

**Mayor and Council of Federalsburg
Tuesday, February 22, 2022
Monthly Workshop @ 6:00 P.M.**

This Meeting is being held at the Mayor and Council Meeting Room at 118 N. Main Street. Citizens who wish to participate by video shall follow directions listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84300984831?pwd=Y1RUQkJ1SDVZYnd4TFhWNzlhFEyUT09>

**Meeting ID: 843 0098 4831
Passcode: ToFWork**

Agenda

- I. Call to Order**
- II. Public Comment**
- III. Bidder Presentations – Advanced Metering Infrastructure (AMI) Water Meter Replacement**
- IV. American Rescue Plan Act\Coronavirus State and Local Fiscal Recovery Funds (ARPA\CSLFRR) Drawdown – DebtBook and ClearPoint Strategy Software Programs**
- V. Board, Commission, and Committee Application Review and Appointment**
- VI. Executive Session to Discuss Personnel Matters**
- VII. Mayor & Council Action Items**
 - * Councilmember Windsor**
 - * Councilmember Sewell**

- * Councilmember Phillips
- * Councilmember Willoughby
- * Mayor Abner

VIII. Adjournment

NOTES:

THE MEETINGS ARE BEING RECORDED, PLEASE TURN OFF ALL CELLULAR DEVICES AND PAGERS DURING THE MEETING, PLEASE REMAIN QUIET, UNLESS ADDRESSING THE COUNCIL.

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session. Meetings are conducted in Open Session unless otherwise indicated. All or part of Mayor and Council meetings can be held in closed session under the authority of the state open meetings law by vote of the Mayor and Council.

Rules for Public Comment

The Mayor and Council invite and welcome comments at public meetings. The Mayor or presiding officer will recognize you. Please introduce yourself at the podium (spelling your last name, for recording purposes) and give the name of your street and block number (e.g., 100 block of Main Street).

Time limits for speaking are indicated on the meeting agenda. While speaking, please maintain a courteous tone and avoid personal attack.

TO: Mayor & Council Members
FR: Larry DiRe, Town Manager
DT: February 22, 2022
RE: ARPA\CSLFRF drawdown – \$44,000 in funding support for DebtBook and ClearPoint Strategy Software Programs

The American Rescue Plan Act (ARPA) was signed into law by the president of the United States on March 11, 2021. One of the key provisions of ARPA was support for units of local government impacted by the coronavirus pandemic of 2020 and 2021. The Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) language of ARPA cites the specifics for local units of government receiving funds from their respective states and uses for these funds. All funds must be spent or obligated by December 31, 2024. Funds cannot be used to offset a tax cut, or to pay for employee pension funds. On January 6, 2022 the US Department of the treasury released the Final Rule regulating the use of and accounting for CSLFRF. The Final Rule provided for a standard allowance of up to \$10,000,000 for general government expenditures, which allows for more eligible uses.

As part of the town's effort to be transparent in actions and accountable to the public, staff pursued a variety of programs and process improvements. Tracking the town's debt, and putting that debt into context, is important in understanding the town's overall financial health. Staff contacted the representative from DebtBook, a web-based software program, for a demonstration of the program's capability. The mayor and council members received that demonstration as well. ClearPoint Strategy's program allows for the tracking, recording, and publishing of data tied to specific organizational goals. ClearPoint staff provided a general presentation to the mayor and council members at a public meeting on February 7, 2022. Both ClearPoint and DebtBook have provided proposals to the town (attached). Funding information technology infrastructure upgrades is an eligible use of the CSLFRF.

Staff is proposing a drawdown and obligation through April 2025 in the sum of \$44,000 to support the strategic initiative tracking and debt management software. These expenditures must be documented for auditing purposes and shown as either fiscal year budget amendments for the current year or included in the budgeting process for upcoming fiscal years. This expenditure and obligation totals \$44,000, or 1.67% of the town's total allocation. Added to the approved drawdown of \$394,505 for donation to the Federalsburg Volunteer Fire Company, information technology upgrades, donation to cover water and sewer extension for the new Choptank Community Health building, and replacing property inspection revenue lost due to the pandemic and state of emergency in effect, to date the total proposed and approved drawdowns total \$438,505, or 16.72% of the town's total allocation.

Staff recommends approval of a drawdown and of \$44,000 as expenditures and obligations from the ARPA\CSLFRF to the town treasury for the eligible use expenditure cited above.



Federalsburg, MD

Federalsburg, MD
118 North Main St.
Federalsburg, MD 21632
US

Larry Dire
Town Manager
townmanager@federalsburg.org
410-754-8173

Reference: 20220126-150846322
Quote created: January 26, 2022
Quote expires: March 27, 2022
Quote created by: Alex Hutchins
Regional Sales Director
alex.hutchins@debtbook.com
+1 (865) 924-0443

Products & Services

Item & Description	Quantity	Unit Price	Total
Subscription Charge: Tier 1 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	\$5,000.00 / year	\$5,000.00 / year for 1 year
Implementation Charge: Tier 1 This covers the cost of our full-service implementation process for your organization.	1	\$1,500.00	\$1,500.00

Subtotals

Annual subtotal	\$5,000.00
One-time subtotal	\$1,500.00
Total	\$6,500.00

Questions? Contact me



Alex Hutchins

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DebtBook
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United States



Proposal for ClearPoint Subscription and Support Services

Prepared for Town of Federalsburg, MD

1/13/2022
SUBMITTED BY:
Aman Kaur

ClearPoint Strategy
1901 N. MOORE STREET, SUITE 502
ARLINGTON, VA 22209
866-568-0590

Order Form

Customer Information	
Customer Primary Contact Name: Town of Federalsburg, MD Contact Name: Lawrence DiRe Telephone: 410-443-1354 Email: townmanager@federalsburg.org	ClearPoint Account Executive Name: Aman Kaur Telephone: 866-568-0590 Email: akaur@clearpointstrategy.com
Customer Billing Contact Name: Town of Federalsburg, MD Contact Name: Lawrence DiRe Telephone: 410-443-1354 Email: townmanager@federalsburg.org	Payment Method Annual invoice, paid each year in advance
Subscription Information Initial Subscription Term: 36 Months Initial Subscription Start Date: March 1, 2022	Renewal Fee Escalation Not to exceed 5%
Package ClearPoint Professional Plan	Package Details 10 Users, Premium Support
Applicable Agreement This order form incorporates the <u>ClearPoint End User License</u> agreement.	

ClearPoint Strategy Packages and Features

Overview	Description
Basic Plan	For departments or smaller organizations that are just getting started with strategy reporting, the Basic Plan includes the fundamentals get your team working together to track your goals, KPIs, and projects. Includes unlimited dashboards, metrics, and reports, and 5 users.
Professional Plan	For divisions or mid-size organizations that want to automate their strategy reporting process, the Professional Plan includes automation features to help organization save up to 70% of the time they spend reporting. Includes everything in Basic, plus scheduled tasks, advanced calculations, integrations, and advanced branding options.
Enterprise Plan	The Enterprise Plan is designed for larger organizations or those with complex reporting and management needs. Includes everything in the Pro Plan, plus advanced project evaluation, bulk account changes, scripting, and API access for complex on-premise and cloud based integrations. Also support SAML SSO and integrated Office 365 / Google authentication.

For more information on ClearPoint features by package, please visit our [Pricing Page](#).

ClearPoint Strategy Technology Overview

ClearPoint was designed from the ground up to ensure the safety and security of your important data. Our servers live in secure Amazon Web Services (AWS) locations in Virginia and Oregon, allowing both redundancy and failover capability from both coasts. The ClearPoint network at AWS is not interconnected with the company network, and all admin access is over a two-factor VPN.

Our servers are monitored for any emerging security threats nightly and scanned monthly for all known threats. In addition, we perform a third-party penetration test twice annually to ensure there are no surfaces for attack or data leakage. We also have automated monitoring and alerting of our security against the AWS Foundations Benchmark and the AWS Security Best Practice benchmarks.

Finally, ClearPoint offers two-factor authentication, single sign-on via SAML or Microsoft / Google accounts, and a full audit log. ClearPoint can also be configured to lock down access via IP address and security groups can be defined in the application that allow for element-level access controls.

For more information on how to configure ClearPoint security, please visit our [Support Center](#).

ClearPoint's Customer Success Team is here to make Town of Federalsburg, MD Successful

ClearPoint's Customer Success team exists to ensure Town of Federalsburg, MD maximizes the value of your investment in ClearPoint. From onboarding to training to support, our team will work with you closely to make sure your needs are met in an efficient and transparent manner.

Within days of executing your ClearPoint agreement, our Customer Success team will reach out to start your onboarding process. This process includes a "kick-off call" to set goals and expectations; assistance configuring periods and reporting frequencies, scorecards and element names, custom fields, summary reports, and briefing books; adding user accounts; conducting an administrator orientation session; and setting up reminder emails.

Once ClearPoint onboarding is complete, you'll be enrolled in our innovative ClearPoint Engage program. ClearPoint Engage combines group webinars and 1:1 personal assistance to ensure you are getting the most value out of ClearPoint and our vibrant community.

Our Customer Support team is available to help you with any questions – from product how-to's to trouble shooting more complex needs. We are there to explain, fix or direct you to resources that help you get your work done.

Customer Support is available online via email and by phone through a toll-free number from 8am to 8pm Monday through Friday Eastern Time, exclusive of published holidays.

Subscription and Services Fees for ClearPoint

The following table includes the annual price for your 36 month ClearPoint Professional Plan agreement.

Subscription	Description	Annual Recurring Fee
ClearPoint Per User Subscription Cost	10 Licensed user	\$9,600
Total	Recurring Annual Fee	\$9,600.00

Invoicing and Payment

The Recurring Annual Fee will be invoiced upon signing this agreement with a Net 30 payment.

Town of Federalsburg, MD has the option to add additional licenses at any time using the prices quoted in this proposal. The price for additional licenses will be pro-rated to match the expiration date of existing licenses.

The Initial Term of this Agreement is 36 months. Thereafter, this Agreement will automatically renew for successive periods of 12 months unless either party gives written notice to the other party of its intent to terminate. Such notice must be provided not less than 60 days prior to the expiration of the then current Term. ClearPoint reserves the right to charge Late Fees on any outstanding payments of 30 days or more. Late fees will be the lesser of (1) 1.5% per month or (2) the maximum allowed by law.

Contract Execution

By signing this Order Form, you acknowledge that you have the authority to sign on behalf of your organization.

Accepted by

Printed Name

Title

Signature

Date

