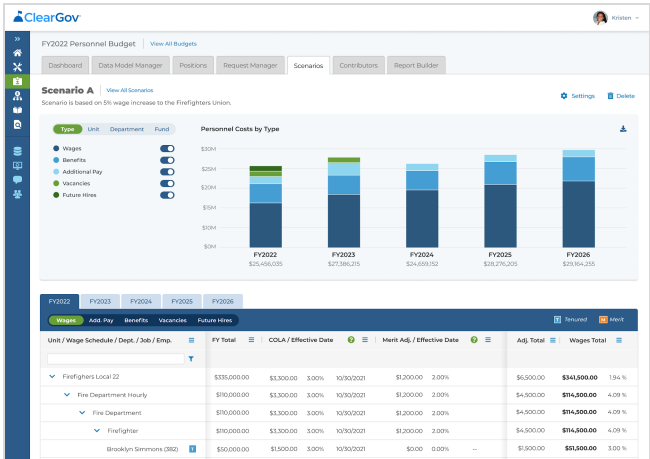
Personnel Dashboard

ClearGov Personnel Budgeting rolls up all of your critical information into an easy-to-read, graphical dashboard to help you immediately see the impact of key decisions and share these insights with the rest of your team in a common cloud-based environment.

- **Robust Filtering:** Immediately see the impact on your headcount plans from multiple angles. Filter your personnel dashboard by department, job type, position, unit, and more.

- **Report Builder:** Create and export custom reports to share your workforce budget with internal and external stakeholders and existing systems.
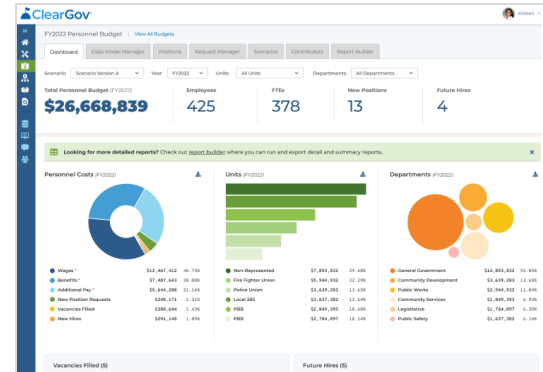
Why does Tyrone need this?

- **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.

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🏔 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.
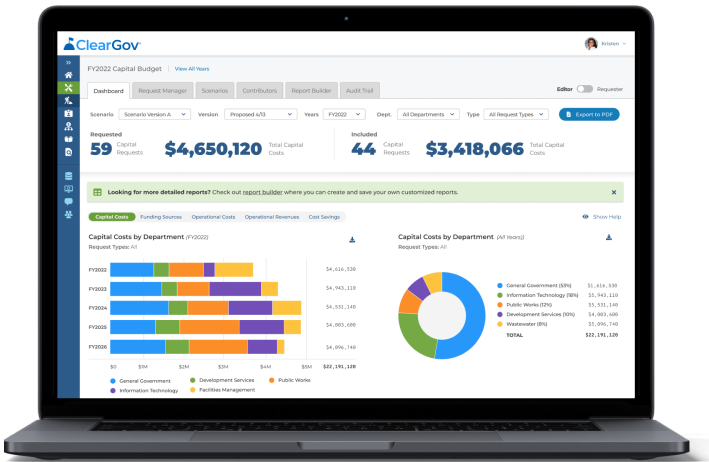
Watch a 7 minute micro-demo here

✔ **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 pages so that our citizens can get updates on our projects."

Christin Lindsey
SR Budget Analyst
Pflugerville, TX - City
Population: 61,700

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.
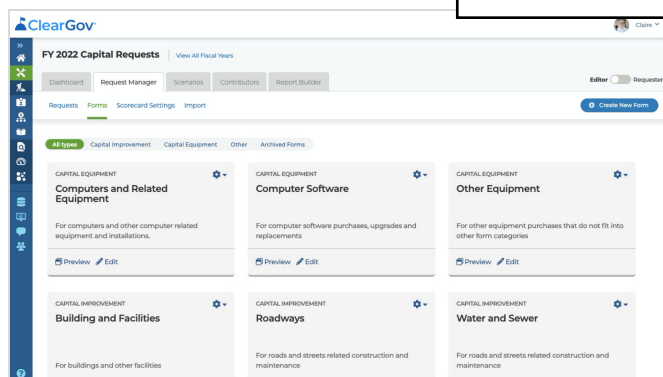
Scenario Planning

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.
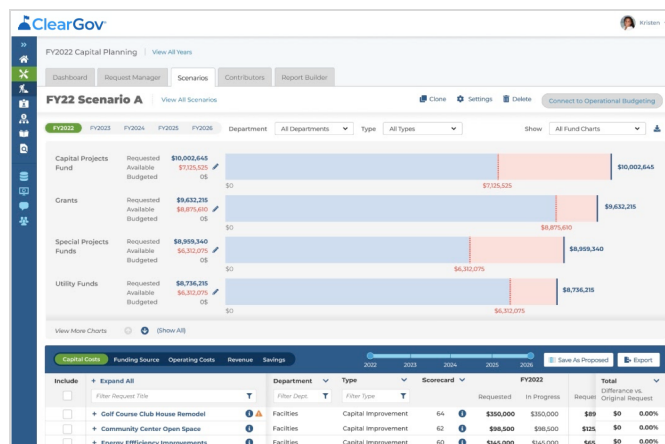
Capital Budgeting Dashboard

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.
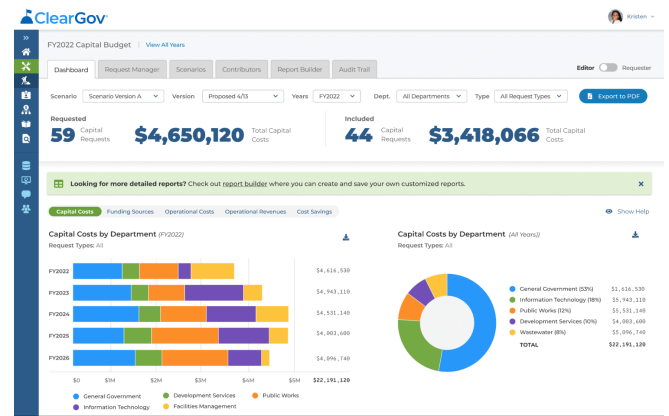
Why does Tyrone need this?

- **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
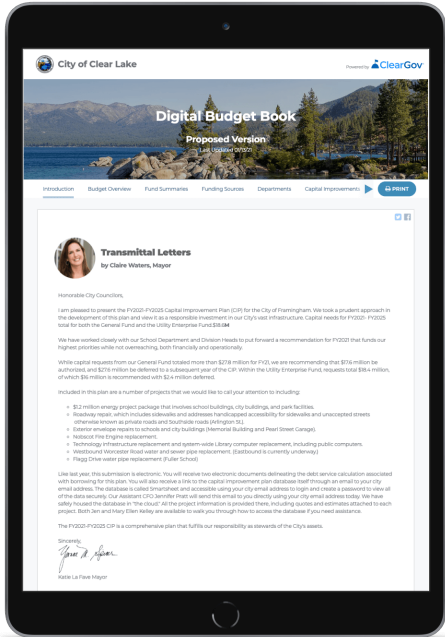
✔ **Automated Fund Summaries**

✔ **Department Specific Pages**

✔ **Collaborate and Customize**

✔ **Built-in GFOA Best Practices**

✔ **Capital Improvements Inclusion**

✔ **Automatic Data Updates**

✔ **Automated Workflows**

✔ **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
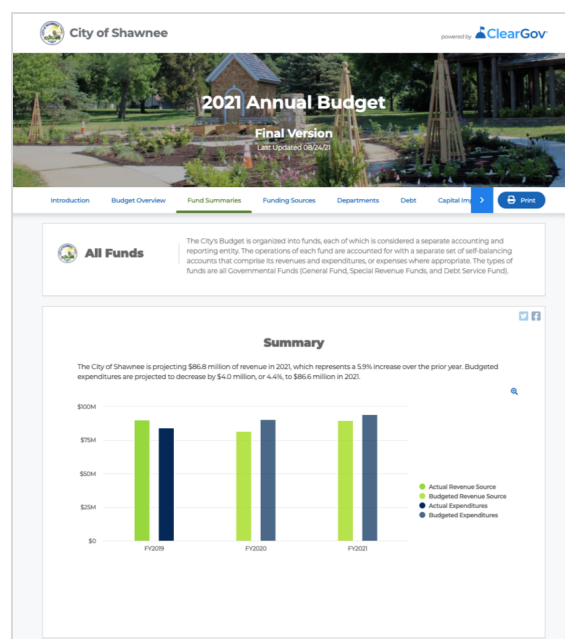
Capital Improvements Inclusion

Utilize the free **Capital Requests Module** to automate and optimize the process of collecting, organizing and reporting capital requests across all departments. The Capital Requests Module also automatically populates your Digital Budget Book.

- **Automate your workflow:** Initiate, collect, track, and manage all your capital requests with simply online forms that can be easily customized to precisely fit your needs and preferences.

- **Publish to your budget book:** Automatically add annual and multi-year capital improvement plans directly into your digital budget book.
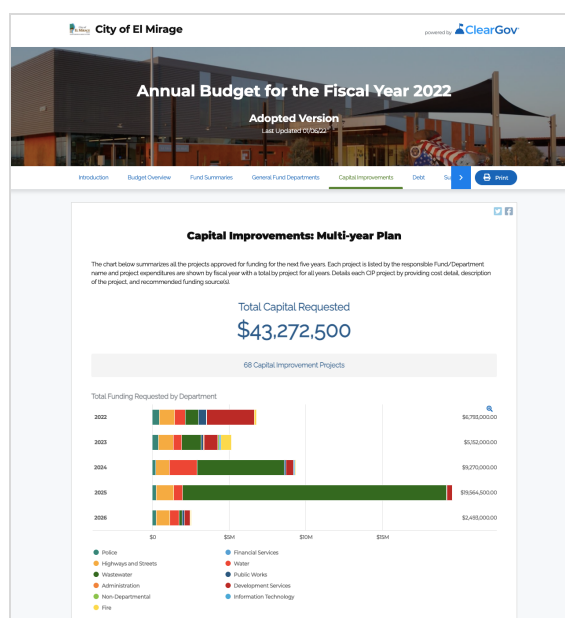
Digital Budget Book Examples

Check just a few of the outstanding Digital Budget Books created using the ClearGov solution:
- El Mirage, AZ Digital Budget Book
- Shawnee, KS Digital Budget Book
- Woodbridge, CT Digital Budget Book
- 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.
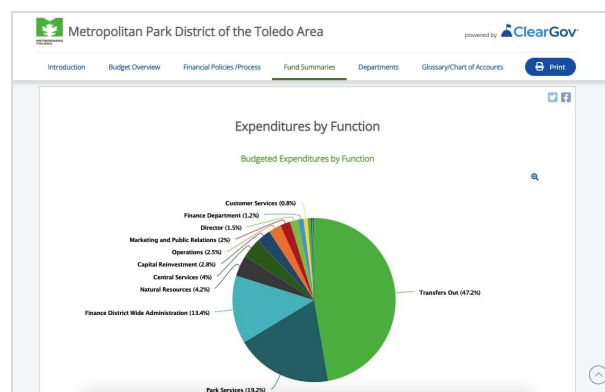
Why does Tyrone need this?

- **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.

ClearPlans

Create, Manage and Execute Any Plan

Building a strategic plan - or any kind of plan - can be a complex, difficult process. And, building the plan is just the beginning. Then, you have to execute, manage and track the plan to achieve your key objectives.

ClearGov's ClearPlans provides a modern solution to help you and your team easily collaborate, build and then execute any type of plan. Powerful dashboards highlight your activities and progress to give you the insight you need to stay on track. And, a built-in publishing platform helps you bring your plans to life for both internal stakeholders and the community at large.

Watch a 5 minute micro-demo here.
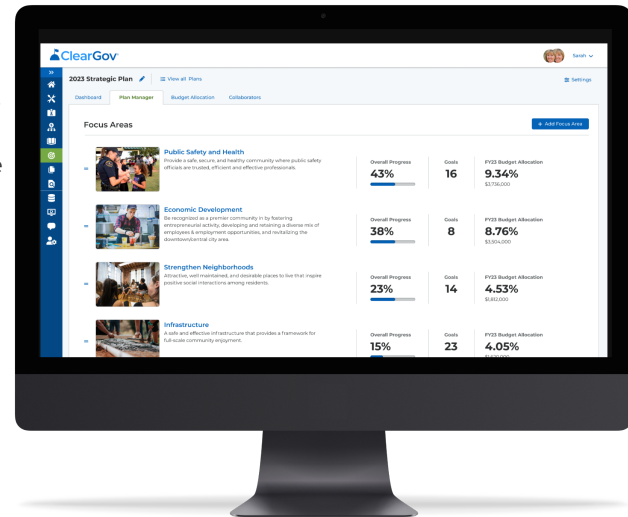
✔ **Build Any Type of Plan**   ✔ **Dashboard to Visualize Progress**

✔ **Define Key Objectives & Actions**   ✔ **Budget Allocation**

✔ **Setup and Track KPIs**   ✔ **Automated Workflow Collaboration**

✔ **Publish and Communicate**   ✔ **And more...**

"ClearGov delivers exactly what they promise. The ClearGov solution helps us communicate our budget and key metrics in a way that everyone understands. Their solution is elegant, affordable, simple to use and saves us a bunch of time."

Ivy Adams
Budget Analyst
Henry County, GA
Population: 214,171

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Plan Manager

The Plan Manager module helps your team streamline the process of building **any** type of multi-tier plan. ClearPlans offers a flexible framework to help you track initiatives and next steps toward any objectives - from the highest to lowest levels. Build your plans collaboratively using modern web apps that streamline the steps from start to publish.

- **Collaborate in the Cloud:** Invite department heads and other stakeholders to create, update and document progress for each component of your plan via automated workflows.

- **Budget Allocation:** Connect your plan to specific funds to understand the impact, identify gaps and communicate clearly with constituents.

- **Built-In Best Practices:** Accelerate your planning process with crowd-sourced suggestions for key initiatives and objectives.

- **Monitor Impact with KPIs:** Monitor the impact of each goal as you progress by including charts and graphs tracking Key Performance Indicators.

Planning Dashboard

The ClearPlans Dashboard gives you a birds-eye view of your overall plan and helps you visualize your progress toward key objectives. Built-in filters enable you to drill-down into specific focus areas and goals. Share your Dashboard with internal stakeholders and/or the community at large to keep everyone informed and show your results.

- **Track Progress:** Easily track and communicate the status of each initiative through scheduled check-ins with flexible frequency updates. Show overall progress and drill-down into specific action items.

- **Manage Your Plan:** Use built-in filters to drill-down into specific focus areas and goals to better understand the status. Identify areas of the plan that are behind schedule and get them back on track.

- **Automate Plan Management:** ClearPlans provides an automated notification schedule that automatically reminds and enables action plan owners to easily provide updates on a periodic basis. All updates are automatically rolled into the Dashboard, which also includes a summary of key next steps.
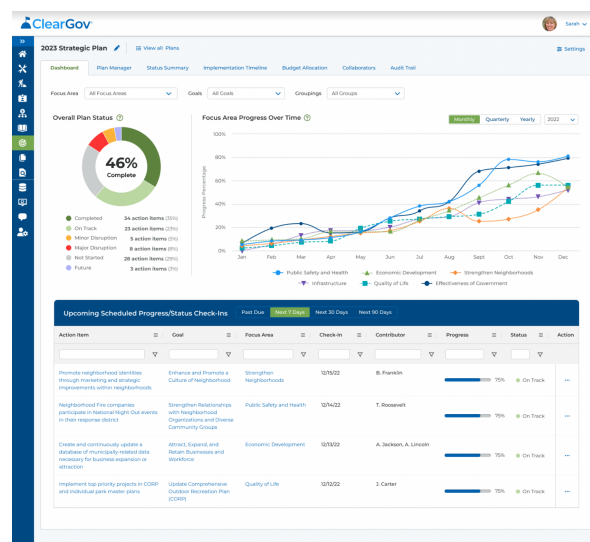
Publish Your Plan

A built-in publishing platform enables you to publish an online and/or .PDF version of your plan. Easy-to-use tools and templates help you create a world-class presentation without any special technical skills or design expertise.

- **Prepopulated and preformatted:** Start with a core framework and pre-built templates for all of the key parts of your plan. Your key initiatives, action plan and dashboard are automatically updated in your plan website/document.

- **Highly customizable:** Add images, select templates, choose colors, and select styles to reflect your civic brand.

- **Optimized Publication:** Flexible publishing capabilities deliver professional-looking websites, complete with mobile & ADA optimizations, as well as print to PDF functionality. Constituents can also request email alerts for plan changes and updates.

- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet local government best practices.

Why does Tyrone need this?

- **Building a plan has never been easier:** ClearPlans provides a simple, multi-tier framework and the collaborative, cloud-based tools you need to quickly build the insightful plan you need to help you achieve your objectives. Whether you're building a plan for the first time or updating your annual plan, ClearPlans has you covered.

- **Execution is the key:** A plan that sits on the shelf doesn't do anyone any good. ClearPlans also includes automated workflows to help you execute your plan and stay on track. An intuitive UI makes it easy for stakeholders to provide updates, and built-in reminders help the plan owner keep everyone on track. All progress is automatically summarized in a ClearPlans dashboard.

- **Tell your story:** ClearPlans publishing tools enable you to create a beautiful - yes...beautiful - online and/or .PDF version of your plan that can be linked directly to your website. Drive confidence with your constituents by showing them exactly how their tax dollars are being put to work for the benefit of your community.

- **Ongoing updates:** The one constant of planning is change. As your plans and priorities evolve over time, ClearPlans makes it easy to add, update and modify any component of your plan. Changes are automatically reflected in your master document and dashboard.

- **ClearPlans is for first-timers and professional planners alike:** Whether you're building your first strategic plan or you're AICP certified, you'll appreciate ClearPlan's modern, intuitive platform and you'll be impressed with how ClearPlans streamlines your planning process from start to publish.

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Transparency

Tell Your Story

Tell your financial story using our simple-to-navigate transparency center. Easy-to-understand infographics help you share financial information, departmental goals and results in a way that informs and engages your community.

ClearGov Transparency is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages and department dashboards ClearGov Transparency helps you tell your story and show your work.
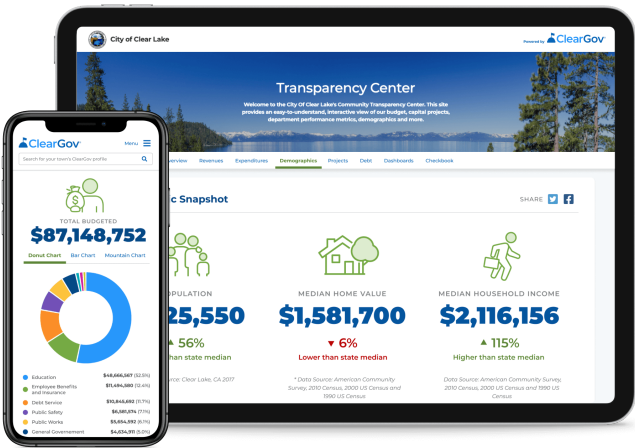
Watch a 5 minute micro-demo here

✔ **Fiscal Transparency**   ✔ **Open Checkbook**

✔ **Department Dashboards**   ✔ **Performance Metrics**

✔ **Peer Comparison**   ✔ **Capital Project Pages**

✔ **Custom Chart Builder**   ✔ **And more...**

"We have received nothing but positive feedback from the public on our new ClearGov Transparency profile. It has helped us communicate our financials in a user-friendly and interactive way."

John Frye
Financial Services Director
Pinehurst, NC
Population: 15,580

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Financial Transparency

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.

- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.

- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.

- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.
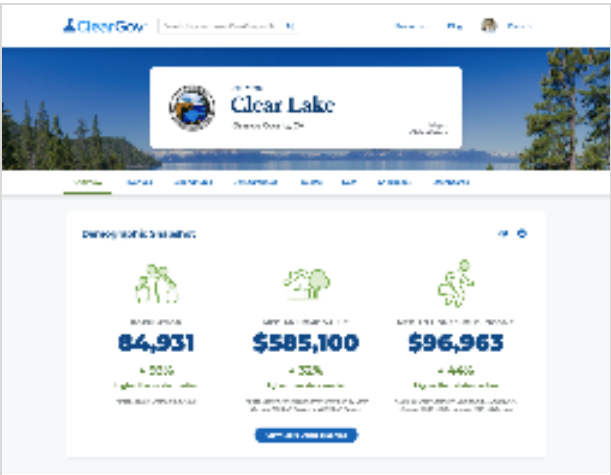
Capital Project Communications

Keep citizens in the loop with key data and updates about all of your key projects. Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location. If you're also using ClearGov Capital Budgeting you can publish capital requests from department heads directly to project pages in just one click.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.

- **Share images:** Bring your project's story to life by posting photos and architectural renderings.

- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.

- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.
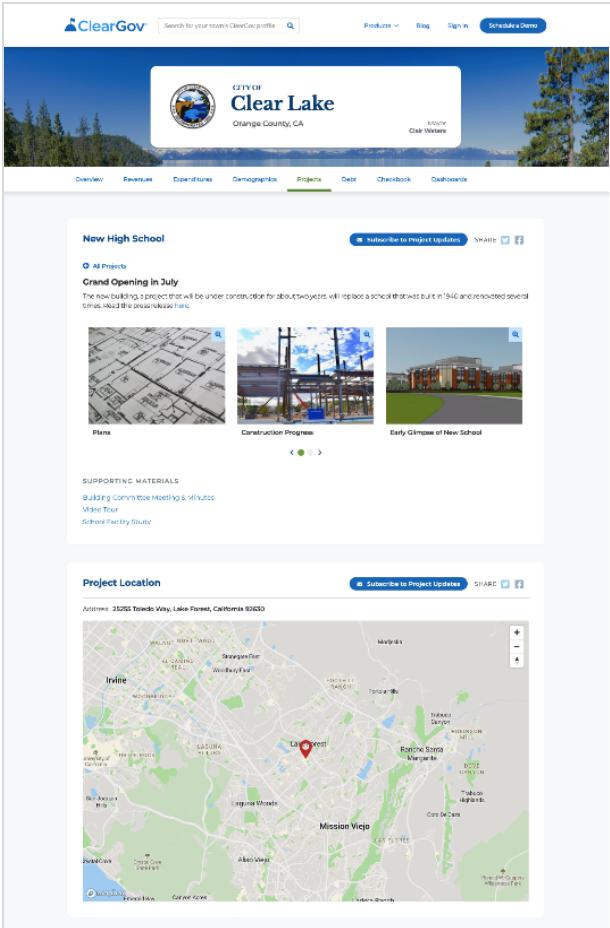
Department Dashboards

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.

- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.

- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.
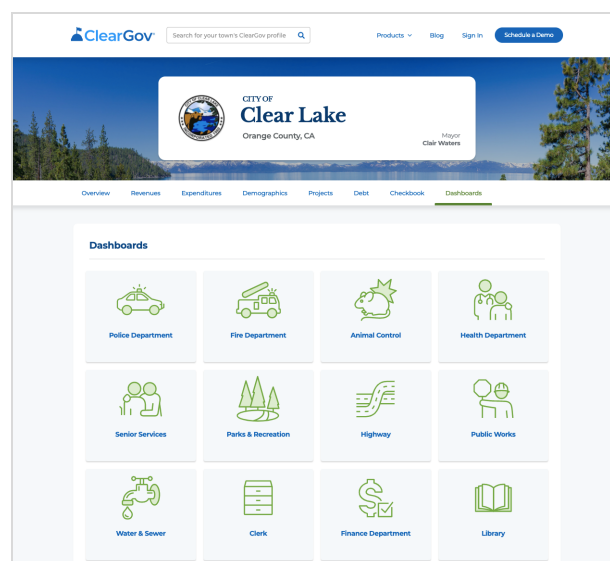
Why does Tyrone need this?

- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.

- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.

- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.

- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.

- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.

- **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.

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Product Scope

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 Tyrone 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 Tyrone 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 Tyrone team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to

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use and intuitive, and with the training we provide, you should have all the expertise you need to 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 Tyrone 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
Capital Request Forms: Using ClearGov's free Capital Requests Module, you can create forms for your contributors to submit capital requests to create a Capital Request summary for your Digital Budget Book.	Unlimited capital request forms
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

ClearGov ClearPlans - Product Scope

Once your ClearPlans subscription has been activated, Tyrone team members can immediately begin to collaborate and build a plan. If you wish to allocate your budget to specific objectives, you will need to have your data onboarded, but you don't have to wait for data onboarding to start building your plan. 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
Plan Manager: Create comprehensive multi-tier plans for any planning purpose. Each plan may have an unlimited number of focus areas, goals and actions items.	Unlimited plans of any type
Published Plans: Fill out and publish templated sections of your plan using ClearGov's toolset, and/or create new pages with your own content, images, tables, etc. as needed.	Unlimited pages
Printed Plans: ClearGov's ClearPlans solution includes print to	Unlimited

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.PDF functionality. It automatically creates .PDF documents of the full plan or selected sections.	

ClearGov Transparency - Product Scope

Once your data has been onboarded, ClearGov Transparency enables Tyrone team members to execute a variety of tasks, as outlined in the table below. The ClearGov training programs and your Client Success Manager will provide advice and suggest best practices to help you optimize your ClearGov Transparency implementation.

Description	In Scope
Project Pages: Create and publish website-based Project Pages to communicate capital projects and other community projects. Share project status, milestones, timeline, budget and other updates with your constituents.	Unlimited Project Pages
Department Dashboards: Using ClearGov's easy to learn and intuitive toolset, including custom charting, you can create Department Dashboards to communicate key performance metrics to your constituents.	Unlimited Department Dashboards
Transparency Profile Launch: Promote your transparency profile to residents through a press release, your website and social media.	ClearGov provides a release template and a customer banner for your Website.
Data Updates: You may regularly update your financial data at your discretion by sending new files to ClearGov. For example, you may post current FY budget and update periodically with actual spending.	You may provide monthly, quarterly (recommended) or annual updates for budget data. Open Checkbook data can be uploaded weekly.

Investment

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. **(QUOTES PROVIDED IN SEPARATE ATTACHMENTS)**

Setup Service Fees (One time investment)	
Setup Fee: Includes - *Full activation and setup; Data onboarding; Client training*	
Setup Bundle Discount:	
Onboarding Setup Discount: If signed by	
Total Setup Service Fees	

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	
ClearGov Personnel Budgeting	
ClearGov Capital Budgeting	
ClearGov Digital Budget Book	
ClearGov ClearPlans	
ClearGov Transparency	
ClearGov Capital Budgeting Lite	
Bundle Discount	
Total Annual Subscription Service Fees	

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.

"Governments looking for budgeting and transparency software need to know two things about ClearGov: 1) it's super easy to use, and 2) the ClearGov Client Success team is unparalleled in its ability to work individually with each client. I have not found that at any other company. No one does what ClearGov does, and they have really helped us do a better job."

Brandon Neish
Finance Director
City of Sweet Home, OR
Population: 10,000

Roles & Responsibilities

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

Tyrone Team

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

ClearGov's Award-Winning Onboarding Process

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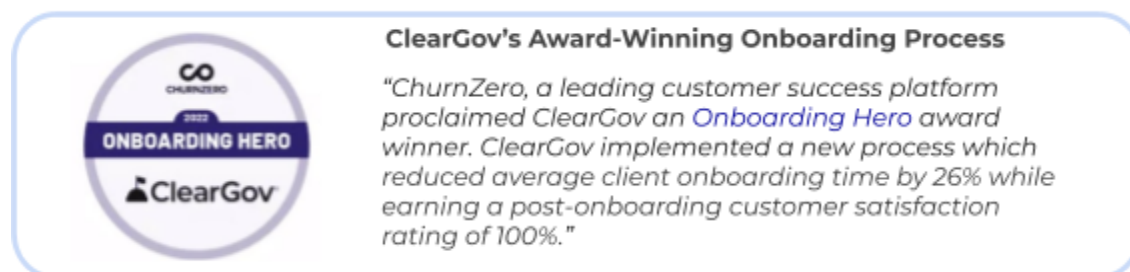
Data Onboarding Timeline

We have successfully onboarded 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
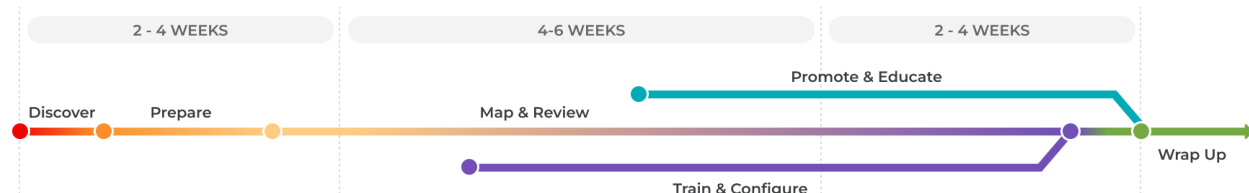
IMPORTANT - Meeting Your Deadline: We are happy to work at whatever pace fits your needs, and we recognize that in certain circumstances, you may require an expedited onboarding process. If you have a specific deadline in mind, please inform your Account Executive or Implementation Manager as soon as 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.

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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	The Implementation Manager will schedule two separate 30 - 60 minute Zoom sessions with your team. The first call is to discuss key objectives and the timeline for onboarding. The Client's Primary Contact should attend this meeting and anyone else who would like to be involved. 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.
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.

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

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recommend a custom learning path based on the products you have purchased. The specific tas
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: • 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.

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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 Tyrone 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

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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.

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⬤ 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 6:00PM 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.

Technical & Security Overview

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.

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FAQs

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.

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- 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.

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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.

ClearPlans Questions

Q: What kinds of plans can I create with ClearPlans?
- A: You can create any type of multi-tier (three level) plan with unlimited Focus Areas, Goals and Action Items. The tier categories can be renamed based on whatever terminology you choose.

Q: Do I have to allocate budget categories in order to create a plan?
- A: No. Allocating budget categories to the objectives in your plan is optional.

Transparency Questions

Q: Where does ClearGov get its financial data?
- A: ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?
- A: ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
  1. ClearGov looks for municipalities with similar populations.
  2. ClearGov looks for municipalities with similar median home values as determined by census data.
  3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.

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4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.

- **NOTE:** As a ClearGov Transparency customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- A: On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that tells the story behind your numbers and provides additional context.
- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.
- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting "community activists"?

- A: It seems that every municipality has a small population of what we call "CAVE People" (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.

"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

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COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: April 20, 2023
Agenda Item Type: Consent Agenda
Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Approval of a new Administrative policy governing fund balances.

BACKGROUND:

The Town Council voted on February 19, 2019 on a policy statement requiring the maintenance of a reserve fund balance of "40% of reserves with a goal of 50% operating reserves". A formal written policy was never created after that vote. Consequently, Staff believes it is prudent to move forward with a more formal written policy governing how the Town will handle all fund balances.

A copy of the draft policy is attached. Note that the reserve fund minimum has been changed to 50% rather than the previous 40%.

GFOA recommends a reserve fund balance of at least 2 to 3 months of operating expenses, so the Town's policy of 50% is healthy and reasonable.

The attached draft is based off of sample policies from GFOA and other cities.

FUNDING:

None.

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

1. Draft Fund Balance Policy.

PREVIOUS DISCUSSIONS:

This was briefly discussed during the 2023 Planning Workshop on March 21, 2023.

TOWN OF TYRONE
EMPLOYEE HANDBOOK

CHAPTER:	Fund Balance Policy	
EFFECTIVE DATE:	PAGES:	
REVISION DATE:	DISTRIBUTION:	All Personnel

I.   PURPOSE

This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Town and jeopardize the continuation of necessary public services.

II.   POLICY

This policy will ensure that the Town maintains adequate fund balances and reserves in order to:

A.   Provide sufficient cash flow for daily financial needs;
B.   Secure and maintain investment grade bond ratings;
C.   Offset significant economic downturns or revenue shortfalls; and
D.   Provide funds for unforeseen expenditures related to emergencies.

III.   FUND BALANCE REPORTING

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

A.   Nonspendable fund balance—Includes amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact. Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

1.   The Town will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the Town)

2.   The Town will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)

3.   The Town will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact.

4.   The Town will maintain a fund balance equal to the balance of any land or other non-financial assets held for sale.

B.   Restricted fund balance—Includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

C.   Committed fund balance—Includes amounts that can be used only for the specific purposes determined by a formal action of the Town Council. Commitments will only be used for specific purposes pursuant to a formal action of the Town Council. A majority vote is required to approve or remove a commitment.

D.   Assigned fund balance—Includes amounts intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. The Town Council delegates the Town Manager the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

E.   Unassigned fund balance—Includes the residual classification for the Town's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

IV. OPERATIONAL GUIDELINES

The following guidelines address the classification and use of fund balance in governmental funds:

A. Classifying fund balance amounts. Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

B. Encumbrance reporting. Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

C. Prioritization of fund balance use. When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Town to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Town that the committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

D. Minimum unassigned fund balance. The Town will maintain a minimum unassigned fund balance in its general fund of 50 percent of operating expenses. Operating expenses will be based on the unassigned fund balance calculations provided in the annual audit report for the prior fiscal year. This minimum fund balance is retained to protect against cash flow shortfalls related to the timing of projected revenue receipts, to maintain a budget stabilization commitment, and to ensure adequate liquidity of funding for use in response to a natural disaster or other emergency.

E.   Replenishing deficiencies. When fund balance falls between 50 and 45 percent of operating expenses, the Town will replenish it over a period not to exceed one (1) year. A deficiency resulting in a minimum fund balance that is less than 45 percent of operating expenses shall be replenished over a period not to exceed three (3) years. The Town will implement the following budget strategies in the case of shortage/deficiencies:

      1.   The Town will reduce recurring expenditures to eliminate any structural deficit; or

      2.   The Town will increase revenues or pursue other fund sources; or

      3.   A combination of the two options above.

F.   Surplus fund balance. A fund balance will be considered a surplus if it is over 50 percent of operating expenses. Surplus funds will be considered for new expenditures with an emphasis on infrastructure needs, capital improvements with a long-term benefit, and debt reduction. A portion of surplus funds may be invested pursuant to the Town's investment policy. Staff will notify Council when a budget presentation includes the proposed use of surplus funds and a majority vote in favor is required.

STATE OF GEORGIA

TOWN OF TYRONE

ORDINANCE

NO. 2023-____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR THE TOWN OF TYRONE, GEORGIA; TO REVISE PROVISIONS PERTAINING TO ORDER OF BUSINESS FOR COUNCIL MEETINGS; TO PROVIDE FOR SEVERABILITY; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE, AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE MAYOR AND COUNCIL FOR THE TOWN OF TYRONE AND IT IS HEREBY ENACTED PURSUANT TO THE AUTHORITY OF THE SAME THAT THE CODE OF ORDINANCES OF THE TOWN OF TYRONE AS IT PERTAINS TO TOWN COUNCIL (ARTICLE II OF CHAPTER 2), BE AMENDED AS FOLLOWS:

Section 1. By deleting Section 2-47, pertaining to "Order of Business", from Subdivision I of Division 2 of Article II of Chapter 2, in its entirety, and by replacing it with a new Section 2-47 in Subdivision I of Division 2 of Article II of Chapter 2, to be numbered and read as follows:

Sec. 2-47   Order of Business.

The following order of business shall be observed in the transactions of business before the council:

1

    (1)   Call to order.

    (2)   Invocation.

    (3)   Pledge of Allegiance.

    (4)   Public comments.

    (5)   Approval of agenda (for non-agenda items).

    (6)   Consent agenda.

    (7)   Presentations/recognition.

    (8)   Public hearings.

    (9)   Old business.

    (10)   New business.

    (11)   Public comments.

    (12)   Staff comments.

    (13)   Council comments.

    (14)   Executive session (if required).

    (15)   Adjournment.

Section 2.   This ordinance shall become effective immediately upon its adoption by the Mayor and Council for the Town of Tyrone.

Section 3.   All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4.   In any event any section, subsection, sentence, clause or phrase of this Ordinance

shall be declared or adjudged invalid or unconstitutional, such adjudication shall

in no manner affect other sections, subsections, sentences, clauses or phrases of

this Ordinance, which shall remain in full force and effect as if the section,

subsection, sentence, clause or phrase so declared or adjudged invalid or

unconstitutional were not a part thereof. The Mayor and Council hereby declare

that it would have passed the remaining parts of this Ordinance if it had known

that such part or parts hereof would be declared or adjudged invalid or

unconstitutional.

    SO ENACTED this _____ day of _____, 2023.

                                        MAYOR AND COUNCIL FOR THE
                                        TOWN OF TYRONE

                                        By:_____
                                           Eric Dial, Mayor

(SEAL)

ATTEST:

_____
Dee Baker, Town Clerk

Approved as to form:

_____
Town Attorney

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Sec. 2-47. Order of business.

The following order of business shall be observed in the transactions of business before the council:

(1)   Call to order.

(2)   Invocation.

(3)   Pledge of Allegiance.

(4)   ~~Approval of minutes~~Public comments (for non-agenda items).

(5)   Approval of agenda.

(6)   Consent agenda.

(7~~6~~)   Presentations/recognition.

(8)   Public hearings.

(9~~7~~)   Old business.

(10~~8~~)   New business.

(9)   ~~Consent agenda.~~

(10~~11~~)   Public comments ~~(all)~~.

(11~~12~~)   Staff comments.

(12~~13~~)   Council comments.

(13~~14~~)   Executive session (if required).

(14~~15~~)   Adjournment.

(Code 1984, § 2-1-6)

COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: April 20, 2023
Agenda Item Type: New Business
Staff Contact: Sandy Beach

STAFF REPORT

AGENDA ITEM:

Consideration to approve a resolution to include reserve police officers onto the Town of Tyrone's Workers Compensation policy.

BACKGROUND:

Currently the reserve police officers are not eligible for Workers Compensation if they are injured while performing duties for the Town of Tyrone. Staff would like them covered in case of injury while working for us.

FUNDING:

There is funding available in our current budget for the rest of the current fiscal year because the police department is not currently fully staffed. We will include any extra cost in next year's budget when it is presented to Council for approval in June.

STAFF RECOMMENDATION:

Staff recommends approving the attached resolution to add the reserve officers to the Town of Tyrone's workers compensation policy.

ATTACHMENTS:

Resolution Number 2023-05

PREVIOUS DISCUSSIONS:

None

STATE OF GEORGIA

TOWN OF TYRONE

RESOLUTION

NO. 2023-05

A RESOLUTION OF THE TOWN OF TYRONE, GEORGIA TO PROVIDE CERTAIN BENEFITS TO THE RESERVE OFFICERS WHO SERVE THE TOWN OF TYRONE; TO PROMOTE THE PUBLIC HEALTH, SAFETY AND WELFARE; AND FOR OTHER PURPOSES.

BE IT RESOLVED BY THE MAYOR AND COUNCIL FOR THE TOWN OF TYRONE, GEORGIA, THAT THE TOWN OF TYRONE ACKNOWLEDGES THE SERVICE PROVIDED TO THE TOWN OF TYRONE BY ITS RESERVE OFFICERS AND THE TOWN DESIRES TO PROVIDE CERTAIN BENEFITS TO THOSE RESERVE OFFICERS, AS FOLLOWS:

WHEREAS, the Mayor and Council is the duly elected governing authority for the Town and Tyrone possessing the requisite authority to provide certain benefits to those individuals who serve as Reserve Officers for the Town of Tyrone; and

WHEREAS, the Reserve Officers for the Town of Tyrone typically are utilized for approximately twelve (12) hours per month in the context of traffic control and security for special events sponsored by the Town of Tyrone, and Reserve Officers are subject to be called in in the event of an emergency; and

WHEREAS, the Town of Tyrone supplies its Reserve Officers with a uniform, a car, a radio, etc., to enable the Reserve Officers to adequately perform their service for the Town of Tyrone; and

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WHEREAS, the Reserve Officer position is an unpaid position and the Mayor and Council desire to supply workers' compensation coverage to its Reserve Officers.

NOW, THEREFORE, BE IT RESOLVED as follows:

1.

The Town of Tyrone hereby authorizes all individuals who serve in the capacity of Reserve Officer for the Town of Tyrone to be covered by the Town's workers' compensation benefits. Such workers' compensation benefits will be available to all Reserve Officers in the same manner as employees of the Town of Tyrone receive workers' compensation benefits.

2.

The requirements which must be met by the employees of the Town of Tyrone prior to workers' compensation coverage being triggered must also be met by the Reserve Officers prior to workers' compensation benefits to be triggered. While Reserve Officers are now able to receive workers' compensation benefits, such benefits will only attach if the preconditions for the workers' compensation benefits exist with respect to any injury suffered by a Reserve Officer.

3.

The Mayor and Council for the Town of Tyrone hereby authorize the appropriate personnel to take all action necessary to add the Reserve Officers of the Town of Tyrone to the rolls of the employees who receive workers' compensation benefits from the Town of Tyrone.

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SO RESOLVED this _____ day of _____, 2023.

MAYOR AND COUNCIL OF
THE TOWN OF TYRONE

(SEAL)

By:_____
        ERIC DIAL, Mayor

ATTEST:

_____
Dee Baker, Town Clerk

Approved as to form:

_____
Town Attorney

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COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: April 20, 2023
Agenda Item Type: New Business
Staff Contact: Scott Langford

STAFF REPORT

AGENDA ITEM:

Consideration to Award the purchase of a jet-vac trailer through Sourcewell from Vermeer.

BACKGROUND:

In the FY 22/23 budget, Public Works requested and was approved for funding for a jet-vac trailer to assist with sewer and stormwater maintenance projects. A recent demonstration was performed for the Public Works staff and they are satisfied with the capabilities of the Vermeer CV573GT unit. This unit will assist with clearing clogs and removing items from manholes. It can also be used to pothole for utility locates. If approved, it is anticipated that the unit will be available by the end of the fiscal year. Please note there is a clause about deliveries increasing each quarter by 4% starting July 1, 2023. The quote is withtin budget.

FUNDING:

Sewer Enterprise Fund

STAFF RECOMMENDATION:

Staff recommends awarding to Vermeer through the Sourcewell quote for the fee of $53,530.19 for a Vermeer CV573GT jet vac trailer unit.

ATTACHMENTS:

Vermeer – Sourcewell Quote

PREVIOUS DISCUSSIONS:

FY 22/23 budget meetings

Vermeer Southeast

Vermeer Southeast Sales & Service, Inc.
1320 Gresham Road
Marietta, Georgia 30062

QUOTE

Date: 04/03/23	**Sales Rep:** Curt Kopacek

Customer Information:

City of Tyrone
950 Senoia Road
Tyrone, GA. 30290

Delivered to:

City of Tyrone

Contact Name: Mitch Bowman
Phone Number:

Confidence Plus Included: **N/A**

Confidence Plus not available for purchased unit(s)
Payment method: **PO# 61310225**

Qty	DESCRIPTION and SERIAL #	Unit Price	TOTAL
1	**VERMEER CV573GT VACUUM EXCAVATOR** With the following features: 27 HP Kohler gas engine 580 CFM vacuum pump 500 gallon debris tank with hydraulic dump 3,000 psi @ 4gpm water pump with 50' of hose on reel (2) 100 gallon water tanks 30' x 3" suction hose, with 3' and 5' suction tools Hydraulic rear door Reverse pressure Air Gap Water Knife & cleanup wand 9,995 lb GVWR trailer Manual jack with spring-loaded foot	$ 51,965.19	$ 51,965.19
1	Dealer freight & prep	$ 1,565.00	$ 1,565.00
	Sourcewell Contract Number- 031721-vrm		
	Note: Quote is for deliveries occuring during the current quarter, ending June 30		
	Starting July 1st, add 4% to the unit price per quarter. Deliveries from July 1 - September 30 - unit price is $54,043.80 + freight & prep Deliveries from October 1 - December 31 - unit price is $56,205.55 + freight & prep		

	SubTotal	$ 53,530.19
	Tax	
THANK YOU FOR YOUR BUSINESS!	Total	$ 53,530.19
	Down Payment	
TERMS:	Balance Due	$ 53,530.19

Customer Signature: _____   *Date:* _____

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