

**Finance Committee Meeting**  
**Tuesday, June 21, 2022 5:00 PM**  
**Crete City Hall**  
**243 E 13th Street**  
**Crete, NE 68333**

**1. Open Meeting**

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.

**2. Roll Call**

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

**3. Items of Business**

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.
- 3.A. Provide a recommendation to the City Council on approving SCAT's request for the City's share of local matching funds in the amount of \$25,630.
- 3.B. Discuss a digital budget book platform for use in presentations, publication, and online presence.

**4. Officers' Reports**

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

**5. Adjournment**

**Disclaimers & Notices**

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at [www.crete.ne.gov](http://www.crete.ne.gov).



**SALINE COUNTY AREA TRANSIT**

P.O. Box 412

Western, NE 68464

Phone/Fax: (402) 433-4511

June 3, 2022

Crete City Hall  
241 East 13<sup>th</sup> Street  
P.O. Box 86  
Crete, NE 68333

Dear Mayor Bauer and Crete Council,

Attached is a copy of the Budget Summary for fiscal years 2022 and 2023. Also attached is a funding chart that shows each town's share of the local matching funds. Note that although the Summary reflects a two-year budget as is now required by Nebraska Dept of Transportation, the funding chart is only allocating local match for one year (half of the total local match on line 14). Please use the funding chart as the invoice for Crete. It reflects \$8,382 for county service and \$17,248 for city service, totaling \$25,630.

It was another difficult year to assure health safety for passengers and staff while dealing with Covid 19 under continuously changing information and CDC recommendations and requirements. As the covid 19 pandemic is seemingly subsiding, SCAT is no longer mandated to require masks be worn by all drivers and passengers. All routes are in service.

For fiscal year 2021, over 8800 trips were provided and more than 79,000 miles were driven. At three quarters into fiscal year 2022, we are on schedule to provide approximately 11,000 boardings and only slightly more miles.

SCAT strongly encourages communities to make known any transportation needs that are going unmet. We are interested in seeking out opportunities to meet your needs.

Please contact me if the Council would like me to present an annual report so we may set a convenient meeting date.

Regards,

Scott Bartels  
Director

# Summary Page



5311 Funding Application  
for Public Transportation Operating Assistance  
Fiscal Year: 2021-2023



For any questions please email : [marisue.wagner@nebraska.gov](mailto:marisue.wagner@nebraska.gov)

## Federal Reimbursement Calculation

1	Operating Costs (total from Page 3)	\$	298300
2	Project Income (From above)	\$	28800
3	Estimated Net Operating Deficit (Line 1 minus Line 2)	\$	269500
4	Federal Funds Requested (50% of Line 3)	\$	134750
5	Remaining Net Deficit (Line 3 minus Line 4)	\$	134750

## State Reimbursement Calculation - Operating Costs

6	State Funds Requested (50% of Line 5)	\$	67375
7	Local Matching Funds Required (Line 3 minus Line 4 minus Line 6)	\$	67375

## Federal Reimbursement Calculation - Non-Operating Costs

8	Non-Operating Costs (Total from Page 4)	\$	398125
9	Federal Funds Requested (80% of Line 8)	\$	318500

## State Reimbursement Calculation - Non-Operating Costs

10	State Funds Requested (10% of Line 8)	\$	39813
11	Local Matching Funds Required (Line 8 minus Line 9 minus Line 10)	\$	39812

## Funds By Source

12	Federal	\$	453250
13	State	\$	107188
14	Local Match	\$	107187

## Local Matching Funds Source

In kind parking in Crete, Snow removal in Western, Saline County Area Transit, Saline County and all towns within the county, DHHS,

Authorized By: Scott Bartels

Authorized Date: 02/23/2021

Saline County Area Transit  
Town Allocations  
Fiscal Year 2023

CITY	BASE	CITY SHARE	TOTAL
Crete	500	7882	8382
DeWitt	500	914	1414
Dorchester	500	854	1354
Friend	500	1829	2329
Swanton	500	167	667
Tobias	500	233	733
Western	500	456	956
Wilber	500	2703	3203
Saline County	5750	<u>          </u>	<u>5750</u>
Total Local Funding	9750	15038	24788
Fund Raising			11558
Crete for Crete city survey			<u>17248</u>
Total local match for fiscal year 2023			53594



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

# Service Order

<b>Created by</b>	Sarah Sears
<b>Contact Phone</b>	913-707-0020
<b>Contact Email</b>	ssears@cleargov.com

<b>Order Date</b>	Jun 6, 2022
<b>Order valid if signed by</b>	<b>Jun 22, 2022</b>

Customer Information			
<b>Customer</b>	Crete, NE	<b>Contact</b>	Jerry Wilcox
<b>Address</b>	243 East 13th St	<b>Title</b>	City Clerk - Treasurer
<b>City, St, Zip</b>	Crete, NE 68333	<b>Email</b>	jerry.wilcox@crete.ne.gov
<b>Phone</b>	402-826-4313	<b>Billing Contact</b>	
		<b>Title</b>	
		<b>Email</b>	
		<b>PO # (If any)</b>	

To be clear, you will be billed as follows...			
Billing Date(s)	Amount(s)	Notes	
Aug 1, 2022	\$ 1,800.00	One Time Setup Fee	
Aug 1, 2022	\$ 1,291.67	2 Month Pro-Rata Subscription Fee	
Oct 1, 2022	\$ 7,750.00	Annual Subscription Fee	
Oct 1, 2023	\$ 7,750.00	Annual Subscription Fee	
Oct 1, 2024	\$ 7,750.00	Annual Subscription Fee	

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

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
<b>Setup</b>	Aug 1, 2022	Aug 1, 2022	ClearGov Setup Services
<b>Pro-Rata</b>	Aug 1, 2022	Sep 30, 2022	ClearGov Subscription Services
<b>Initial</b>	Oct 1, 2022	Sep 30, 2025	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions.	Tier 2	\$ 1,800.00
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>		<b>\$ 1,800.00</b>
Subscription Services	Tier	Service Fees
ClearGov Digital Budget Book - Civic Edition	Tier 2	\$ 7,750.00
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 7,750.00</b>
Billing Terms and Conditions		
<b>Valid Until</b>	<b>Jun 22, 2022</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Rate Increase</b>	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

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

General Terms & Conditions	
<b>Cancellation Option</b>	This ClearGov Service Order is subject to the approval of the Crete Council (the "Board") as set forth herein. In the event that the Board does not approve this Service Order at its June 21st, 2022 meeting, Customer shall have the option to terminate this Service Order immediately by providing written notice. In the event that Customer exercises this option, Customer shall have no payment obligation under this Service Order.

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

<b>Customer</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Title</b>	

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

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

# Statement of Work

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

## ClearGov Responsibilities

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

## Customer Responsibilities

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