



City of Fredericksburg

City Council Regular Meeting Agenda
Tuesday, November 5, 2024 ~ 9:00 AM
New City Hall at East Campus
2818 E. U.S. Hwy. 290
Fredericksburg, Texas 78624

Jeryl Hoover, Mayor
Emily Kirchner, Mayor Pro-Tem
Bobby Watson, Councilmember

Tony Klein, Councilmember
Randy Briley, Councilmember
Clinton Bailey, City Manager

The City of Fredericksburg City Council will meet in a regular session on Tuesday, November 5, 2024, at 9:00 AM. The meeting will be live-streamed & available for re-watch on the City's website: fredericksburgtx.portal.civicclerk.com.

The City Council welcomes citizen participation and comments at all City Council Meetings on Agenda Items.

Comment Card for Written or Verbal Comments-submitted by 4 p.m. the day before the meeting.

- i. Complete the Comment Card online at FBGTX.org;
- ii. Make sure to check the appropriate box (verbal or written);
- iii. Only one agenda item per Comment Card.

Sign up in person between 8:30 a.m. and 9:00 a.m. at the meeting location.

- i. Only one agenda item per Comment Card;
- ii. Speakers will be limited to three minutes to speak. **Please Note:** The Mayor can reduce the number of minutes for any speaker during Public Comment on a single agenda item depending on the number of people who sign up for it.
- iii. Any citizen with handouts should provide them to the City Secretary before speaking. If you wish the City Council to receive your handouts for the meeting, please provide 10 copies; if not, the City Council will receive your handouts the following day.

NOTE: The City Council may recess into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for discussion. An announcement will be made on the basis of the Executive Session discussion. The City Council may also publicly discuss any item listed on the agenda for the Executive Session.

Attendance By Other Elected or Appointed Officials: It is anticipated that the Planning & Zoning Commission, Historic Review Board, and Zoning Board of Adjustment members may attend the City Council Meeting at the date and time above in numbers that may constitute a quorum. Notice is hereby given that at the City Council Meeting at the date and time above, no Board or Commission action will be taken by such in attendance unless such item and action are specifically provided on a separate agenda posted subject to the Texas Open Meeting Act. This is not an agenda of an official meeting of the City Boards and Commissions, and minutes will not be taken.

1. **CALL TO ORDER - Mayor Jeryl Hoover**
2. **INVOCATION - Michael Bell, Pastor at Christ is King Church, will deliver the invocation**
3. **PLEDGES OF ALLEGIANCE - Mayor Jeryl Hoover will lead the Pledges**
4. **CEREMONIAL MATTERS - EMPLOYEE RECOGNITION of Vanessa Wainwright, Accounting Administrative Assistant, and Betzayda Hernandez, Utility Billing Analyst**
5. **COUNCIL COMMENTS**
6. **CONSENT**

THE FOLLOWING ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THESE ITEMS WILL BE HELD UNLESS PULLED AT THE REQUEST OF A MEMBER OF THE CITY COUNCIL.

 - A. Consider approval of City Council Minutes for the City Council Special Budget/Tax Rate Public Hearing held September 12, 2024. (Leticia Vacek, City Secretary)
 - B. Consider approval of 2025 Calendar Year City Holiday Schedule. (Leticia Vacek, City Secretary)
 - C. Consider approval of the purchase for Police Department Vehicles budgeted within the Fiscal Year 2025 Budget in the approximate amount of \$433,791.00 but not to exceed \$434,310.00. (Derek Seelig, Patrol Lieutenant, Fredericksburg Police Department)
 - D. Consider approval for the purchase of Police Department In-Car and Body Worn Camera Systems budgeted within the Fiscal Year of 2025 Budget for approximately \$83,264.00 but not to exceed \$85,600.00 (Derek Seelig, Patrol Lieutenant, Fredericksburg Police Department)
7. **ORDINANCES, RESOLUTIONS AND PUBLIC HEARINGS**
 - A. Consider the approval of Resolution 2024-12 providing for the acquisition and lease purchase financing of public equipment and authorizing the execution and delivery of documentation required in connection with Cogent Leasing and Financing, Inc. (Krista Wareham, Director of Finance)

8. OTHER ACTION ITEMS AND UPDATES

- A. Consider and take action on Appeal of Director of Development Services denial of STR permit for Gray Olive Properties at 318 W. Travis Street. (Anna Hudson, Director of Development Services)
- B. Consider and take action on Appeal of Director of Development Services denial of STR permit for Rose Meridan at 509 W. Creek Street. (Anna Hudson, Director of Development Services)
- C. Consider and take action on a contract with SEnergy for GIS Electrical System Inventory. (Kris Kneese, Director of Public Works & Utilities)
- D. Consider approval of the purchase of 75 Trash Can Replacements for Main Street budgeted within the Fiscal Year 2025 Budget in an amount not to exceed \$100,000.00 utilizing the Tourism Fund. (Kris Kneese, Director of Public Works & Utilities)

9. CITY MANAGER'S REPORT

- A. Atmos Energy Construction Project Update (Evan Williamson, Assistant City Engineer)
- B. Fredericksburg Food & Wine Festival Recap (Jim Mikula, Fredericksburg Chamber of Commerce President/CEO)

10. ITEMS FOR FUTURE AGENDA

- A. Review of Future Agenda Items List. (Clinton Bailey, City Manager)

11. EXECUTIVE SESSION

The City Council will recess its open meeting and reconvene in Executive Session pursuant to Texas Government Code Sections - (551.071 and 551.074):

- A. Quarterly Legal Matters Update - Texas Government Code Section 551.071 (Mick McKamie, City Attorney)
- B. Annual Review and Evaluation of Clinton Bailey, City Manager - Texas Government Code Section 551.074 (Jeryl Hoover, Mayor)

12. BUSINESS ITEM

The City Council will reconvene into Regular Session upon the conclusion of the Executive Session, the City Council may take action on any item posted in Executive Session, as necessary.

13. ADJOURN

CERTIFICATION

This is to certify that I, Leticia Vacek, posted this Agenda at 4pm on November 1, 2024, on the bulletin board of the City of Fredericksburg City Hall, 126 W. Main St., Fredericksburg, Texas.

Leticia Vacek

Leticia Vacek, TRMC/CMC/MMC
City Secretary



CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: CONSENT

CAPTION: Consider approval of City Council Minutes for the City Council Special Budget/Tax Rate Public Hearing held September 12, 2024. (Leticia Vacek, City Secretary)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

1. Special Budget-TaxPublic Hearing minutes 9-12-2024

APPROVAL/REVIEW:

Date: October 30, 2024

Leticia Vacek, City Secretary



Date: October 30, 2024

William McKamie, City Attorney



Date: November 01, 2024

Leticia Vacek, City Secretary



Date: November 01, 2024

Clinton Bailey, City Manager



City of Fredericksburg

CITY COUNCIL SPECIAL BUDGET MEETING MINUTES

Thursday, September 12, 2024~ 9:00 am

Law Enforcement Center

1601 E. Main Street

FREDERICKSBURG, TEXAS 78624

City Council Members Present:

Mayor Jeryl Hoover

Mayor Pro-Tem Emily Kirchner

Councilmember Bobby Watson

Councilmember Tony Klein

Councilmember Randy Briley

Members Absent:

None

City Staff Present:

Clinton Bailey, City Manager

Garret Bonn, Assistant City Manager

Leticia Vacek, City Secretary

Krista Wareham, Director of Finance

Brian Vorauer, Police Chief

Lynn Bizzell, Fire Chief

Aaron Anderegg, IT Director

Sean Doerre, Public Information Officer

Brandon Gold, Assistant Director IT

1. CALL TO ORDER

Mayor Hoover called the Special Budget Meeting of the City Council to order at 9:00 am and announced that a quorum was present.

2. CONDUCT PUBLIC HEARING ON PROPOSED TAX INCREASE AS IT RELATES TO THE TAX RATE FOR THE 2024 TAX YEAR FOR THE CITY OF FREDERICKSBURG, TEXAS

Presentation by Krista Wareham, Finance Director

Krista Wareham, Director of Finance outlined the Tax Rate Options and showed the City Property Tax History for the Council to consider. She also showed the monthly increase of \$77 for a home valued at \$450,000.00 with the voter approval rate and with the unused increment. A lengthy discussion ensued with regards to the Fire/EMS and Police Officer salaries. Police Chief Vorauer stated that the biggest issue in trying to attract police officer candidates to work for the department was financial. He noted that he would suggest adding a 2% increase for sworn officers to stay competitive with surrounding departments. Fire Chief Bizzell also agreed that it was a financial issue but also added that there were other factors for his employees such as Paramedic Certification. He noted that there are few individuals that have said

certification which is a two-year process to attain.

Conduct/Hold Public Hearing on Proposed Tax Increase - Mayor Hoover

Mayor Hoover declared the Public Hearing open and noted that nobody had registered to speak. He opened the floor to anyone that would like to comment. There being no one to speak, Mayor Hoover declared the Public Hearing closed.

Action Required – Motion to postpone the Final Tax Rate vote until Tuesday, September 17, 2024.

Councilmember Watson moved to postpone the final tax rate vote until Tuesday, September 17, 2024. Councilmember Briley seconded the motion. The motion carried unanimously.

3. ADJOURN

Mayor Hoover adjourned the meeting at 9:30 am.

Jeryl Hoover, Mayor

ATTEST:

Leticia Vacek, TRMC, CMC, MMC



CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: CONSENT

CAPTION: Consider approval of 2025 Calendar Year City Holiday Schedule. (Leticia Vacek, City Secretary)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

1. 2025 Calendar Year Holiday Schedule
2. FY 2024 County Holiday Schedule

APPROVAL/REVIEW:



Leticia Vacek, City Secretary

Date: November 01, 2024



William McKamie, City Attorney

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024

2025 Calendar Year Holiday Schedule

- Wednesday, January 1, 2025 - New Year's Day
- Monday, January 20, 2025 - Martin Luther King Jr. Day
- Monday, February 17, 2025 - Presidents Day
- Monday, March 3, 2025 - TX Independence Day
- Friday, March 28, 2025 - Good Friday
- Monday, May 26, 2025 - Memorial Day
- Friday, July 4, 2025 - Independence Day
- Friday, August 22, 2025 - Gillespie County Fair
- Monday, September 1, 2025 - Labor Day
- Tuesday, November 11, 2025 - Veterans Day
- Thursday & Friday, November 27 & 28, 2025 - Thanksgiving
- Wednesday & Thursday, December 24 & 25, 2025 - Christmas

Consistent with Gillespie County's Holiday Schedule



Gillespie County, Texas

2024 Scheduled Holidays		
New Year's Day (Observed)	Monday	January 1, 2024
Martin Luther King Jr. Day	Monday	January 15, 2024
President's Day	Monday	February 19, 2024
Texas Independence Day	Friday	March 1, 2024
Good Friday	Friday	March 29, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Gillespie County Fair Day	Friday	August 23, 2024
Labor Day	Monday	September 2, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving	Thursday & Friday	November 28 & 29, 2024
Christmas	Tuesday & Wednesday	December 24 & 25, 2024
New Year's Day (Observed)	Wednesday	January 1, 2025
It is with the approval of Commissioners Court that a holiday may be rescheduled for a specific department, when it is considered to be in the best interest of the County and that department.		



CITY COUNCIL AGENDA MEMO

DEPARTMENT: Police Department

TO: Mayor & City Council Members

FROM: Seelig Derek, Lieutenant Patrol Division

MEETING DATE: November 5, 2024

CATEGORY: CONSENT

CAPTION: Consider approval of the purchase for Police Department Vehicles budgeted within the Fiscal Year 2025 Budget in the approximate amount of \$433,791.00 but not to exceed \$434,310.00. (Derek Seelig, Patrol Lieutenant, Fredericksburg Police Department)

PRESENTATION:

SUMMARY:

Consider approval for the purchase of Police Department Vehicles in the Fiscal Year of 2025 Budget of approximately \$433,791.00 but not to exceed \$434,310.00. (Derek Seelig, Patrol Lieutenant, Fredericksburg Police Department)

BACKGROUND:

The police department fleet currently consists of 50 vehicles. The police department is currently on a five-year rotation of patrol vehicles. This fiscal year we need to replace seven (7) patrol vehicles and purchase one (1) new unmarked vehicle at the following cost:

7 marked patrol vehicles @ \$53,579.14 ea = \$375,054

1 unmarked vehicle @ \$58,737

Total Cost of \$433,791.

The Fiscal Year 2025 budget was approved by the city council in September 2024 with the purchase of these vehicles at the estimated price of \$434,310.

FUNDING SOURCE: General Fund

FINANCIAL IMPACT:

\$433,791

STAFF RECOMMENDATION:

Consider approving the purchase of seven patrol vehicles and one unmarked vehicle in the amount of \$433,791.00 for the Fredericksburg Police Department.

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

ATTACHMENTS:

1. 2025 PPV Tahoe Quote
2. 2025 Tahoe LS Quote

APPROVAL/REVIEW:

Brian Vorauer, Police Chief

Date: November 01, 2024



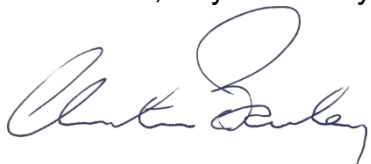
William McKamie, City Attorney

Date: November 01, 2024



Leticia Vacek, City Secretary

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024

QUOTE#101624 (PATROL)

CONTRACT PRICING WORKSHEET

End User: FREDERICKSBURG POLICE DEPARTMENT	Contractor: CALDWELL COUNTRY
Contact Name: CHIEF BRIAN VORAUER LT. DEREK SEELIG	CALDWELL COUNTRY
Email: BVORAUER@FBGTX.ORG DSEELIG@FBGTX.ORG	Prepared By: BEN LAUREANO Averyt Knapp
Phone #: 830-997-7585	Email: aknapp@caldwellcountry.com
Fax #:	Phone #: 979-200-8149 979-567-6116
Location City: FREDERICKSBURG, TX	Fax #: 979-567-0853
Date Prepared: OCTOMBER 16, 2024	Address: P. O. Box 27, Caldwell, TX 77836
Contract Number: BUY BOARD #724-23	Tax ID # 87-3266036
Product Description: 2025 CHEVROLET TAHOE PPV CC10706	
A Base Price & Options:	
\$53,522	

B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	7X3-LH LED SPOTLIGHT, PPV, 5.3L-V8, 10-SPD AUTOMATIC, LOCKING REAR AXLE DIFFERENTIAL, DUAL BATTERIES, CLOTH BUCKET, 5Y1-CENTER SECTION DELETE, VINYL REAR BENCH, FULL RUBBER FLOOR, AIR CONDITION FRONT AND REAR, AMFM- STEREO W/BLEETOOTH, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, KEYLESS ENTRY, DEEP TINT GLASS, RUNNING BOARDS, TRAILER TOW HITCH, REAR VISION CAMERA, FLASHER SYSTEM HEADLAMP AND TAILLAMP DRL COMPATIBLE W/CONTROL WIRE, SURVEILLANCE MODE INTERIOR LIGHTING, CALIBRATION TAILLAMP FLASHER RED/WHITE, CALIBRATION TAILLAMP FLASHER RED/RED, FOUR REMOTES & FOUR KEYS ALL IN ONE	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	

	PRICES VALID FOR 30 DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			REVERIFY PRICING BEFORE ISSUING PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO ISSUED	
Subtotal B					INCL
C Unpublished Options					
Code	Description	Cost	Code	Description	Cost
Subtotal C					
D Other Price Adjustments (Installation, Delivery, Etc...)					
Subtotal D					INCL
E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D)					\$53,522
Quantity Ordered					7
Subtotal E					\$374,654
F Non-Equipment Charges (Trade-In, Warranty, Etc...)					
BUY BOARD					\$400
G. Color of Vehicle: WHITE					
H. Total Purchase Price (E+F)					\$375,054
Estimated Delivery Date:					Q1-Q2 2025 APPX

QUOTE#101624 (CIVILIAN)

CONTRACT PRICING WORKSHEET

End User: FREDERICKSBURG POLICE DEPARTMENT	Contractor: CALDWELL COUNTRY
Contact Name: CHIEF BRIAN VORAUER LT. DEREK SEELIG	CALDWELL COUNTRY
Email: BVORAUER@FBGTX.ORG DSEELIG@FBGTX.ORG	Prepared By: BEN LAUREANO Averyt Knapp
Phone #: 830-997-7585	Email: aknapp@caldwellcountry.com
Fax #: 830-997-9541	Phone #: 979-200-8149 979-567-6116
Location City: FREDERICKSBURG, TX	Fax #: 979-567-0853
Date Prepared: OCTOBER 16, 2024	Address: P. O. Box 27, Caldwell, TX 77836
Contract Number: BUY BOARD #724-23	Tax ID # 87-3266036
Product Description: 2025 CHEVROLET TAHOE CC10706	
A Base Price & Options:	
	\$58,337

B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	4X2-LS PACKAGE, 5.3L-V8, 6-SPD AUTOMATIC, LOCKING REAR AXLE DIFFERENTIAL, 18" X 8.5" ALUMINUM WHEELS, CLOTH BUCKETS W/OEM CONSOLE, CLOTH CENTER & REAR FOLD DOWN BENCH, CARPET FLOOR W/MATS, AIR CONDITION FRONT AND REAR, AMFM-STEREO MYLINK W/BLEETOOTH, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, KEYLESS ENTRY W/REMOTE START, DEEP TINT GLASS, RUNNING BOARDS, TRAILER TOW HITCH, REAR VISION CAMERA, FOUR REMOTES & FOUR KEYS ALL IN ONE	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	PRICES VALID FOR 30 DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			REVERIFY PRICING BEFORE ISSUING PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO ISSUED	
Subtotal B					INCL

C Unpublished Options					
Code	Description	Cost	Code	Description	Cost
Subtotal C					
D Other Price Adjustments (Installation, Delivery, Etc...)					
Subtotal D					INCL
E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D)					\$58,337
Quantity Ordered					1
Subtotal E					\$58,337
F Non-Equipment Charges (Trade-In, Warranty, Etc...)					
BUY BOARD					\$400
G. Color of Vehicle: LAKESHORE BLUE-GXP					
H. Total Purchase Price (E+F)					\$58,737
Estimated Delivery Date:					Q1-Q2 2025 APPX



CITY COUNCIL AGENDA MEMO

DEPARTMENT: Police Department

TO: Mayor & City Council Members

FROM: Seelig Derek, Lieutenant Patrol Division

MEETING DATE: November 5, 2024

CATEGORY: CONSENT

CAPTION: Consider approval for the purchase of Police Department In-Car and Body Worn Camera Systems budgeted within the Fiscal Year of 2025 Budget for approximately \$83,264.00 but not to exceed \$85,600.00 (Derek Seelig, Patrol Lieutenant, Fredericksburg Police Department)

PRESENTATION:

SUMMARY:

Consider approval for the purchase of Police Department In-Car and Body Worn Camera Systems in the Fiscal Year of 2025 Budget of approximately \$83,264.00 but not to exceed \$85,600.00. (Derek Seelig, Patrol Lieutenant, Fredericksburg Police Department)

BACKGROUND:

This fiscal year the Fredericksburg Police Department needs (7) in-car and (7) body-worn camera complete systems for new marked patrol units and (1) in-car and one (1) replacement body-worn camera system at the following cost:

8 in-car and 8 body-worn camera systems @ \$10,408.00 ea = \$83,264.00

Total Cost of \$83,264.00.

The Fiscal Year 2025 budget was approved by the city council in September 2024 with the purchase of these camera systems at the estimated price of \$85,600.

FUNDING SOURCE: General Fund

FINANCIAL IMPACT:

\$83,264.00

STAFF RECOMMENDATION:

Consider approving the purchase of eight (8) Motorola in-car and eight (8) body camera complete systems in the amount of \$83,264.00 for the Fredericksburg Police Department.

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

ATTACHMENTS:

1. QUOTE-2854299 Fredericksburg PD-(8)M500 (8)V700

APPROVAL/REVIEW:

Brian Vorauer, Police Chief

Date: November 01, 2024



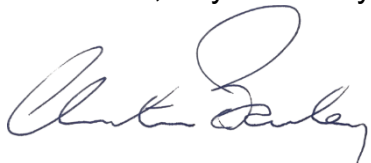
William McKamie, City Attorney

Date: November 01, 2024



Leticia Vacek, City Secretary

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024

Billing Address:
FREDERICKSBURG, CITY OF
POLICE DEPARTMENT
126 W MAIN ST
FREDERICKSBURG, TX 78624
US

Shipping Address:
FREDERICKSBURG, CITY OF
POLICE DEPARTMENT
126 W MAIN ST
FREDERICKSBURG, TX 78624
US

Quote Date:10/21/2024
Expiration Date:12/13/2024
Quote Created By:
Nicholas Czubernat
Inside Sales Rep
Nick.Czubernat@
motorolasolutions.com
312-833-4529

End Customer:
FREDERICKSBURG, CITY OF POLICE
DEPARTMENT
Derek Seelig
dseelig@fbgtx.org
830-997-7585

Contract: 17724 - HGAC (TX)-RA05-21
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Summary:

3203132688 EL5 License 10/12/23

3203138474 First M500 Deployment 9/28/2023

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	M500						
1	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5G HZANT	8		\$410.00	\$328.00	\$2,624.00
2	WGB-0708A	M500 ICV SYSTEM W/ RCAM V300 WIFI DCK,SPS	8		\$7,893.75	\$6,315.00	\$50,520.00
3	WGP02225-230-KIT2	BRKT KIT DISP/BWC/CAM TAHOE/SILV 2021	8		Included	Included	Included



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
V700							
4	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	8		\$1,612.50	\$1,290.00	\$10,320.00
5	WGA00640-KIT1	V300/V700, DESKTOP USB DOCK CHGR/UPLD KIT	8		\$250.00	\$200.00	\$1,600.00
6	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	8		Included	Included	Included
7	SWV07S03593A	SOFTWARE ENHANCEMENTS	8	3 YEARS	Included	Included	Included
8	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	8		\$137.50	\$0.00	\$0.00
9	WGA00635-KIT2	V300/V700, WIFI DOCK VHCL CHGR/UPLD KIT FOR M500 W/O SPS	8		\$406.25	\$325.00	\$2,600.00
10	LSV07I03510A	ESSENTIAL SOFTWARE SUPPORT AND HARDWARE REPAIR	8	3 YEARS	Included	Included	Included
VideoManager EL or EX: Video Evidence Management							
11	WGP02400-520	VIDEOMANAGER EL, BODY WORN CAMERA ANNUAL LICENSE	8	5 YEAR	\$1,218.75	\$975.00	\$7,800.00
12	WGP02400-510	VIDEOMANAGER EL, IN-CAR VIDEO SYSTEM ANNUAL LICENSE	8	5 YEAR	\$1,218.75	\$975.00	\$7,800.00
LPR Integrations and Parking							
13	RMT-IC-LPR	REMOTE IN-CAR LPR SETUP	1		\$200.00	\$0.00	\$0.00
14	WGS00224	1 Year Free LPR Integration for M500s	8	1 YEAR	\$549.96	\$0.00	\$0.00
Investigative LPR Applications							
15	VS-VM-HS	SOFTWARE,VEHICLEMANAGER HOSTED SUBSCRIPTION	1	1 YEAR	\$3,500.04	\$0.00	\$0.00
16	VS-CD-HS	1 Year Free LPR Commercial Data	1	1 YEAR	\$7,750.00	\$0.00	\$0.00

Grand Total

\$83,264.00(USD)



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
				\$67,664.00
Upfront Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually		\$3,120.00
	LPR Integrations and Parking	Annually		\$0.00
	Investigative LPR Applications	Annually		\$0.00
Sub Total:				\$70,784.00
		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$3,120.00	\$3,120.00
Year 3 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$3,120.00	\$3,120.00
Year 4 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$3,120.00	\$3,120.00
Year 5 Subscription Fee				
	VideoManager EL or EX: Video Evidence Management	Annually	\$3,120.00	\$3,120.00
Sub Total:				\$12,480.00
Grand Total System Price (Inclusive of Upfront and Annual Costs)				\$83,264.00

*Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.



VIDEOMANAGER EL SOLUTION DESCRIPTION

VideoManager EL simplifies evidence management, automates data maintenance and facilitates management of your department's devices.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely.

The optional SmartControl and SmartConnect smart device applications support live video streaming from body-worn cameras, allowing personnel to view footage captured by the cameras in the app.



VIDEO EVIDENCE MANAGEMENT

VideoManager EL delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL makes evidence management as efficient as possible. With VideoManager EL, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL makes evidence review easier by allowing you to upload captured video and audio from your in-field devices, sharing important information that groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name and event type. Incidents recorded from several devices can be found easily and viewed at the same time, eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to view moments of interest, such as when lights, sirens or brakes were activated during the event timeline, status of cameras and microphones and patrol speed graph.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, drawings and applicable external files can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in Evidence Library.

Easy Evidence Sharing

VideoManager EL empowers you to easily share information in the evidence review or judiciary sharing process by exporting evidence data. It is capable of searching for data using various criteria, including import, export, playback, download, share and modification dates, allowing users to quickly find relevant evidence.



Automatic Data Maintenance

VideoManager EL lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on any basis, based on how you want to configure the system.

Security groups and permissions are easily set up in VideoManager EL, allowing you to grant individuals access to evidence on an as-needed basis.

Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL integrates with SmartControl, an optional mobile application for Android and iOS that allows officers to review video evidence from their smartphone or tablet while they're still in the field.

SmartControl also allows officers to categorize recordings using event tags, stream live video from and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL can assign users to devices, track them and streamline shift changes. You can easily manage, configure, update firmware and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled or assigned device system. VideoManager EL also enables devices to be quickly exchanged between officers during shift changes. This minimizes the number of devices needed for your fleet.

Device Tracking

You can easily manage, configure and deploy your in-car and body-worn cameras in VideoManager EL. Devices can be assigned to personnel within VideoManager EL and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface.



At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including haptic and audible alert volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL also enable you to configure devices to operate in alignment with your agency's policies and procedures.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL



security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW**Motorola Project Roles and Responsibilities**

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual



- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.



PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.



- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
 - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
 - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.



SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.



LPR INTEGRATIONS & PARKING SOLUTION DESCRIPTION

LINC SOLUTION

Using the Motorola ALPR Engine, LinC leverages existing infrastructure to transform non-ALPR cameras into high-performing ALPR systems. LinC software analyzes camera and VMS streams to extract ALPR events, enhances the data with location, time, and vehicle details, and integrates seamlessly with VehicleManager Enterprise for comprehensive data management.

Key Features and Benefits:

- **Integration with Existing Hardware:** This solution utilizes existing VMS cameras, and processing can be done either centrally or at the edge to offer compatibility with any level of network infrastructure.
- **Comprehensive Data Management:** Integrates with VehicleManager Enterprise for centralized data storage and management.
- **Real-Time Processing:** Processes VMS-supported RTSP feeds into ALPR detections in real time and allows real-time alerting from the Vehicle Manager through email, TAS, and Mobile Companion.
- **Enhanced Cloud Processing:** This technique combines local processing of HD video streams with subsequent cloud-based vehicle detail analysis to enhance metadata collection and accuracy.
- **Flexible Compatibility:** Supports ONVIF or RTSP-compatible cameras with specific technical requirements.



AVIGILON CAMERA INTEGRATION

The Avigilon Camera Integration allows customers to convert their non-ALPR Avigilon cameras into ALPR-capable devices. This integration incorporates ALPR data within the VehicleManager Enterprise back-office solution, providing a scalable, secure, and fully integrated data management system.

Key Features and Benefits:

- **Engineering Support:** Includes ongoing support, new integrations and security patching.
- **Integration Services:** Facilitates local device configuration and troubleshooting without requiring additional development.
- **Camera Mapping:** Provides detailed geocode mapping and camera-specific filtering for precise ALPR data management.
- **Full Data Management:** Offers secure storage, access control, and watchlist alerting based on site retention policies.
- **Image and Advanced Analytics:** Enables post-processing of images for vehicle details and offers comprehensive search and trend analysis capabilities.

COMPETITIVE INTEGRATION

The Competitive Integration solution enables customers to integrate their third-party ALPR hardware with the VehicleManager back-office system. This integration ensures seamless data ingestion and management, allowing federated queries and data sharing as if sourced directly from Motorola cameras.



Key Features and Benefits:

- **Engineering and Integration Support:** Provides updates, new integrations, security patching, and data migration services.
- **Seamless Installation:** Ensures easy installation and configuration without additional development requirements.
- **Detailed Camera Mapping:** Allows precise 1:1 camera mapping, geocode mapping, and specific camera filtering.
- **Robust Data Management:** Supports data storage based on agency retention policies and integrates with national data-sharing programs.
- **Advanced Image Analytics:** Processes ALPR data for detailed vehicle information and facilitates advanced vehicle search and analysis.

WATCHGUARD INTEGRATION

The WatchGuard ICV integration enhances existing camera systems by enabling license plate recognition and real-time data transmission to CarDetector Mobile (CDM). This integration supports immediate alerting, data synchronization, and scalable expansion of LPR capabilities.

Key Features and Benefits:

- **On-Device LPR:** M500 cameras use an on-device engine to provide immediate license plate recognition.
- **Real-Time Alerts:** Data sent to CDM triggers hotlist alerts, ensuring quick response to critical information.
- **CDM Feature Access:** Utilizes advanced CDM features like Mobile Hit Hunter for improved alert management.
- **Data Synchronization:** Supports hotlist synchronization and detection sharing through the VehicleManager platform.
- **Scalability:** Allows for easy addition of more LPR cameras, ensuring expandable coverage and enhanced situational awareness.

PARKING TOOLKIT

Our customizable Parking Toolkit offers a comprehensive solution for managing and enforcing parking regulations. It supports fixed camera installations in garages and mobile enforcement, providing features like permit verification, digital chalking, and real-time occupancy statistics tailored to specific locations and schedules.

Key Features and Benefits:

- **Permit Enforcement:** Helps ensure only authorized vehicles park in designated areas, increasing compliance.
- **Digital Chalking:** Automates vehicle marking to monitor parking durations and enforce time-limited regulations.
- **Duplicate Permit Detection:** Identifies and prevents fraudulent permit usage, ensuring fair parking practices.
- **Excessive Detection Monitoring:** Tracks and reports excessive detections to address permit misuse.
- **Flexible Zone Setup:** Allows the creation of geo-zones or manual zones for precise parking enforcement.
- **Customizable Permit Schedules:** Enables tailored enforcement rules based on specific times and days.
- **Occupancy Statistics:** Provides real-time data on parking occupancy for efficient space management.



INVESTIGATIVE LPR APPLICATIONS SOLUTION DESCRIPTION

VEHICLEMANAGER

VehicleManager is a vehicle location intelligence solution that builds on traditional license plate recognition with patented, powerful analytics, transforming license plate data into actionable intelligence.



Key Features and Benefits:

- **Advanced Search Capabilities:** Easily search and review vehicle location history, predict future locations, and conduct complete and partial plate searches with date and time filters.
- **Comprehensive Data Display:** View detection data on a timeline and map, integrated with Google Street View for detailed location insights.
- **Geo-Fence and Filter Options:** Create geo-fences, set time and date ranges, and apply vehicle year, make, and model filters to refine search results.
- **Associated Analytics:** Identify vehicles traveling with or parked near a target vehicle, enhancing situational awareness.
- **Hot List Management and Alerts:** Configure hot lists and receive alerts when vehicles of interest are detected, with options for sharing lists with partner agencies.
- **Secure Data Management:** Manage LPR camera systems, integrate data from various sources, control data retention based on local laws, and share data securely using built-in MOU templates.
- **Robust Security Measures:** Ensure data protection with end-to-end encryption, user authentication, detailed audit logs, and routine system updates for security and new features.

COMPARISONMANAGER

ComparisonManager is an image comparison software suite with a human-in-the-loop approach, designed to assist law enforcement investigations by enhancing the efficiency and accuracy of visual data analysis while maintaining ethical standards.

Key Features and Benefits:

- **Human-Centric Image Analysis:** Empower investigators with powerful tools to focus on critical investigation while leveraging human judgment and expertise.
- **Built-In Image Enhancement Tools:** Optimize image quality and search parameters with configurable tools, including overlap, blend, landmark, and 3D comparison features.
- **Courtroom-Ready Reports:** Generate detailed forensic reports that meticulously document image comparisons, supporting the issuance of arrest and search warrants.
- **Ethical and Transparent Operations:** Ensure public trust with transparent, auditable technology, regular audits, and adherence to industry best practices.
- **Collaborative Data Sharing:** Enhance investigations by sharing booking images across agencies, facilitating the identification of repeat offenders and cross-jurisdictional criminal activities.
- **User Responsibility and Control:** Emphasize user-driven comparisons rather than relying solely on artificial intelligence, ensuring accountability and reducing biases.
- **Comprehensive Training:** Benefit from training rooted in case law, provided by former law enforcement officers, to ensure ethical and effective use of the software.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

COMMERCIAL DATA

Commercial Data is a subscription service providing access to over 17 billion commercial license plate recognition (LPR) scans. This commercial data set is maintained separately from law enforcement and enterprise data to meet CJIS compliance requirements.

Key Features and Benefits:

- **Extensive Data Access:** Access a vast database of commercial LPR scans, enhancing vehicle location insights with a greater quantity of data points.
- **Compliance and Security:** Ensure data integrity and compliance with CJIS requirements by maintaining separate databases for commercial and law enforcement data.
- **Improved Location Insights:** Leverage the extensive commercial dataset to generate more accurate and comprehensive vehicle location insights.

API SOLUTIONS

Motorola's API solutions, including TAS and Plate Query APIs, allow for ad-hoc plate queries and real-time alert requests from the VehicleManager platform. These APIs facilitate seamless integration with internal and third-party systems to enhance data accessibility and operational efficiency.

Key Features and Benefits:

- **Real-Time Data Access:** Perform ad-hoc plate queries and receive near real-time alerts, ensuring timely and relevant information for decision-making.
- **Extensive Integration Capabilities:** Integrate with a wide range of Motorola products and third-party applications, creating a cohesive data ecosystem.
- **Customizable Solutions:** Offer customizable API solutions tailored to specific operational requirements, providing flexibility and scalability.
- **Enhanced Operational Efficiency:** Streamline operations by integrating various data sources and systems, improving overall data management and utilization.
- **Seamless Updates and Security:** Benefit from regular updates and robust security measures to ensure the integrity and reliability of integrated systems.



LICENSE PLATE RECOGNITION TECHNOLOGY STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of fixed or mobile License Plate Recognition (LPR) technology(s) and your License Plate Recognition Technology solution, if Deployment or Installation Services are purchased as part of the Contract. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your License Plate Recognition Technology system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. The Customer is responsible for acquisition and use of a remote access tool that complies with the regulations controlling use of the remote access tool. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.



FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our LPR and License Plate Recognition Technology offerings require compliance with the *FBI-CJIS Security Policy* (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL security controls as a guide. Motorola's LPR system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the *CJIS Security Policy Section 5.12 Personnel Security* related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring *CJIS Section 5.12 Personnel Security* screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.



The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.

SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities (if applicable)

The Motorola Project Team will be assigned to the project under the direction of the Motorola Project Manager. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct status calls with the Customer throughout the Project up to and including Go-Live.

System Technologist

The System Technologist (ST) will work with the Customer's Project Team on:

- Camera programing
- Camera alignment



- Licensed Software Training
- Develop and submit Start Up and Commissioning Sign Off (SSU&C)

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training in accordance with the Training Plan provided to the Customer.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car and fixed LPRs. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include (but are not limited to) the following:

Required Training

- SSU&C Onsite Training
 - Included Certification testing completed and passed
- Networking (must meet one of the following three requirements)
 - CompTia Network + Certification
 - Networking Degree in IT
 - Basic Networking RDS003
- ASE Certification for Mobile Installers
- Electrical Certification
 - Electrical Certification/Permitting
 - Low Voltage Certification
 - High Voltage Certification
- Equipment Certification
 - Bucket Truck Certification
 - Any applicable testing equipment certification

Other responsibilities the Motorola-certified installer may be involved in include the fixed and/or mobile installation of cellular routers, wired networks, poles, trenching, and conduit runs as well as the manufacturing and/or service of trailers. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support and Services Team

The Customer Support and Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities (if applicable)

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.



Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources, if applicable to the solution.
- Assume responsibility for all fees pertaining to licenses, permits, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.



- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Monitor firmware updates
- Implement changes to Customer infrastructure in support of the proposed system.

Agency Manager

The Agency Manager will act as the primary POC upon project completion.

- Push internal requests for updates through appropriate channels
- Monitor all firmware updates and all other security measures for physical hardware as required by the Customer internal policies
- Administer users
- Audit reports
- Manage Hotlist and Hotlist functionality
- Attend Agency Manager training
- Oversee or act as the training POC
- Ensure all Authorized Users are aware of usage restrictions and any applicable terms related to the use of the LPR System
- Controls appropriate use and data storage policies as well as procedures for the data maintained outside the LPR system. This includes when any information is disseminated, extracted or exported out of the LPR system
- Controls and is responsible for developing the policies, procedures, and enforcement for applying deletion/purging and dissemination rules to information within and outside of the LPR system.
- Ensure data and system protection strategies are accomplished through the tools provided by Motorola for account and user management features along with audit and alert threshold features.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and implementation process. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on workflows and department policies related to the proposed system.

General Customer Responsibilities (If Applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- **Customer Site.** If the Solution is to be installed at a Customer location ("Site"), the Solution will only be installed and/or evaluated at the Customer sites identified.
- Customer will be responsible for providing all necessary permits, licenses, and other approvals necessary for the installation and use of the Products and the performance of the Services at each applicable Site, including for Motorola to perform its obligations hereunder, and for facilitating Motorola's access to the Sites. This includes, but is not limited to providing a traffic safety plan to facilitate the safe deployment of all Equipment that is installed on, over, or near Sites with active roadways. No waivers of liability will be imposed on Motorola or its subcontractors by Customer or others at Customer facilities or other Sites, but if and to the extent any such waivers are imposed, the Parties agree such waivers are void. The Equipment used for the Services will only be located at such site.
- If the Solution is to be accessed remotely, Customer will only access Solution in the manner described by Solution documentation or as otherwise instructed by Motorola.



- Site Conditions and Issues. Customer will ensure that (a) all Sites are safe and secure, (b) Site conditions meet all applicable industry and legal standards (including standards promulgated by OSHA or other governmental or regulatory bodies), (c) to the extent applicable, Sites have adequate physical space, air conditioning, and other environmental conditions, electrical power outlets, distribution, equipment, connections, and telephone or other communication lines (including modem access and interfacing networking capabilities), and (d) Sites are suitable for the installation, use, and maintenance of the Products and Services. This Agreement is predicated upon normal soil conditions as defined by the version of E.I.A. standard RS-222 in effect on the Effective Date.
- All costs associated with permitting.
- Supply a proper power source to all Motorola Solutions provided equipment.
- Provide ALL points of attachment for hardware that include fixed LPR Cameras and associated equipment and ensuring all equipment is attached in accordance with local policies and codes.
- Supply any new infrastructure required to mount or attach the Motorola Solutions hardware to.
- Trenching as required for the purpose of running electrical power
- All poles and existing infrastructure that are not being purchased from Motorola as part of the LPR solution.
- All Utility locates needed for impacted areas.
- Providing the communications point of attachment for each site.
- When cellular service is used as the point of connection, customer is responsible for providing cellular service and SIM cards if they are not being purchased from Motorola as part of the LPR solution.
- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- All work is to be performed by Motorola-certified installers. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Electronic versions of any documentation associated with business processes identified.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.
- Manage the Hotlist in accordance with the rules and regulations of the Customers State.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to fixed and mobile equipment.
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.



- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support (if applicable).
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.

PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

Project Planning Session (if applicable)

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Confirm Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in associated training portals.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.



Motorola Deliverables

- Project Kickoff Meeting Agenda.

Project Kickoff (if applicable)

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.

Note – The Detail Design Review (DDR), if applicable, is completed during the pre-sales process and normally completed prior to Contract award. Delay in the DDR review may impact the project schedule. Motorola will not be responsible for additional costs or delays incurred for Customer requested changes to the DDR.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss Mobile LPR equipment installation activities and responsibilities.
- Discuss Fixed LPR installation activities and responsibilities.
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Review the DDR, arranging for additional meeting for review as needed
- Review the Credentials Form
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the Training Plan.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Grant Motorola Support access in the License Plate Recognition Technology program
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.

Motorola Deliverables

- Project Kickoff Meeting Minutes
- Deployment Checklist



PROJECT EXECUTION

Hardware Procurement and Installation (if applicable)

Motorola will procure contracted hardware as part of the ordering process. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Verify remote connection to hardware.
- The installer will be responsible for installing all Motorola provided hardware.
- Installer will utilize a certified electrician when wiring power to equipment.
- Verify whether the hardware is properly installed, connected to the network, and positioned to capture license plate data. (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Provide Motorola with the correct IP address(es) for configuration
- Ensure the Customer's network is operational.
- Inventory LPR equipment after arrival at Customer location.
- Procure Customer-provided equipment and make it available at the installation location.
- Install backend server in Customer's designated area (if applicable).
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.)(if applicable).
- Verify the server is connected to the Customer's network and installed for use.(if applicable)
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to License Plate Recognition Technology
- Install Customer-supplied Access Points (if applicable).
- Verify all equipment directly connected to power is properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying all equipment is connected to their network
- Confirm access to installed software on Customer-provided workstation(s).

Motorola Deliverables

- Contracted Equipment



Mobile LPR Camera System (If Applicable)

The Motorola-certified installer will complete the installation of the Mobile LPR system(s) within the Customer-provided vehicle(s) or selected location. The installer may also be responsible for installing cellular routers or Wi-Fi radios inside the vehicle(s) for wireless upload of video and images.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of Mobile LPR cameras. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of Mobile configurations completed. If the Customer requires the ST to complete the full contractual number of Mobile LPR Cameras at a later date and time, additional cost may be incurred.

Note – The Pricing Page will reflect the Mobile LPR installation services by Motorola if Motorola is responsible for the installations.

Motorola Responsibilities

- Setup server for Mobile LPR digital video recorder (DVR) configuration.
- Create configuration USB used to complete Mobile LPR hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of Mobile LPRs.
- Complete Mobile LPR configuration on a single vehicle, and validate the configuration with the Customer.
- Point and aim the Mobile LPR camera for image capturing.
- Install Licensed Software on Customer-provided mobile data terminal (MDT)
- Configure MDT Network Card
- Enable AI in Video Manager
- Configure NetMotion (if applicable)
- Receive Customer approval to proceed with remaining Mobile LPR configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed Mobile LPR hardware configurations.
- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to the Mobile LPR (if applicable).

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete Mobile LPR hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for Mobile LPR hardware configuration(s).
- Make Mobile LPR hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of installation.

Motorola Deliverables

- Complete Configuration and camera aiming as it applies to the proposed solution.



Fixed LPR Camera System Configuration (If Applicable)

The Motorola-certified installer will complete the installation of the Fixed LPR system(s) within the Customers designated locations. The installer may also be responsible for installing cellular routers or Wi-Fi radios for wireless upload of video and images. In the instance where Customer has purchased a self-deploy or quick-deploy camera without deployment or installation, the below Motorola responsibilities will be absorbed by the Customer.

Motorola Responsibilities

- Review preliminary plans for installation
- Verify with customer that proper permits and authorizations have been obtained
- Identify installation locations (pole or infrastructure asset) on which to install the Fixed LPR camera
- Motorola-certified installer will install the Fixed LPR camera
- Point and aim the Fixed LPR camera for image capturing
- Install License Plate Recognition Technology Software

Customer Responsibilities

- Approve installation locations
- Obtain necessary permits and authorizations
- Provide power to installation locations
- Provide any required trenching
- Coordinate with local utility companies in the case of any interrupted service requests or instances

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. When cellular service is used as the point of connection, customer is responsible for providing cellular service, and SIM cards if they are not being purchased from Motorola as part of the LPR solution. If a Motorola-certified installer is not used for installation, Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing LPR cameras through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For in-car LPR installations, an MDT is required for all vehicles (if applicable).

Automatic License Plate Recognition (ALPR) Commissioning (If Applicable)

This section highlights the responsibilities of Motorola and the Customer when a Motorola In-Car Video (ICV) system interfaces with the LPR database.

Motorola Responsibilities

- Create a Customer account in the LPR data system with authorized user emails.
- Verify License Plate Recognition Technology software has been installed and launched per the Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Licensed Software MDT installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.



Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.

SOFTWARE INSTALLATION AND CONFIGURATION (IF APPLICABLE)

Motorola will install LPR software on a specified number of workstations. The Customer will be responsible for installing the software on the remaining workstations.

Licensed Software for the Mobile LPR Solution

Licensed Software is used in conjunction with Mobile LPR cameras. Installation consists of the following activities:

- Network discovery.
- Operating system and software installation.
- Onboarding user / system identity set up.
- Provide user access to the application.

License Plate Recognition Technology

License Plate Recognition Technology software is a cloud solution that does not require an onsite server and supports the full LPR Solution.

Motorola Responsibilities

- Based on Customer feedback, perform the following activities:
 - Create users, groups, and permissions.
- Test to ensure software is accessible to the Customer

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.



CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.

Third-Party Interfaces (if applicable)

The integration between Motorola's LPR system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

Develop and configure interface(s) to support the functionality described in the Solution Description.

Establish and validate connectivity between Motorola and third-party systems.

Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the LPR system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between the LPR and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or



Customer-provided third-party hardware or software. All APIs provided by Motorola or integrations with third-party software are provided AS IS. Motorola is not liable for any claims or damages associated with third party applications, or Customer-provided third party hardware or software.

SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote). Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Training Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

Online Training (if applicable)

Online training is made available to the Customer through LXP and/or Motorola vetted third party platforms.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer (if applicable).
- Establish an accessible instance of LXP for the Customer (if applicable).
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account..
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content (if applicable).
- Provide instruction to Customer on building groups.
- Coordinate third party platform usage and additional course offerings

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training (if applicable).
- Ensure network and Internet connectivity for Customer access to training platforms.

Instructor-Led Training (On-Site and/or Remote, if applicable)

Instructor-led courses are based on products purchased and the Customer's Training Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the provided Training Plan.
- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) with the required computer and audio-visual equipment for training.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Training Plan.



Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.

PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

- Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Customer is aware of and abiding by their States' laws, mandates and requirements in relation to the Hotlist
- Pole installations will be done on grassy/dirt/gravel areas or sites where excavation can easily be done with standard auger equipment.
- Site conditions meet all applicable industry and legal standards (including standards promulgated by OSHA or other governmental or regulatory bodies)
- Information provided and approved in the Presales DDR process was accurate





CITY COUNCIL AGENDA MEMO

DEPARTMENT: Finance Department
TO: Mayor & City Council Members
FROM: Krista Wareham, Director of Finance
MEETING DATE: November 5, 2024

CATEGORY: ORDINANCES, RESOLUTIONS
AND PUBLIC HEARINGS

CAPTION: Consider the approval of Resolution 2024-12 providing for the acquisition and lease purchase financing of public equipment and authorizing the execution and delivery of documentation required in connection with Cogent Leasing and Financing, Inc. (Krista Wareham, Director of Finance)

PRESENTATION:

SUMMARY:

The Fiscal Year 2025 Adopted Budget includes approved funding for the acquisition of capital equipment through lease purchase financing. \$2,000,000.00 will be financed over eight (8) years and \$1,980,000.00 will be financed over three (3) years. The equipment financing was solicited, and the low bid was received from Cogent Leasing and Financing, Inc. (8-year term, 4.08%, 3-year term, 3.84%).

BACKGROUND:

The City Council approved the acquisition of capital equipment through lease purchase financing in the fiscal year 2025 Adopted Budget. The approved first-year payment for the equipment was budgeted at \$910,000.00.

FUNDING SOURCE: Lease Purchase Financing will include principal and interest payments and will be funded with operating revenues from the General, Electric, Sanitation, and EMS funds.

FINANCIAL IMPACT:

Fiscal Year 2025 Financial Impact: The first payment of \$910,000.00 will be due on November 15, 2024. The payment will go towards the principal on the note.
General Fund (Ladder Truck \$250,000.00, Pneumatic Roller \$41,666.67, and Skid Steer \$41,666.67)
Electric Fund (Bucket Truck \$133,333.33)
Sanitation Fund (Garbage Truck \$160,000.00)
EMS Fund (Heart Monitors \$133,333.33 and Ambulance \$150,000.00)

The total financial impact over the 3-year term will be \$2,056,032.00 and, for the 8-year term, \$2,285,600.00 for a total of \$4,341,632.00 (\$3,980,000.00, Principal and \$361,632.00 Interest).

Other costs: \$500 documentation fee (to be included in the first payment)

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2024-12 for a contract with Cogent Leasing and Financing, Inc. with a 3-year and 8-year lease purchase financing of our FY 2025 approved equipment.

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Government Vision

ATTACHMENTS:

1. Exhibit B
2. Resolution 2024-12 Lease Purchase Equipment-FY 2025

APPROVAL/REVIEW:

David Kellam, Senior City Accountant

Date: October 30, 2024



Krista Wareham, Director of Finance

Date: October 30, 2024



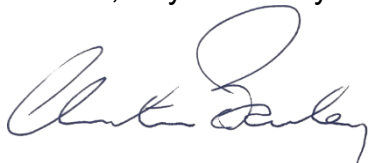
William McKamie, City Attorney

Date: November 01, 2024



Leticia Vacek, City Secretary

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024



Cogent Leasing and Financing, Inc.
420 S Orange Ave., Suite 850
Orlando, FL 32801
Phone: (410) 409-7579
Email: mhorkey@cogentbank.net

October 21, 2024

Ms. Vanessa Wainwright
Finance Department
City of Fredericksburg
126 West Main Street
Fredericksburg, TX 78624

Via Overnight Courier

RE: FY2025 Capital Equipment Expenditures

Dear Ms. Wainwright:

Cogent Bank is pleased to present this proposal for tax-exempt lease financing to the City in connection with its purchase of essential-use equipment.

Lessee: City of Fredericksburg, Texas

Lessor: Cogent Leasing and Financing, Inc.

Type of Financing: Tax-exempt lease financing. The Lease will constitute a “state or local bond” with the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended.

Net Obligation: The lease shall be a net lease arrangement whereby Lessee is responsible for all costs of operation, maintenance, insurance, and taxes. Payments due under the lease agreement shall be based on the annual appropriation of funds during each year of the lease.

Equipment: One (1) new fire rescue truck (8 years) and vehicles and equipment (3 years).

Lease Terms: Two schedules under one (1) master lease with the first being approximately eight (8) years and the second being approximately three (3) years, each with annual principal and interest payments commencing at closing.

Total Equipment Cost: 8 Year Lease Term (Fire Truck): \$2,000,000.00 (+/- 10%)
3 Year Lease Term (Vehicles and Equipment): \$1,980,000.00 (+/- 10%)

Total Lease Amount: \$3,980,000.00 (+/- 10%)

Lease Rates: 8 Year Lease Term: 4.08%
3 Year Lease Term: 3.84%

Rental Payments:	Please refer to Exhibits A and B - Sample Amortization Schedules.
Anticipated Closing Date:	On or before November 21, 2024
Rate Lock:	The indicated Lease Rate will be fixed until November 21, 2024. If, for any reason, the Lease is not closed by November 21, 2024, the Lessor may adjust the Lease Rate to reflect then current market conditions.
Pre-Payment Premium:	No-call for the duration of the Lease
Tax Status:	Lessee will designate the lease as a non-qualified obligation (Non-Bank Qualified), stating that the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Lessee during the 2024 calendar year will exceed ten million dollars (\$10,000,000). The interest portion of the rental payments under the lease will be excludable from the gross income of Lessor for federal income taxation purposes. Upon a determination that the interest component of the rental payments under the lease is includable in gross income of Lessor for federal income tax purposes, the interest rate on the lease will increase to a rate sufficient to restore Lessor to its after-tax yield from and after the date such interest became includable in Lessor's gross income, and taking into account all penalties, fines, interest and additions to tax.
Reimbursement:	If Lessee intends to be reimbursed for any Equipment costs associated with this Agreement, intent for reimbursement from the proceeds of this Agreement must be evidenced and must qualify under Treasury Regulation Section 1.150.2.
Escrow Funding:	Proceeds of the Lease will be deposited with Cogent Bank. Payments to vendors will be made directly out of the escrow account upon the delivery to and acceptance of the Equipment by the Lessee. Lessor will maintain a security interest in the Escrow account.
Authorization:	Lessee's governing board shall provide Lessor with its resolution or ordinance authorizing this Agreement and shall designate the Individual(s) to execute all necessary documents used therein.
Legal Title:	Title to the Equipment will be in the name of the Lessee, subject to Lessor's interests under the lease agreement.
Legal Opinion(s):	Lessee's counsel shall furnish Lessor with an opinion with respect to Lessee's obligations under the lease documents described herein. This opinion shall be in a form and substance satisfactory to Lessor.
Other Costs and Expenses:	Documentation fee of \$250.00 for each schedule totaling \$500.00

Documentation:	Lease documentation will be furnished by Lessor subject to Lessee's review and approval. The documentation for the Lease will contain covenants, representations, and warranties usual and customary for transactions of this type and others appropriate to the transaction. All documentation to be executed in connection herewith shall be in satisfactory form and substance to Lessor.
Performance Bond:	The fire truck may require a payment and performance bond issued by the vendor covering both the Lessee's and Lessor's interests during its manufacture.
Insurance:	Lessee shall furnish of (a) all risk physical damage insurance coverage for the full replacement cost of the Equipment, (b) \$1 million combined single limit liability insurance. Lessor shall be named as loss payee on casualty insurance and additional insured on liability insurance.
Financial Statements:	Lessee shall provide to Lessor financial statements for at least the last three consecutive years of financial information, as well as a current budget, demographics, and proof of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue the lease agreement as may be reasonably requested by Lessor.
Assignment:	Lessor may sell, assign or encumber all or any part of its right title and interest in any portion or all of the lease agreement including, without limitation, an assignment, transfer or conveyance to a trustee as part of a multiple asset pool to a partnership or trust or similar transaction; provided, however, in no event shall the Lessor assign such interests as a public offering. Lessee consents to a private placement transaction within the meaning of applicable federal securities laws. The lease agreement may be offered and sold solely to one or more persons who are reasonably believed to be qualified institutional buyers or accredited investors.
Disclosure:	Lessor is not a registered municipal advisor as defined under the Dodd-Frank Wall Street Reform and Consumer Protection Act and does not provide financial or tax advice.
Proposal Expiration:	Lessee must notify Lessor that the Lessor is the apparent winner of the bid by November 5, 2024, otherwise this Proposal shall expire unless extended, in writing, by Lessor.
Credit Due Diligence:	In order for Lessor's credit administration group to expedite its review of this transaction, lessor will require the following information: • 3 years of audited financial statements (2023, 2022 and 2021) • Most recent budget • Lessee's w-9 • Related invoices, purchase orders and / or vendor quotes • Documentation referenced throughout the RFP and this Proposal

- Municipal Loan Application and other info needed by Lessor

This Proposal is a summary regarding the financing transaction on the general terms and conditions outlined herein. This Proposal is not intended to and does not create any binding legal obligation on the part of either party. Credit, legal and investment approval have not yet been obtained for the amount or other aspects of the proposed financing, and after obtaining the same, any commitment will be subject to the negotiation, execution and delivery of final legal documentation acceptable to all parties and their counsel.

Lessor may change the terms or cease future consideration of the financing at any time without liability to Lessee. In any event, the terms and conditions of this Proposal, shall be superseded by and shall no longer be effective upon the execution and delivery of final legal documentation with respect to this proposed transaction.

This Proposal does not purport to summarize all of the terms and conditions upon which the lease is to be based, which terms and conditions would be contained fully in final documentation and indicates only the principal term and conditions under which the transaction will be considered.

It is a pleasure to offer this financing proposal to the City. We hope that our genuine excitement regarding the opportunity shines through in our response. And as always, please don't hesitate to reach out with any questions.

Very truly yours,



Michael J. Horkey
President

Agreed to and Accepted by:
City of Fredericksburg, Texas

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A
Year Amortization Schedule
Fire Truck
Annual Payments

Amortization Report 10/25/2024 4:18 PM					
Fire Truck					
Compounding Period:		Annual			
Nominal Annual Rate:		4.08%			
TValue Amortization Schedule - Normal, 30E3/360					
Date		Payment	Interest	Principal	Balance
Loan	11/15/2024				2,000,000.00
1	11/15/2024	250,000.00	0.00	250,000.00	1,750,000.00
2	11/15/2025	321,400.00	71,400.00	250,000.00	1,500,000.00
3	11/15/2026	311,200.00	61,200.00	250,000.00	1,250,000.00
4	11/15/2027	301,000.00	51,000.00	250,000.00	1,000,000.00
5	11/15/2028	290,800.00	40,800.00	250,000.00	750,000.00
6	11/15/2029	280,600.00	30,600.00	250,000.00	500,000.00
7	11/15/2030	270,400.00	20,400.00	250,000.00	250,000.00
8	11/15/2031	260,200.00	10,200.00	250,000.00	0.00
Grand Totals		2,285,600.00	285,600.00	2,000,000.00	

---This Section Intentionally Left Blank---

Exhibit B
Sample 3 Year Amortization Schedule
Roller, Trucks and Equipment
Annual Payments

Amortization Report 10/25/2024 4:39 PM						
Rolling Stock and Equipment						
Compounding Period:		Annual				
Nominal Annual Rate:		3.84%				
Cash Flow Data - Loans and Payments						
	Event	Date	Amount	Number	Period	End Date
1	Loan	11/15/2024	1,980,000.00	1		
2	Payment	11/15/2024	Fixed Principal	3	Annual	11/15/2026
		Principal payment	660,000.00			
TValue Amortization Schedule - Normal, 30E3/360						
	Date	Payment	Interest	Principal	Balance	Prepayment
Loan	11/15/2024				1,980,000.00	No-Call
1	11/15/2024	660,000.00	0.00	660,000.00	1,320,000.00	No-Call
2	11/15/2025	710,688.00	50,688.00	660,000.00	660,000.00	No-Call
3	11/15/2026	685,344.00	25,344.00	660,000.00	0.00	No-Call
Grand Totals		2,056,032.00	76,032.00	1,980,000.00		

---This Section Intentionally Left Blank---

RESOLUTION NO. 2024-12

**A RESOLUTION OF THE CITY COUNCIL OF
FREDERICKSBURG, TEXAS, APPROVING THE ACQUISITION
AND LEASE PURCHASE FINANCING OF PUBLIC
EQUIPMENT, AND AUTHORIZING THE EXECUTION AND
DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION
THEREWITH.**

WHEREAS, the City of Fredericksburg ("City") desires to procure equipment using lease purchase financing; and

WHEREAS, the City has awarded the bid to provide said financing to *Cogent Leasing and Financing, Inc.*, based on competitive bidding and procurement practices as required by Texas Law.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of the City of Fredericksburg, Texas, that:

1. The City Council hereby approves the acquisition and financing of equipment, using financing provided by Cogent Leasing and Financing, Inc., said equipment generally described as:

- a. one (1) Fire Ladder Truck
- b. one (1) Street Pneumatic Roller
- c. one (1) Street Skid Steer
- d. one (1) Electric Bucket Truck
- e. one (1) Sanitation Garbage Truck
- f. one (1) EMS Ambulance
- g. one (1) EMS Heart Monitors

2. The City Council hereby approves the financing at a total cost and interest rate as set forth on the Lease Schedule No. 5 and 6 dated October 21, 2024 ("Equipment Schedule"), a copy of which is attached hereto as Exhibit "B", which is made a part of that certain Master Lease-Purchase Agreement dated as of November 15, 2022; and

3. The City Council hereby authorizes Clinton Bailey, in his capacity as City Manager, and Krista Wareham, in her capacity as Director of Finance, to execute the Lease and other documents related to said financing, on behalf of the City.

PASSED, APPROVED, AND ADOPTED ON this ____ day of November, 2024.

Jeryl Hoover
Mayor

ATTEST



CITY COUNCIL AGENDA MEMO

DEPARTMENT: Development Services

TO: Mayor & City Council Members

FROM: Anna Hudson, Director of Development Services

MEETING DATE: November 5, 2024

CATEGORY: OTHER ACTION ITEMS AND UPDATES

CAPTION: Consider and take action on Appeal of Director of Development Services denial of STR permit for Gray Olive Properties at 318 W. Travis Street. (Anna Hudson, Director of Development Services)

PRESENTATION:

SUMMARY:

The STR Facility permits expired on June 20, 2024. The 90 day non-conforming status terminated on September 12, 2024. The STR Specialist notified the owner of the loss of the property's non-conforming status when it was discovered on September 17, 2024. The property has two structures with STR permits and has operated as an STR-Facility which was allowed with the R2 zoning prior to 2024 STR Ordinance.

Options for this property include the ability to long term rent both structures, or long term rent the main structure and STR the 2nd structure by right.

BACKGROUND:

Address: **318 W Travis (2 STR permits)**

Zonining: **R2**

Owner: **Diane DeCou /Gray Olive V, LLC**

Management Company: **Heavenly Hosts**

Most Recent STR issued: **7/21/2023**

STR Permit expired: **6/20/2024**

Non-conforming status expired: **9/20/2024**

H.O.T.: **compliant**

Violations/Complaints: **none**

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality
Tourism

ATTACHMENTS:

1. STR Permit Appeal Application Form
2. appeal letter
3. 318 w travis maps

APPROVAL/REVIEW:



Anna Hudson, Director of Development Services

Date: October 30, 2024



Garret Bonn, Assistant City Manager

Date: November 01, 2024



William McKamie, City Attorney

Date: November 01, 2024

Leticia Vacek, City Secretary

Date:

Clinton Bailey, City Manager

Date:



STR Permit Appeal Application Form

Sec. 20-225 (b)

An appeal filed under this section must be filed with the director no later than the 20th day following the date on which the permit was denied. The appeal must be sworn and must identify each alleged point of error, facts and evidence supporting the appeal, and reason why the action of the director should be modified or reversed.

Owner Information:

Full Name:
Diane DeCou

Address: 108 N Mesquite St
City: Corpus Christi State: Tx Zip: 78401
Phone Number: 361-815-5314
Email Address: grayoliveproperties@yahoo.com

STR Property Information:

Address of the STR Property: 318 W Travis Zoning: R2
STR Permit Number (if previously permitted): 8056001258 & 8056001260
Reason for Appeal: missed permit date

If the property has been rented, has H.O.T. been remitted to the City of Fredericksburg? _____

Date of Denial: 10/02/24 Filing Date (within 20 days of denial): 10/07/24

Details of Appeal:

Please provide a detailed explanation of why you are appealing the decision to deny, revoke, or modify your short-term rental (STR) permit:

please see attached

In 2023 Gray Olive Properties lost our office manager/bookkeeper when she quit her position unexpectedly. The office had many tasks that were not completed. A new person was hired and she did not work out and put things further behind. The individual who took over the position was under the impression that the permits were all due at the same time in October. So when Heavenly Hosts made an inquiry about the status of the permits, we were stunned to realize the dates had passed.

In addition to the staff changes, I underwent major surgery in early 2024 and was out of the office for several months. I am also caring for my elderly parents who have unfortunately have been in and out of doctor's offices and the hospital over the summer. I have had to find round the clock care for them and have not been able to travel much to keep up with my properties.

I certainly understand that rules are put in place for a reason but I respectfully ask for the permits to be renewed given the unusual set of circumstances that led to our mistake. I have been a compliant STR owner for several years and done my best to contribute to Fredericksburg's economy.

Supporting Documentation:

Please attach any relevant documentation that supports your appeal (e.g., property records, HOT (Hotel Occupancy Tax) remittances, previous STR permits, correspondence with city officials, etc.):

Declaration:

I hereby declare that the information provided in this appeal application is true and accurate to the best of my knowledge. I understand that providing false information may result in the rejection of my appeal.

Signature: Melinda R. Brown Date: 10/7/24

ACKNOWLEDGMENTS

State of Texas

County of Nueces

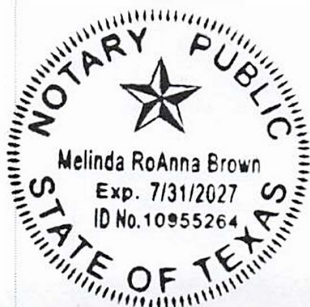
Before me, (Melinda R. Brown), on this day personally appeared Diane Delou, known to me (or proved to me on the oath of or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 07 day of October, 20 24

(Personalized Seal)

Melinda RoAnna Brown

Notary Public's Signature



Staff Review

Date accepted as complete: 10-11-24 **City Council Date:** 11-5-24

Result: _____

Fee : \$300 **Check #:** 1632 **Date Received:** 10-11-24

Submission:

Please submit this **completed application form along with any supporting documentation** and **the \$300 appeal fee** within the required 20 days (after the permit was denied) to Anna Hudson, Director of Development Services, [**ahudson@fbgtx.org**](mailto:ahudson@fbgtx.org)

The \$300 appeal fee may be mailed to City of Fredericksburg, 126 W Main Street, Fredericksburg, Texas, 78624. The application will not be considered complete without all documentation and fees.

The Director of Development Services has 14 days to review the appeal application, City council will hear the appeal at the next regularly scheduled City Council meeting, and may affirm, modify, or reverse an application denial. The City Council shall give written notice of a decision on an appeal to the appellant.

Note: The submission of an appeal does not guarantee a reversal of the decision regarding the short-term rental permit. Appeals will be reviewed in accordance with the relevant regulations and policies governing short term rental permits in Fredericksburg, Texas.

Gray Olive V, LLC
Diane DeCou
108 N. Mesquite
Corpus Christi, TX 78401

October 17, 2024

Dear City of Fredericksburg,

I am writing to you to request an appeal of my STR permit for 318 Travis, otherwise known as Oasis. I purchased the house in November of 2017 and obtained my permit in June 2018. We had a family bookkeeper who helped me take care of all the details for the permits. Over the last few years the permit process has evolved and we adapted to the changes. I had at one point three houses with permits. I have since sold one and so there are two houses to maintain. I have not had compliance issues to my knowledge over the entire time I have been renting the house. Unfortunately, a bad series of events occurred, causing me to miss the date to renew the permit.

Our bookkeeper left shortly after renewing the 318 Travis permit in 2023. I hired a new bookkeeper and she renewed my other permit in October 2023. At that time, I had an administrative assistant who was helping me file all of the paperwork that was left behind from the first bookkeeper. I ended up terminating the second bookkeeper in November of 2023. In the same timeframe, I was experiencing abdominal pain and had a biopsy that showed I needed to have surgery. I was unable to find a new bookkeeper so I began working through all of the issues in the office with the help of my administrative assistant. We had a due date calendar in the office, however the first bookkeeper had not kept it up. My assistant has been piecing together a new calendar and she put the second house permit as due in October on the list. She did not realize the other house was on a different date. And we have searched the office and cannot find the 2023 permit for 318 Travis – we know we had it because Heavenly Hosts had it, but I don't know where it was filed or if it was in her email. She was very scattered at the end of her time here.

In January, my father was hospitalized for pneumonia and when he came out, he and my mother, who has dementia, needed round the clock care - especially since I was scheduled for surgery in February. So my time at the office was limited and I was limited on what I could do for 8 weeks. I was just doing what had to be done to keep up with our businesses.

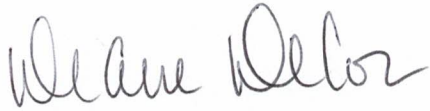
My permit expired on June 20, 2024. I was with my dad who was back in the hospital on June 15th. He was very weak and ended up with COVID on July 3rd. In fact, both parents had COVID. He was back in the hospital on July 11th for 3 days and then again on August 2nd for three days and Aug 10th for an allergic reaction to his medication. All of this happened in the 90 day grace period. And my assistant was helping keep up with deadlines, but unfortunately it was not on the list.

I only realized there was a problem when I received an inquiry about my permit from Heavenly Hosts. On September 18th received a question about the permit. At first, we were confused by the date and then we realized the permits were due at different time. We called the City to see what to do. She filled out the permit request. In her haste to try to fix it, it may not be filled out correctly. The permit was filed on September 27th and rejected October 2nd. We ceased rentals as of that date.

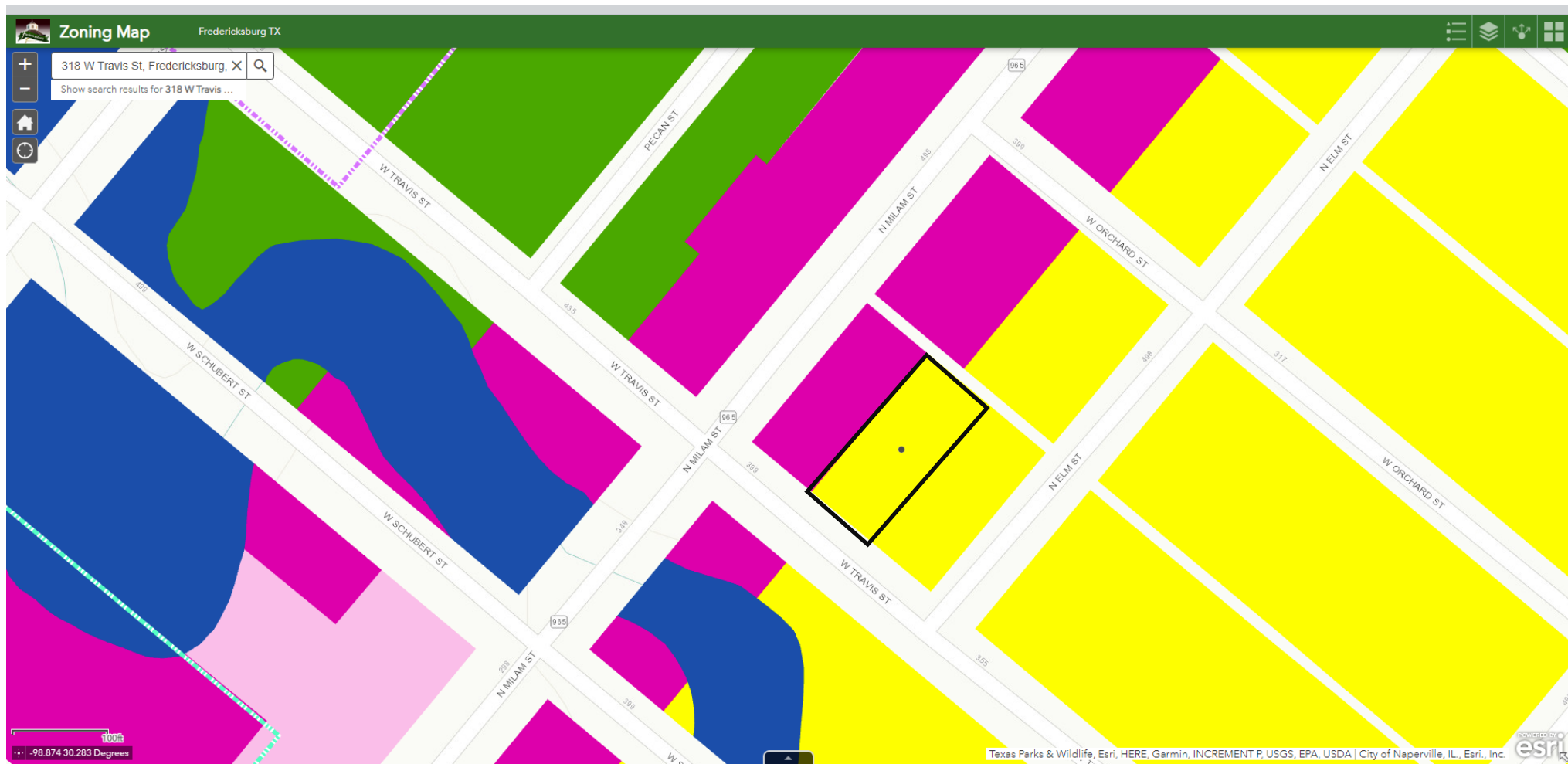
I have talked Heavenly Hosts regarding my HOT tax. I am in compliance with remitting tax. I am attaching some evidence they provided to me in that regard.

I really have no excuse other than to tell you how chaotic this last year has been for me. I am embarrassed to have to ask for an exception as I pride myself in following rules and being early rather than late. I certainly understand you have a responsibility to the citizens of Fredericksburg to maintain order in this process. I did not intentionally miss the deadline. And as soon as we realized what had happened we tried to make it right. Thank you for your consideration.

Sincerely,

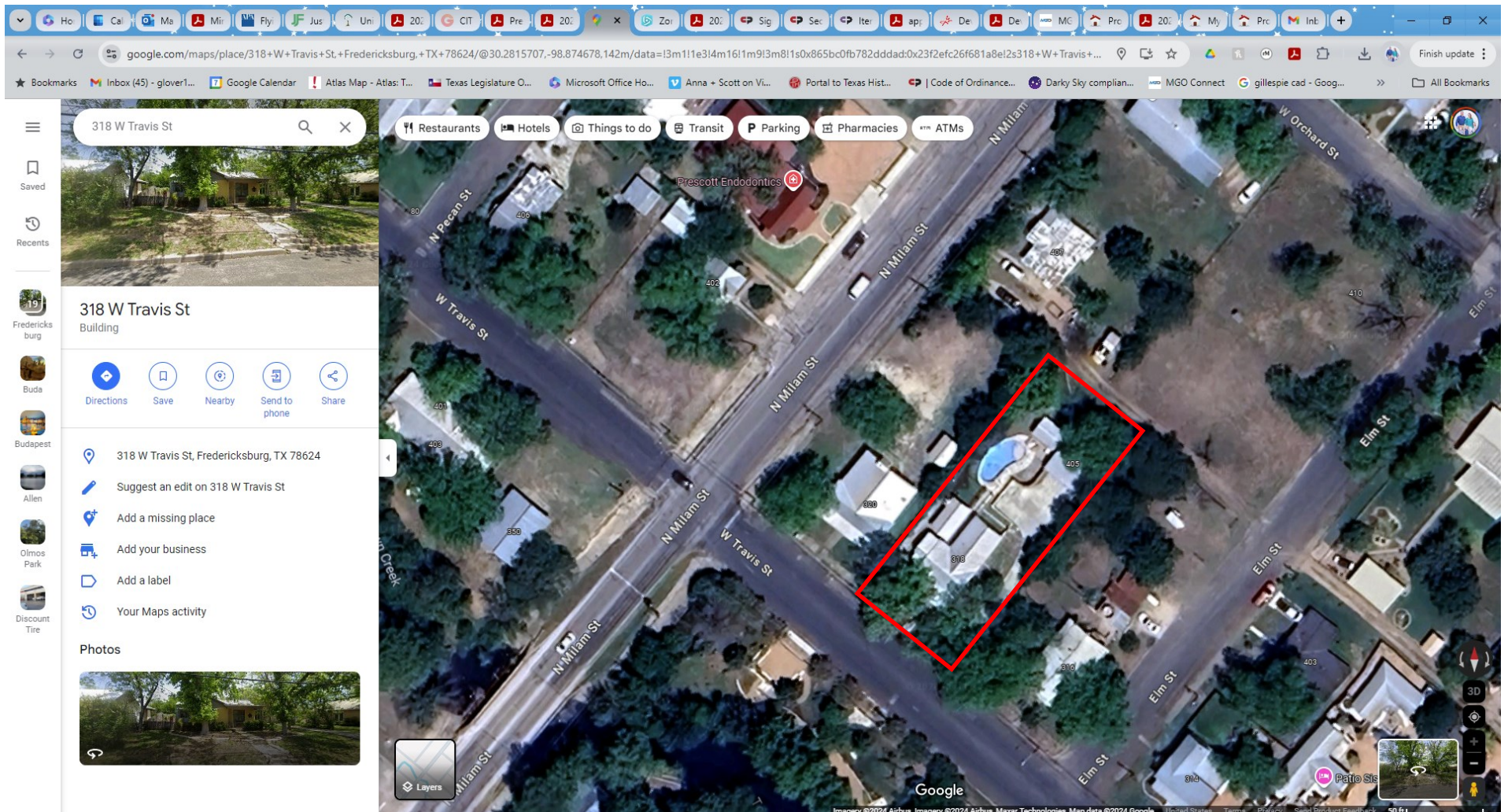
A handwritten signature in dark ink, appearing to read "Diane DeCou". The signature is fluid and cursive, with the first name "Diane" and last name "DeCou" clearly distinguishable.

Diane DeCou
Owner Gray Olive V, LLC



- 318 W Travis
- R2 zoned with 2 structures.
- Has operated as an STR facility





318 W Travis

R2 zoned with 2 structures.

Has operated as an STR facility



CITY COUNCIL AGENDA MEMO

DEPARTMENT: Development Services

TO: Mayor & City Council Members

FROM: Anna Hudson, Director of Development Services

MEETING DATE: November 5, 2024

CATEGORY: OTHER ACTION ITEMS AND UPDATES

CAPTION: Consider and take action on Appeal of Director of Development Services denial of STR permit for Rose Meridan at 509 W. Creek Street. (Anna Hudson, Director of Development Services)

PRESENTATION:

SUMMARY:

The permit expired on April 30, 2024. The 90 day non-conforming status terminated on July 29, 2024. A reminder email was sent on June 3, 2024, regarding the imminent loss of the non-conforming status. The owner relied on the management company to take care of permits.

BACKGROUND:

Address: **509 W Creek**

Zonining: **R1**

Owner: **Rose Meridan**

Management Company: **Fredericksburg Escapes**

Most Recent STR issued: **7/21/2023**

STR Permit expired: **4/30/2024**

Email reminder sent by staff: **6/3/2024**

Non-conforming status expired: **7/29/2024**

Renewal Permitted Denied: **9/3/2024**

H.O.T.: **compliant**

Violations/Complaints: **none**

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Tourism

ATTACHMENTS:

1. Rose Merdian 509 W Creek Appeal Application
2. 509 w creek maps

APPROVAL/REVIEW:



Anna Hudson, Director of Development Services

Date: October 30, 2024



Garret Bonn, Assistant City Manager

Date: November 01, 2024

William McKamie, City Attorney

Date:

Leticia Vacek, City Secretary

Date:

Clinton Bailey, City Manager

Date:



STR Permit Appeal Application Form

Sec. 20-225 (b)

An appeal filed under this section must be filed with the director no later than the 20th day following the date on which the permit was denied. The appeal must be sworn and must identify each alleged point of error, facts and evidence supporting the appeal, and reason why the action of the director should be modified or reversed.

Owner Information:

Full Name:

ROSE MERDIAN

Address:

PO Box 776

City: FBG

State: TX

Zip: 78624

Phone Number:

830-997-0238

Email Address:

DOUBLEROSERANCHTX@gmail.com

STR Property Information:

Address of the STR Property:

509 W CREEK ST

Zoning:

STR Permit Number (if previously permitted):

8056000981

Reason for Appeal:

FREDERICKSBURG ESCAPES OWNER let it Lapse/No fault
of the home owner

If the property has been rented, has H.O.T. been remitted to the City of Fredericksburg?

YES

Date of Denial:

9-4-24

Filing Date (within 20 days of denial):

Details of Appeal:

MARNIE PATE OWNER OF FREDERICKSBURG ESCAPES
dropped the ball on this and AMY + CAKEN only found
out when DENIAL LETTER came in.

Please provide a detailed explanation of why you are appealing the decision to deny, revoke, or modify your short-term rental (STR) permit:

The owner of Fredericksburg Escapes failed to apply for the renewal. Owner Marnie Pate she failed to do her job. Please don't punish homeowner for this negligence of this or Marnie Pate was suppose to handle for Homeowner

Supporting Documentation:

Please attach any relevant documentation that supports your appeal (e.g., property records, HOT (Hotel Occupancy Tax) remittances, previous STR permits, correspondence with city officials, etc.):

Declaration:

I hereby declare that the information provided in this appeal application is true and accurate to the best of my knowledge. I understand that providing false information may result in the rejection of my appeal.

Signature: Rosemary Meridian
Date: 9/19/24

ACKNOWLEDGMENTS

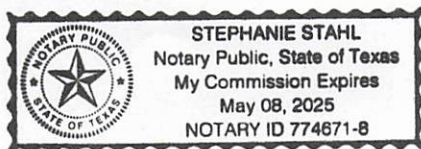
State of Texas

County of Gillespie

Before me, (Stephanie Stahl), on this day personally appeared Rosemary Meridian SDS known to me (or proved to me on the oath of or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 19th day of September, 2024.

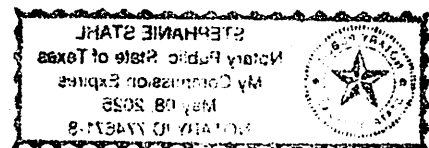
(Personalized Seal)



Stephanie Stahl
Notary Public's Signature

Suppose you have a number of numbers with
and I want you to find the sum of all the
numbers from 1 to 100. You can find this
by using the formula for the sum of an
arithmetic series. The formula is
$$S = \frac{n}{2}(a + l)$$

where S is the sum, n is the number of terms,
 a is the first term, and l is the last term.
In this case, $n = 100$, $a = 1$, and $l = 100$.
So the sum is $S = \frac{100}{2}(1 + 100) = 5050$.



Staff Review

Date accepted as complete: _____

City Council Date: _____

Result: _____

Submission:

Please submit this completed application form **along with any supporting documentation** within the required 20 days (after the permit was denied) to Anna Hudson, Director of Development Services, ahudson@fbgtx.org

The Director of Development Services has 14 days to review the appeal application, City council will hear the appeal at the next regularly scheduled city Council meeting, and may affirm, modify, or reverse an application denial. The City Council shall give written notice of a decision on an appeal to the appellant.

Note: The submission of an appeal does not guarantee a reversal of the decision regarding the short-term rental permit. Appeals will be reviewed in accordance with the relevant regulations and policies governing short term rental permits in Fredericksburg, Texas.



Fredericksburg Escapes <fredericksburgescapes@gmail.com>

MGO Connect - Your application cannot be processed by the jurisdiction Fredericksburg

2 messages

no-reply@mygovernmentonline.org <no-reply@mygovernmentonline.org>
To: fredericksburgescapes@gmail.com

Wed, Sep 4, 2024 at 10:20 AM

Customer Portal

Your Application #2412962 , **509 W CREEK ST , Fredericksburg TX 78624** cannot be processed by the jurisdiction Fredericksburg.

The jurisdiction added the following comments:

Permit has lost its non-conforming status, unable to obtain permit-- permit has been expired-4/30/2024

Please login to the [MGO Connect](#) to review your application request.

Fredericksburg Escapes <fredericksburgescapes@gmail.com>
To: Marnie Pate <porta@cbporta.com>

Wed, Sep 4, 2024 at 10:23 AM



Fredericksburg & Hill Country Escapes
830-307-3109 Office
909 E. Main St.
Fredericksburg, TX 78624

Book direct & save!
www.fredericksburgescapes.com

[Quoted text hidden]



Fredericksburg Escapes <fredericksburgescapes@gmail.com>

(no subject)

3 messages

Tyler Baethge <tbaethge@fbgtx.org>

Wed, Sep 4, 2024 at 2:34 PM

To: Fredericksburg Escapes <fredericksburgescapes@gmail.com>, "DB/ROSE@SBCGLOBAL.NET"
<DB/ROSE@sbcglobal.net>, Marnie Pate <porta@cbporta.com>

Good Afternoon,

The permit on 509 W Creek – Sophia's Secret - expired on 4/30/24. A reminder email was sent on 6/3/24 to renew.

The property has lost its [nonconforming status](#) (grandfathered) as the permit expired more than 90 days ago. The property is located in R1 and an STR unoccupied is no longer available by right.

A renewal was submitted renewal 9/3/24 and rejected as the nonconforming status is no longer in place, the property is currently operating without a valid STR permit. All operations must cease immediately as the property is in violation of the [STR Ordinance](#).

If you have any questions, please contact the STR specialist at Tbaethge@fbgtx.org

Sincerely,

Tyler Baethge*Short Term Rental Specialist*

126 W. Main Street

Fredericksburg, TX 78624

Office: (830) 997-7521 | Direct: (830) 990-2028 | tbaethge@fbgtx.org

City Mission: We're leading with integrity while providing the best customer services to our community.



Fredericksburg Escapes <fredericksburgescapes@gmail.com>

(no subject)

2 messages

Tyler Baethge <tbaethge@fbgtx.org>

Wed, Sep 4, 2024 at 2:34 PM

To: Fredericksburg Escapes <fredericksburgescapes@gmail.com>, "DB/ROSE@SBCGLOBAL.NET"
<DB/ROSE@sbcglobal.net>, Marnie Pate <porta@cbporta.com>

Good Afternoon,

The permit on 509 W Creek – Sophia's Secret - expired on 4/30/24. A reminder email was sent on 6/3/24 to renew.

The property has lost its [nonconforming status](#) (grandfathered) as the permit expired more than 90 days ago. The property is located in R1 and an STR unoccupied is no longer available by right.

A renewal was submitted renewal 9/3/24 and rejected as the nonconforming status is no longer in place, the property is currently operating without a valid STR permit. All operations must cease immediately as the property is in violation of the [STR Ordinance](#).

If you have any questions, please contact the STR specialist at Tbaethge@fbgtx.org

Sincerely,

Tyler Baethge*Short Term Rental Specialist*

126 W. Main Street

Fredericksburg, TX 78624

Office: (830) 997-7521 | Direct: (830) 990-2028 | tbaethge@fbgtx.org

City Mission: We're leading with integrity while providing the best customer services to our community.

Fredericksburg Escapes <fredericksburgescapes@gmail.com>
To: Marnie Pate <porta@cbporta.com>

Wed, Sep 4, 2024 at 2:40 PM



Fredericksburg & Hill Country Escapes
830-307-3109 Office
909 E. Main St.
Fredericksburg, TX 78624

Book direct & save!
www.fredericksburgescapes.com

[Quoted text hidden]



Fredericksburg Escapes <fredericksburgescapes@gmail.com>

Appeals Court

2 messages

Fredericksburg Escapes <fredericksburgescapes@gmail.com>
To: Jan Musgrove <jmusgrove@fbgtx.org>

Fri, Sep 13, 2024 at 9:33 AM

Good morning Jan,
I was wondering if you could give me some guidance on how I go about getting on the appeals court docket for Sophia's Secret? 509 West Creek Street.
Your help is greatly appreciated,
Amy



Fredericksburg & Hill Country Escapes
830-307-3109 Office
909 E. Main St.
Fredericksburg, TX 78624

Book direct & save!
www.fredericksburgescapes.com

Jan Musgrove <jmusgrove@fbgtx.org>

Fri, Sep 13, 2024 at 10:32 AM

To: Fredericksburg Escapes <fredericksburgescapes@gmail.com>

Cc: Tyler Baethge <tbaethge@fbgtx.org>, Anna Hudson <ahudson@fbgtx.org>, Shelby Collier <scollier@fbgtx.org>

Amy,

You will need to contact Shelby Collier, Senior Planner to apply for an appeal for 509 W Creek Street.

She will get you started with the appeals process for you by providing the documents that you will need to fill out to start the appeals process. The Appeal is heard by City Council.

Sincerely,

Jan Musgrove

Planner 1



126 W. Main Street

Fredericksburg, TX 78624

Office: (830) 997-7521 | Direct: (830) 990-2079 | jmusgrove@fbgtx.org

City Mission: We're leading with integrity while providing the best customer services to our community.

From: Fredericksburg Escapes <fredericksburgescapes@gmail.com>

Sent: Friday, September 13, 2024 9:34 AM

To: Jan Musgrove <jmusgrove@fbgtx.org>

Subject: Appeals Court

Good morning Jan,

I was wondering if you could give me some guidance on how I go about getting on the appeals court docket for Sophia's Secret? 509 West Creek Street.

Your help is greatly appreciated,

Amy

[Quoted text hidden]



Fredericksburg Escapes <fredericksburgescapes@gmail.com>

509 W Creek Street

2 messages

Fredericksburg Escapes <fredericksburgescapes@gmail.com>
To: Shelby Collier <scollier@fbgtx.org>

Fri, Sep 13, 2024 at 10:35 AM

Hello Shelby,
I'm trying to get the appeal started for Sohia's Secret at the address above. Can you guide me as to the paperwork I need to fill out.
Thank you,
Amy



Fredericksburg & Hill Country Escapes
830-307-3109 Office
909 E. Main St.
Fredericksburg, TX 78624

Book direct & save!
www.fredericksburgescapes.com

Shelby Collier <scollier@fbgtx.org>

Fri, Sep 13, 2024 at 1:10 PM

To: Fredericksburg Escapes <fredericksburgescapes@gmail.com>

Cc: Anna Hudson <ahudson@fbgtx.org>, Jan Musgrove <jmusgrove@fbgtx.org>, Tyler Baethge <tbaethge@fbgtx.org>

Good afternoon Amy,

Thank you for your email.

The first step in the appeal process is to have a denied STR application. If you have not already done so, please submit a STR application through the MGO portal found at the following link:

<https://www.mgoconnect.org/cp/portal>

Once the application has been denied by City Staff, the applicant then has 20 days to file an appeal of Staff's denial with the City Council.

To file an appeal, you may complete the attached application and return to me for processing.

Please be advised that an incomplete application will not be accepted.

It is important to note that Sec. 20-225 speaks to the requirements for an appeal which include the applicant identifying alleged points of error in Staff's decision, facts and evidence supporting the appeal, and the reason why the decision should be modified or reversed. The application must also be sworn and requires a Notary's seal and signature.

Once the completed appeal application is received, Staff has 14 days to review the application, and City Council will hear the request at the next regularly scheduled meeting, and may take action on the request.

Please feel free to contact me if you have any questions.

Have a blessed day!

Shelby Collier

Senior Planner



126 W. Main Street

Fredericksburg, TX 78624

Office: (830) 997-7521 | Direct: (830) 990-2013 | scollier@fbgtx.org

City Mission: We're leading with integrity while providing the best customer services to our community.

[Quoted text hidden]

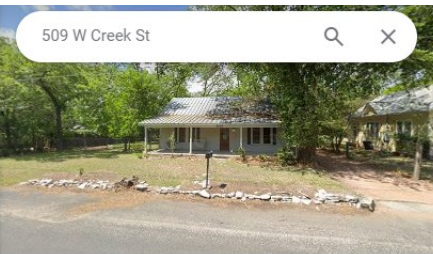
 STR Permit Appeal Application Form_.docx
59K



509 W Creek
R1 zoned



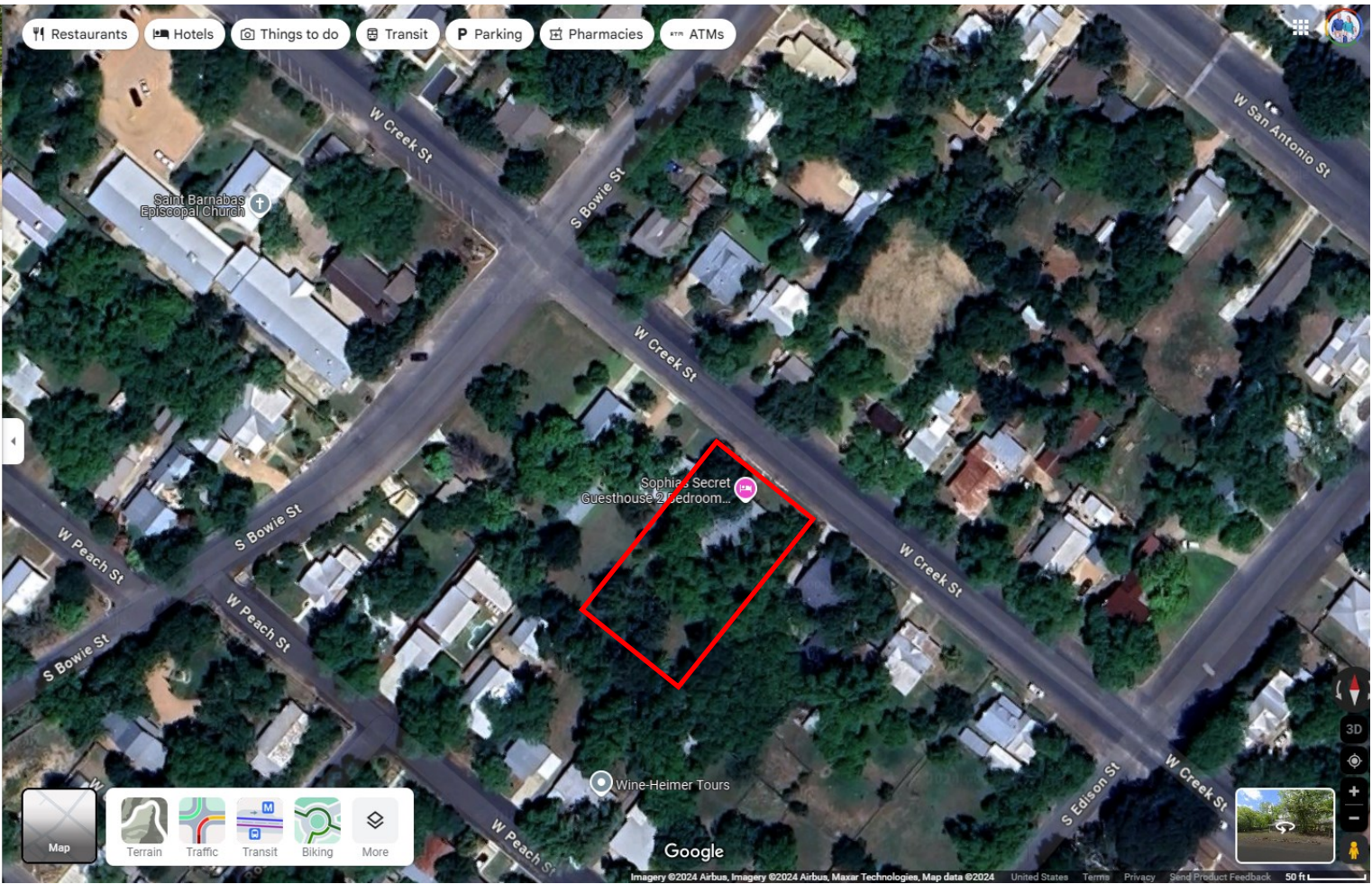
- Menu icon
- Saved
- Recents
- Fredericksburg
- Buda
- Budapest
- Allen
- Olmos Park
- Discount Tire



509 W Creek St
Building

- Directions
- Save
- Nearby
- Send to phone
- Share

- 509 W Creek St, Fredericksburg, TX 78624
- Suggest an edit on 509 W Creek St
- Add a missing place
- Add your business
- Add a label
- Your Maps activity



509 W Creek
R1 Zoned



CITY COUNCIL AGENDA MEMO

DEPARTMENT: Public Works and Utilities

TO: Mayor & City Council Members

FROM: Evan Williamson, Assistant City Engineer

MEETING DATE: November 5, 2024

CATEGORY: OTHER ACTION ITEMS AND
UPDATES

CAPTION: Consider and take action on a contract with SEnergy for GIS Electrical System Inventory.
(Kris Kneese, Director of Public Works & Utilities)

PRESENTATION:

SUMMARY:

Consideration and approval of contract professional services for electric distribution system field inventory and development of geographic information system database.

BACKGROUND:

The City of Fredericksburg electric department has worked with SEnergy, formerly Schneider Engineering, for over 20 years. They assist the City by performing a system study each 5 years to evaluate the City's electric distribution system and recommend projects to respond to growth or rehabilitation. During that effort, all the records for jobs the Electric Department has completed are compiled and updated in the system model. To date, the Electric Department has relied on paper work orders for tracking improvements to the system. Reviewing the records for updating the model is a time and effort-intensive process for City staff and the consulting engineers.

The City utilizes a Geographic Information System (GIS) for mapping and data management. With the approval of this proposal, SEnergy field crews would inventory distribution infrastructure within the City's service territory including poles, transformers, switches and others. All the infrastructure will be mapped, and any associated data will be collected and recorded. Once complete, the information will then also be accessible via a tablet or other smart device to be referenced in the field. As jobs are completed from year to year, the improvements will be recorded in GIS. In this way the Electric Department will have an up to date system map readily available with all the necessary data and the information will be ready for use in completing the system study.

This project was budgeted for the Electric Department in Fiscal Year 2025 and the \$102,000 proposal is within the budgeted amount.

FUNDING SOURCE: Electric Department Capital **FINANCIAL IMPACT:**
\$102,000

STAFF RECOMMENDATION:

Staff recommends approval of the proposal.

COMPREHENSIVE PLAN GUIDING PRINCIPLE:
Workforce

ATTACHMENTS:

1. Fredericksburg GIS Electrical System Inventory Proposal Rev 1

APPROVAL/REVIEW:



Kris Kneese, Director of Public Works, Utilities, and Engineer

Date: October 31, 2024



Garret Bonn, Assistant City Manager

Date: November 01, 2024



William McKamie, City Attorney

Date: November 01, 2024



Leticia Vacek, City Secretary

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024



PROJECT PROPOSAL GIS ELECTRICAL SYSTEM INVENTORY

PREPARED FOR
CITY OF FREDERICKSBURG

October 24, 2024

<i>Table of Contents</i>	2
Letter of Interest	3
Section 1: Executive Summary	
Firm Overview	4
Section 2: Crew Composition & Equipment Overview	
Project Team	8
Equipment Overview	9
Section 3: Data Collection Methodology	
Proposed Project Approach	11
Work Schedule	15
Section 4: Project Management Strategy	16
Section 5: Data Delivery & Validation Practices	
QA / QC	18
Section 6: Services Pricing* (*Based on 5,000 Poles)	20
Added Value	21
APPENDICES	
Client Reference List	22
Representative Projects	24
Utility References	28

October 24, 2024

City of Fredericksburg
Evan Williamson
126 W Main Street
Fredericksburg, TX 78624

Re: Request for Proposal GIS Electrical System Inventory

Dear Evan:

SEnergy (SE) is pleased to submit the enclosed proposal for GIS Electrical System Inventory to the City of Fredericksburg. As you'll see from the attached proposal, SE has a great deal of experience providing these services. We currently provide GIS, System Planning, and related services to twenty (20) electric utilities throughout Texas.

We are currently performing system planning services for the City of Fredericksburg, so we are confident that our team is uniquely qualified to provide GIS Electrical System Inventory services as outlined in our proposal. We have an intimate knowledge of the Utility's distribution system and believe we will provide the best value to the City of Fredericksburg.

Our advantage over other companies that perform system inventory work is our intimate knowledge of your distribution system. Our expertise will save the City of Fredericksburg a significant amount of money by controlling the quality and accuracy of the data that is inventoried and mapped. Bad data from the field can cost utilities a significant amount of money, and it's something that isn't captured in the inventory pricing of the RFP.

SE has a great deal of experience with electric distribution design and program management support. We are focused and committed to creating value for our Clients and assisting them in accomplishing their goals, making their organizations successful by delivering projects on-time, on-budget, and on-target with the goal of exceeding our Clients expectations every time. We have instituted project communications and Client feedback processes into every project to ensure that our project managers-engineers remain focused on tasks, assignments, and successful project outcomes.

If you need anything else from me or have any questions regarding our proposal, please don't hesitate to contact me at 830.249.3887 or nlaws@se-texas.com. Thank you for the opportunity and we look forward to hearing from you.

Sincerely,



J. Nakee Laws, P.E.
Senior Vice President of Engineering Operations
TX Reg. #: F-1594

FIRM NAME	SEnergy, Powered by Schneider Engineering	
LICENSES	TX: F-1594 OK: 5690 LA: 5590 KY: 4467 NM: Registered	
WEBSITE	www.poweredbysenergy.com	
OFFICE LOCATIONS	Boerne Office SEnergy 191 Menger Springs Parkway Boerne, Texas 78006	College Station Office SEnergy 3007 Earl Rudder Freeway, Ste. 400 College Station, Texas 77845
PRINCIPALS	Lance Pettigrew, P.E. – Chief Executive Officer J. Nakee Laws, P.E. – Senior Vice President of Engineering Operations Steve Moffitt – Senior Vice President of Business Consulting Services	

OVERVIEW

Established in 1991 by O.W. Schneider, SEnergy (SE) is a Texas-based, utility-focused consulting firm offering services that support our Clients' utility systems and business operations. Our services are designed to strengthen our Clients' engineering, operations, and business functions – all of which are critical to the ongoing success of their organizations.

Working in both the Public Power and private sectors, SE has a 32+ year track record of working with electric utilities and developers on a full spectrum of projects to meet their individual needs. Our extensive history, coupled with our specific project-related expertise, sets us apart from other firms. Our Financial Services Team has the experience and knowledge of current electric utility ratemaking strategies and concepts, including review of rate philosophies and policies, cost of service studies, cost allocation models, rate designs, and financial forecasts. We leverage our Client and industry knowledge to ensure we provide sound project deliverables for these important business areas.

LOCATION / LOCAL PRESENCE

SE has three (3) office locations in Texas - two offices are located in Boerne (northwest of San Antonio) and one office is located in College Station. Our Clients (including electric cooperatives and other types of utility and private companies) range from large utility systems with 900,000+ electric meters, to small systems with less than 3,000 electric and water meters.

Our firm is organized into multiple divisions based on the services provided. Our engineering teams are structured by service, function and grid-side facilities (distribution, transmission, substation, planning). We also have field technicians and survey teams that align with our distribution, project management and field services.

OUR TEAM

SE currently has one hundred two (102) employees including sixteen (16) Professional Engineers licensed in the State of Texas, three (3) Engineers in Training, and nine (9) business consultants. The remainder of our team is made up of designers, field technicians, inspectors, project managers, consultants, and administrative support staff.

Our engineering group provides design services that promote the development and maintenance of reliable systems. Their experience in providing engineering, drafting, and consulting solutions to utilities is unique. Exposure to projects, small to large, provide them with extensive market-based databases that allow them to accurately budget projects and meet the needs of our Clients. With this experience, they are prepared to allocate the necessary resources to handle multiple projects simultaneously within the various stages of the assignment.

PROJECT CORE MANAGEMENT TEAM

SE understands Electric Systems provide an important value to the communities they serve. SE provides comprehensive engineering and consulting solutions to our Clients to assist them in meeting their goals of reliability, competitiveness, and value to the community. Our service offerings are designed to assist Utilities meet engineering and operational challenges, evaluate, and apply advances in technology, understand changing expectations from consumers, navigate requirements from regulatory agencies, and adopt sound strategies to meet the dynamic challenges of the power supply market.

Our Core Management Team's experience and record of successful projects affirms our ability to perform the tasks identified in the scope of work for this project. Our understanding and background with distribution, transmission, and engineering services, as well as planning and energy supply/rate services allow us to focus on schedules and delivery approaches to meet your specific project requirements and budgets. We are confident that our quality work product and on-schedule delivery of complete design and construction packages will result in successful project outcomes at competitive advantages. SEnergy has provided engineering and consulting services for more than 32 years.

OUR TOOLS

- Autodesk AutoCAD
- PowerWorld
- PLS-CADD and PLS Pole
- Carlson
- Partner
- StakeOut
- ETAP
- ABB AFSuite (PCD2000 Controllers)
- MicroStation V8
- CYME Power Engineering Software
- Survey-Grade RTK GPS Units
- SolidWorks 3D
- Wonderware Intouch
- Delta V Explorer
- Factory Talk Historian
- Milsoft WindMil and LightTable
- AutoSpec (Budgeting and Standard Spec Tool)
- Leica High Density Laser Scanner
- Global Mapper
- Utility Center
- NISC MapWise
- Cooper ProView (Form 6 and 4D Controllers)
- SEL-2010 Quickset and SEL-5030 AcSEerator Quickset
- SEL-5033 AcSEerator SW RTAC
- NewForma Project Management
- ESRI ArcGIS
- Raken Daily Reporting
- Survalent
- RSLogix 5000/Studio 5000 PLC SW
- Rockwell Factory Talk Site Edition/Machine Edition

AREAS OF SPECIALTY

Engineering and Field Services

- Electrical Engineering Design (Substation, Transmission, and Distribution)
- Electrical Generation (Power Procurement Planning, Owner's Engineer, and EPC)
- Electric System Planning
- System Analysis and Operational Support
- Project Management
- Construction Management
- SCADA Implementation and Support
- Field Staking and Design
- Electric System Inspections

GIS Services

- System inventory
- Map re-alignment and updates
- Feature class creation
- Assembly unit creation
- Work order updates
- Model updates
- Work order conversion to As-Built
- Monthly reporting on system statistics
- Flow integrity checks
- Preparing deliverables for third parties such as shapefiles and print maps
- Material audit
- Labor and material cost updates
- Material picklist database standardization

Business Consulting Services

- Cost of Service Studies
- Wholesale and Retail Power Supply
- Wholesale and Retail Risk Management and Hedging Support
- Financial Services / Rate Studies
- Rate Designs
- Review of Rate Philosophies and Policies
- Financial Forecasting and Analysis
- Cost Allocation Models
- Pricing Strategies
- Project Valuation and Analysis
- Business Process Management Services
- Regulatory / Reliability Compliance
- Smart Grid / AMI Support

OUR APPROACH

To ensure successful project outcomes, our project managers bring positive ENERGY, FOCUS on schedules and budgets, and provide unyielding COMMITMENT to our Clients. We assign resources to our Clients that match project-specific needs. Our project budgets are managed weekly to ensure staffing and efforts are on track to meet our budget commitments. Our project managers meet weekly with technical staff to ensure our Clients' deliverables are on schedule, and to confirm that all teams and project resources are working together seamlessly.

OUR COMMITMENT

We are committed to working on every project with integrity, drive, and focus on a cost-effective service delivery. Our combination of thorough project management processes, along with dedicated and knowledgeable personnel, allow us to meet our unyielding standards for quality, accuracy, and Client / project communication.

SECTION 2: CREW COMPOSITION & EQUIPMENT OVERVIEW

PROJECT TEAM MATRIX

TEAM MEMBER	PROJECT ROLE	LICENSES	YRS. EXP.	STRENGTHS / BACKGROUND
J. Nakee Laws, P.E.	Principal Oversight	PE# 94996	25	Authority and responsibility to ensure project deliverables are accurate, on schedule, and on budget.
Blake Kallemyn, P.E.	GIS Manager Project Manager	PE# 140875	12	Responsible for direct interface with field staff and designers.
Caleb Evans	GIS Developer QA/QC Manager	-	6	Holds a degree in Computer Science. Responsible for advanced GIS Programming/Scripting and developing strategies for delivering spatial and tabular information to internal and external stakeholders. Responsible for QA/QC throughout the project and will oversee QA/QC staff.
Collin Johnston	Associate GIS Technician	GIS Certification	3	Collin is a recent graduate of Texas State University with a Bachelor of Science in Geography: Water Resource Management. He also completed his GIS Certification while attending undergraduate. Responsible for QA/QC and data entry into various client GIS systems as well as updating and maintaining existing GIS models across numerous platforms including GIS Mapping Systems.
Isa Saucedo	Associate GIS Technician	-	1	Isa is a recent graduate of Texas A&M University in College Station with a Bachelor of Science in Geographic Information Science and Technology. Responsible for QA/QC and data entry into various client GIS systems as well as updating and maintaining existing GIS models across numerous platforms including GIS Mapping Systems
Kevin Winkler, P.E.	Distribution Manager/ Distribution Engineer	PE# 129287	19	Experience with overhead distribution and transmission line.
Bryan Pettit	Distribution Engineer/ UAS Pilot	Part 107 Remote Pilot	8	Pilot in the Air Force and a Space Operations Officer for US Space Force. UAS Operator
Gary Shivener	CAD Technician	-	39	Experience in the electric utility industry with background in Distribution design and customer engineering. Worked at Milsoft for 12 years before joining the SEnergy team. Extensive experience working with WindMil.
Ramona Van Slyke	CAD Technician	-	7	Responsible GIS data entry.
Lee Hill	CAD Technician	-	8	Responsible for GIS data entry.
Leroy Galm	Field Services Supervisor	-	41	Background in construction management of communications infrastructure with extensive experience in field engineering of electric distribution line and construction.
Cole Dommert	Field Technician	-	3	Responsible for field data collection

PROJECT TEAM LICENSES AND CERTIFICATIONS

FIRM	LICENSES / CERTIFICATIONS
SEnergy	TX: F-1594 OK: 5690 LA: 5590 KY: 4467 NM: Registered

FUNCTION

For this RFP, our project team consists entirely of SEnergy (SE) personnel who will perform all field inventory and GIS mapping work.

EQUIPMENT

ArcGIS with Field Apps

- ArcGIS Dashboards
 - ArcGIS Dashboards enables users to convey information by presenting location-based analytics using intuitive and interactive data visualizations on a single screen.
- ArcGIS Web Map
 - Interactive display of geographic information.
 - Field maps and Dashboards apps are built on top of the Web Maps
 - Hosted online through ArcGIS Online
- ArcGIS Field Maps
 - ArcGIS Field Maps is an all-in-one app that uses data-driven maps and mobile forms to help workers perform data capture and editing, find assets and information, and report their real-time locations.

ArcGIS Pro v3.2.1

- Supports data visualization; advanced analysis; and authoritative data maintenance in 2D, 3D, and 4D. It supports data sharing across a suite of ArcGIS products such as ArcGIS Online and enables users to work across the ArcGIS system through Web GIS.

DroneDeploy

- Process overlapping nadir images to create accurate 2D orthomosaics, digital surface models (DSMs), digital terrain models (DTMs), 3D surfaces and point clouds

DJI Matrice 30T UAS Platform

- Zoom Camera - 1/2" CMOS, Effective pixels: 48M
 - 16x optical
 - 200x digital
- Wide Camera - 1/2" CMOS, Effective pixels: 12M
- Thermal Imager - Uncooled VOx Microbolometer
- RTK Positioning Accuracy
 - 1 cm+1 ppm (horizontal)
 - 1.5 cm+1 ppm (vertical)
- Laser Range Finder - $\pm (0.2 \text{ m} + D \times 0.15\%)$, D is the distance to a vertical surface.

Bad Elf GNSS Surveyor

- Bluetooth GNSS Receiver & Datalogger with Barometric Sensor
- Paired with iPad or iPhone for 1m accuracy.

iPad 9th Generation

- Front Camera specs
 - 8MP Wide camera
 - Digital zoom up to 5x
 - Photo geotagging
 - Auto image stabilization
- Used to run ArcGIS Field Apps for collecting GPS and attribute data including photos.
- Paired with GNSS GPS receiver for 1m accuracy.

METHODOLOGY

SEnergy utilizes various GIS tools and applications to provide clear communication, efficient workflows, and powerful insights to project data. Clients are provided with 24-hour access to the GIS reporting environments including interactive and dynamic dashboards where up-to-the-minute data is visualized through maps, graphs, statistics and more. Everything can be filtered and queried by the Client, as desired, to track project milestones, field collection productivity rates, construction statuses, work order statuses and overall project updates.

SEnergy will leverage the expertise of the team members, hardware/software tools and all information available to merge this into an efficient, effective process. Organization and collaboration are key drivers for successful outcomes in every step of the process when dealing with large data sets. One of the core philosophies that we implement is to keep the data in one location for the entirety of the project and provide controlled interface with that data source based on the stage and need of the project. The data source is hosted online so that workflows can be paralleled resulting in little lag between various stages of the project.

Splitting the project into stages allows the project team members to capitalize on their individual strengths and allows for parallel workflows resulting in quicker turnaround and scalability if needed.

TECHNICAL APPROACH / PLAN

Our plan for data collection consists of different stages:

Initial Data Gathering and Assembly

At the start of the project, SE will request various items including GIS information, attaching entity records and contacts, safety standards, and contractor vehicle stickers. The GIS information will be reviewed, and any questions will be addressed to enable its use. Routes and QC baselines will be created from the existing data.

GPS and Photo Collection

Using a combination of ground and aerial systems, data will be collected in systematic sequence, feeder by feeder, from source to load. Ground crews will cover all areas that are easily accessible, and UAV's will be utilized if necessary for areas where access is limited.

Field crews will collect initial onsite data along with at least one photo of each location through ArcGIS Field Maps. Initial data consists of GPS location, all attribute data for poles as well as other high-level information for equipment and other features to drive and facilitate GIS review and feature creation.

If there is a desire for high resolution images to capture nameplate information, SE will use an extension pole mounted, high resolution camera for the areas surveyed from the ground and utilizing a drone and its camera for the facilities not reachable by terrestrial camera. In each case, SE will try to capture the best image available, but some equipment is expected to be challenging due to the location and condition of the nameplate, as well as weather and lighting conditions.

Ground crews will coordinate with City personnel to access facilities inside the substations and other inaccessible areas. GPS position and photos will be taken of the locations. Only information available from the exterior of the equipment will be collected so equipment will not be opened. Routing for cable/conduit will be estimated by the location of equipment and on-site evidence.

TECHNICAL APPROACH / PLAN CONTINUED

GIS Review and Feature Creation

GIS Technicians and Distribution Engineers will collaborate on the photos obtained from the ground and UAV crews to create the system features listed in the technical requirements of the RFP. Features will be uploaded to the hosted database and immediately viewable by the Client. Reviewers will mark structure locations as one of four statuses:

- Additional Field Info Needed
 - Will prompt field crews to gather additional required information.
- Senior Review
 - Areas of complex connectivity or unfamiliar equipment can be flagged for additional review by a senior level engineer.
- Issue Found
 - Can range from safety concerns to NESC violations. Issues found will be reported to City as a separate report.
- Complete

Pole Tag Placement (if requested)

Pole tags will be placed when locations are physically visited. Areas where data has been collected by UAV, will be marked for return visit after arrangements have been made to access property.

DATA POINTS

The following data points are to be collected. Some attributes can only be entered if name plate information is captured or provided, or if information is visible from the ground.

- **Poles – (~5,000)**
 - Height
 - Class
 - Material
 - ~~Pole Tag/Number~~
 - Birthmark/Vintage (if available)
 - Pole Type/Material
 - GPS Location
 - ~~Ownership~~
 - ~~Attacher Presence (y/n)~~
 - ~~Number of Attachers (if requested)~~
 - Damaged (y/n)
- **Overhead Transformers**
 - Size (kVA)
 - Type
 - GPS Location
 - Phase
 - Damaged (y/n)
 - Tank Mount (y/n)
 - Wildlife protected (y/n)
- **Underground Transformers**
 - Transformer Number
 - Size (kVA)
 - Type
 - GPS Location
 - Phase
 - Damaged (y/n)
- **Switches**
 - Device Number
 - Operation Type (Manual/Motor)
 - Amperage (if available)
 - Phasing
 - Equipment Type (fused/solid)
 - GPS Location
- **Protection Devices (Fuses, Recloser, Sect.)**
 - Device Number
 - Device Type (Fuse, Recloser, Sect.)
 - Device Size
 - Phase
 - Status (NC vs NO)
 - Damaged (y/n)
 - Curve (from picture only, if requested)
- **Other Devices (Capacitor, Regulator, Bay)**
 - Device Number
 - Device Type (Cap, Reg, Other)
 - Device Size
 - Phase
 - Damaged (y/n)
- **Junction Boxes**
 - Type (primary/secondary)
 - Equipment Number (if applicable)
 - Load Type (Consumer, Light, both)
 - Fixture Type (Fiber, PVC, Conc.)
 - Damaged (y/n, type)
 - GPS Location
- **Pedestal**
 - Type/ Fixture Type (PVC, Steel)
 - Equipment Number (if applicable)
 - Load Type (Consumer, Light, both)
 - Damaged (y/n, type)
 - GPS Location

▪ **Overhead Primary Conductor / Primary Wire**

- Size (Visual Only)
- Phase
- Phasing/Phase Orientation
- Type
- Neutral Type
- Neutral Size
- Feeder
- Substation
- Placement (OH vs UG)
- Span Length

▪ **Secondary Wire**

- Type
- Size (Visual Only)
- Placement (OH vs UG)
- Span Length

▪ **Guy Wires/Span Guys**

- Quantity
- Only visible NESC violations observed should be documented and accompanied by a picture.

▪ **Arrestors**

- Damaged (y/n)

▪ **Customer Information**

- Meter Number
- Consumer Type (Res, Comm)
- Phase
- Meter Seal Integrity
- Damaged (y/n)

CITY RESPONSIBILITIES

- Provide existing GIS data.
- Provide phase orientation at substation exit.
- Provide access to City facilities if necessary.
- Notifications to homeowners of intent to collect field data by SE.
- Provide timely responses to SE requests.

SCHEDULE

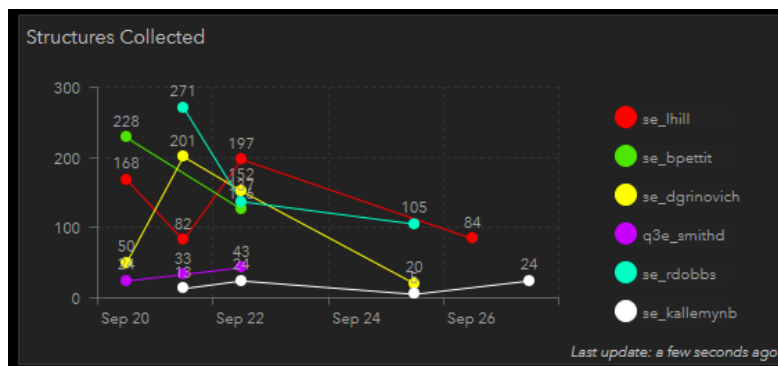
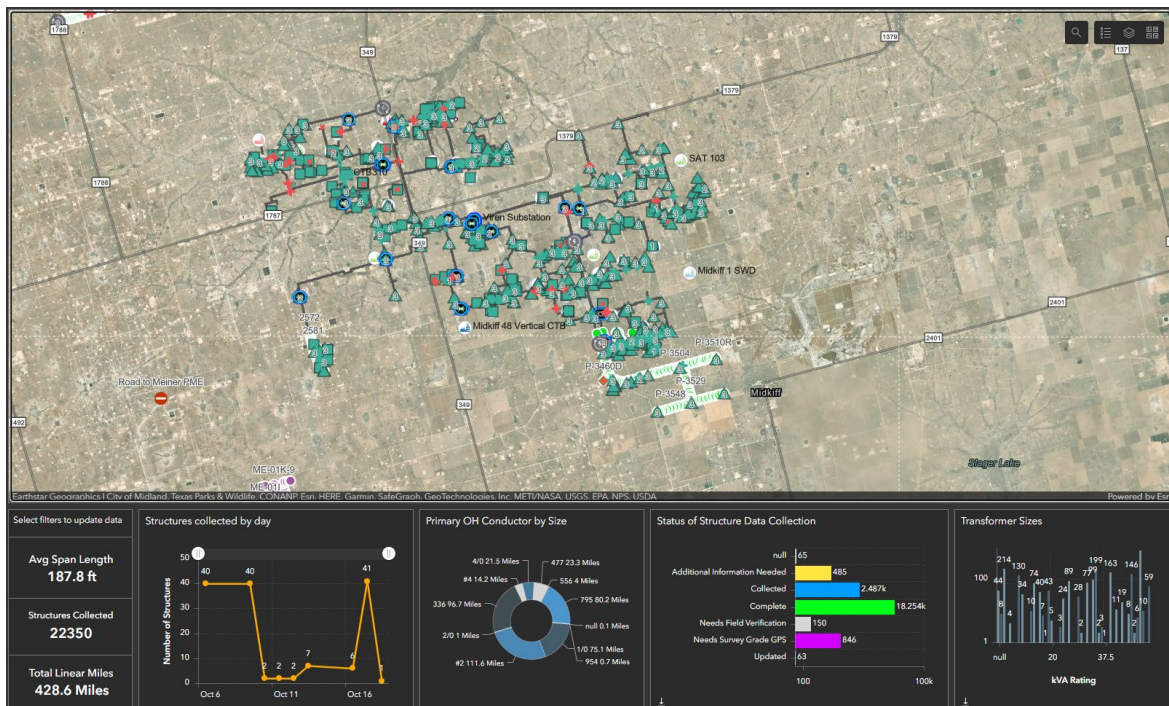
The survey and issuance of the report done in coordination with City.

- Start of survey will be scheduled jointly by City and SE.
- Field survey work to gather information on overhead facilities and pad mount transformers is estimated at 6 weeks duration.
- GIS map feature and attribute information population will begin 1 week after field work has started and is estimated at 5 weeks to complete.
- QA/QC will lag behind additional 2 weeks for an overall completion duration of 9 weeks.

PROGRESS REPORTS

SE utilizes ArcGIS Dashboards for most of its projects regardless of scope due to the powerful insights and organic data population it provides. Status attributes are built into each feature so the Dashboard can summarize that data automatically into easily digestible information but also allows the user to get more granular with the data if needed and to query, filter and export results as needed directly from the Dashboard. Dashboards will also be utilized to track production and identify opportunities for improved efficiency.

As the project develops and the dashboards are utilized, it is anticipated that revisions and additions will be made. This will enable straightforward access to desired information. SE welcomes feedback and will work to make enhancements to meet or exceed the Clients' needs. In addition, weekly progress report PDF's can be provided if desired. Progress reports are setup through ArcGIS Pro and linked directly to the hosted data. Once the report template is set up, creating a report on up-to-date data is literally as simple as clicking a button.



The SEnergy Quality Assurance / Quality Control (QA/QC) Plan has been developed to ensure all work will be performed in accordance with the City's expectations of quality control. The plan is internally developed and is NOT ISO 9001 certified. Caleb Evans will serve as the Quality Control Manager (QCM) to ensure the project team is carrying out the assigned projects in an accurate and timely fashion, as well as clarifying and communicating the QA/QC Plan to the project teams. Any indication of deficiencies, whether discovered by the City or the project team, shall be brought to the immediate attention of the QCM. He will also perform ongoing monitoring of the project team performance, continually validating the work performed.

QUALITY IN PROJECT PLAN

Our QA/QC plan begins with a good project plan that includes communication and an initial good understanding of the statement of work with expectations of the Client. From a well-defined and communicated project plan at the project outset, the project can proceed on milestones ensuring standards, and design milestones are met and achieve the highest standard of quality. The Project Manager will work to communicate with the project staff and the City on a regular basis, ensuring the projects are delivered on time. Our projects are reviewed weekly by the project teams to ensure deliverables are on schedule, and budgets are on track. Successful partnering on projects depends on open and consistent communication with our Clients on project status and issues. Clear communications through project status reports and personal interaction helps ensure projects are meeting expectations.

QUALITY IN DATA ACQUISITION AND INPUT

Location Data Accuracy:

Data is collected with devices capable of submeter accuracy. If higher resolution is needed SE can provide RTK GPS solutions to meet those needs.

Topology and Network Connectivity:

Validate the topological integrity of the network, ensuring that lines and nodes are correctly connected, and loops or dangles are minimized.

Data Input Accuracy:

SE utilizes a variety of front-end validation techniques to drive accurate and complete data input.

- Domains wherever possible to control what entries are made and to keep data consistent.
- Required fields to prevent incomplete entries.
- ArcGIS Field Map Forms allow restriction of editing or viewing certain fields. This is helpful to focus on the content that is important for a particular collection phase.

Data Integrity:

SE creates and runs scripts for data validation rules to check for inconsistencies, errors, duplicate and missing values during data entry.

Scripts are also used to compare new data sets to existing data sets and can flag potential errors and omissions to investigate further.

DATA DELIVERY

The data collection and monitoring will be hosted through SE's ArcGIS Online Portal. View only access will be given to the City during the data collection process so progress can be monitored in real time. Once the project is complete, data will be delivered via file geodatabase. File size of database will be monitored and if it becomes greater than 50 GB, photos will be removed from attachment table and delivered separately. SE will work with City staff to reassociate by their desired means, either through links to a share point site or local server or published back to their own instance of ArcGIS online.

With the overall duration of this project, it is anticipated that data will be delivered on a periodic basis. SE proposes that the intermediate deliveries will be based on completed substation services areas. This will enable the City to be able to use the data earlier in the project as well as provide SE with critical feedback ensuring success. Currently, the City of Fredericksburg has 2 substations and 8 feeders. We will deliver the first feeder for review and feedback, then we will deliver it in two additional submittals, by substation, or in one final delivery. We are open to alternative solutions if the City desires a different method.

SEnergy is pleased to present the following cost of services outlined below based on an assumption of 5,000 poles:

SERVICES INCLUDED IN RESPONSE TO RFP	PRICE
Field Inventory and GIS Mapping of Electrical Facilities (5,000 Poles). Poles spans and equipment features, see data points.	\$102,000

ADDED VALUE

We believe SEnergy is uniquely positioned to provide the best value to the City. We have been providing engineering services to City of Fredericksburg for about 20 years and believe no other company can match this. The knowledge gained over this time frame will allow us to understand and recognize differences across the system and not be significantly influenced. For other companies this could be difficult to handle and lead to unnecessary delays or inaccuracies.

At SE, we believe our value is realized in quality of workmanship. We believe we can deliver a product with 95% or better accuracy due to our familiarity with the system, equipment, and units. On a project where data is everything, inaccuracies have large impact on direct costs as well as indirect costs. On this type of project inaccurate data has zero value, so we can directly correlate the cost of this.

There are many other effects of inaccuracy that are harder to quantify but are obvious in their impact. Items such as critical load connectivity being incorrect, and the validity of system planning studies (long and short range).

Accuracy is the single most important metric in this type of project and is the primary goal of the project.

APPROVAL: _____

DATE: _____

CURRENT CLIENT NAME	PROJECTS / SERVICES									
	OVHD Design	UNDG Design	Staking/ Easements	Pole Analysis / Make-Ready	System Planning	Inspections	ROW / Permit	Specs	Staff Aug.	# YEARS SERVED
Anadarko Petroleum	X	X		X	X	X		X		11
Apache Corporation	X	X			X				X	7
Bandera EC	X	X	X	X	X		X	X	X	31
City of Bastrop				X						2
Bartlett EC	X		X	X	X	X	X			15
Bluebonnet EC	X		X	X						15
Central Texas EC	X		X	X	X	X				30
City of Boerne	X	X	X	X	X					28
City of Castroville		X			X	X				11
City of Cuero	X		X	X	X					14
City of Fredericksburg			X	X	X					31
City of Granbury	X	X	X	X	X	X				9
City of Hondo	X	X	X	X		X				10
City of Lampasas	X		X	X	X					19
City of Llano				X						23
City of San Marcos	X	X	X	X	X					14
City of Schulenburg	X		X	X		X				9
City of Seguin	X			X	X					14
City of Shiner	X	X								10
City of Smithville		X		X						2
City of Weatherford	X		X		X			X		13
Comanche EC	X		X	X	X	X				17
CPS Energy	X	X	X		X				X	15
Davis Equity Realty	X	X								8
EPIC Pipeline	X		X			X	X	X		3
Fayette EC					X	X		X		19

CURRENT CLIENT NAME	PROJECTS / SERVICES									
	OVHD Design	UNDG Design	Staking/ Easements	Pole Analysis / Make-Ready	System Planning	Inspections	ROW / Permit	Specs	Staff Aug.	# YEARS SERVED
Gehan Homes	X	X								12
Georgetown US	X	X	X	X	X		X	X		16
Goodrich Petroleum	X	X		X		X				11
Guadalupe Valley EC						X				15
Hereford-Dooley Architects	X	X						X		4
IMEG Corporation	X			X		X				6
Karnes EC	X		X	X	X	X	X			19
Kerrville Public Utility Board	X	X	X					X		25
Kimley-Horn	X	X								8
Lookout Boerne Holdings	X	X								9
Matkin Hoover	X	X								15
Magic Valley EC	X		X	X			X		X	15
Medina EC	X	X	X	X	X	X	X	X	X	29
Menger Springs / Bitter Blue	X	X								15
New Braunfels Utilities			X				X	X	X	22
Oncor (Prev. Sharyland)	X		X	X			X		X	10
Pedernales EC	X	X	X	X		X	X	X	X	23
Power Infrastructure Partners	X			X	X	X	X	X		5
Rio Grande EC	X		X	X	X	X				23
Saber Power	X			X						9
San Patricio EC	X		X	X	X	X				18
Southwest Texas EC	X	X	X	X	X	X				15
Victoria EC	X		X	X	X	X				19
Wharton County EC					X	X				16

Living in a society of instant gratification we must be prepared to respond quickly and efficiently. Having up to date, accurate system information allows your business to prepare and react, making informed decisions and plans based on current data and potential hazards. Our team is professionally trained in Electric Utility design which allows us to uncover issues, identify missing information and make decisions faster to decrease turnaround time. Our GIS Data Management Service allows us to be an extension to your team providing updates to maintain your system model through your GIS software.

CLIENT NAME	City of Liberty		
PROJECT TYPE	Pole Attachment Audit & Distribution Inventory		
PROJECT COST	\$157,800	# OF POLES	3,217
PROJECT DATES	July – November 2023	STATUS	Completed
PROJECT SCOPE / FIRM'S ROLE	- Identify each attachment by attacher per pole. - Development of a report listing the number of attachments per attacher. - Collect distribution system information to develop electric system map. - Attach pole number to primary electric poles.		
CLIENT CONTACT	Damon Jones, <i>Public Works Director</i> P: 936.336.2910 // djones@cityofliberty.org		

CLIENT NAME	XTO Energy, Inc. (ExxonMobil Subsidiary)		
PROJECT TYPE	System Mapping		
PROJECT COST	\$278,718 JTD	# OF POLES	22,350
PROJECT DATES	2022 – Current	STATUS	On-Going
PROJECT SCOPE / FIRM'S ROLE	- Performed system inventory of 22,000+ poles and 400+ miles of line to date using through an ArcGIS online hosted service using ArcGIS Field Maps and Dashboard apps to collect data and coordinate between contract crews all updating their respective portion of the same database. - Used XTO field staff to perform field data collection which consisted only of getting pole location and pictures. - Created WindMil Models of system.		
CLIENT CONTACT	Jon Richardson, <i>GHG IC&E Engineering Lead</i> P: 432.620.4329 // jon.richardson@exxonmobil.com		

CLIENT NAME	City of Hondo		
PROJECT TYPE	Map and Milsoft Model		
PROJECT COST	\$48,056	# OF POLES	2,311
PROJECT DATES	2016 – 2017	STATUS	Complete
PROJECT SCOPE / FIRM'S ROLE	▪ System Inventory and Field Survey ▪ Created Milsoft Electrical Model		
CLIENT CONTACT	Val Sanchez, <i>Electric Superintendent</i> P: 830.426.3378 // vsanchez@hondo-tx.org		

CLIENT NAME	City of Mason		
PROJECT TYPE	System Planning Study		
PROJECT COST	\$46,251	# OF POLES	1,934
PROJECT DATES	2015	STATUS	Complete
PROJECT SCOPE / FIRM'S ROLE	▪ System Inventory and Field Survey ▪ Created Milsoft Electrical Model		
CLIENT CONTACT	John Palacio, <i>KEC Administrator</i> P: 325.805.1278 // john.palacio@KECofmason.us		

CLIENT NAME	Bartlett Electric Cooperative		
PROJECT TYPE	GIS Data Management Program		
PROJECT COST	\$245,284 JTD		
PROJECT DATES	2020 – Current	STATUS	On-Going
PROJECT SCOPE / FIRM'S ROLE	▪ Map re-alignment and updates ▪ Feature class creation ▪ Assembly unit creation ▪ Work order updates ▪ Model updates ▪ Work order conversion to as-built ▪ Monthly reporting on system statistics ▪ Flow integrity / connectivity checks ▪ Preparing deliverables for third parties such as shapefiles and print maps		
CLIENT CONTACT	Randall Lewis, <i>Chief Engineering Officer</i> P: 254.527.3551 // rlewis@bartletttec.coop		

CLIENT NAME	Medina Electric Cooperative		
PROJECT TYPE	GIS Data Management Program		
PROJECT COST	\$306,767 JTD		
PROJECT DATES	2021 – Current	STATUS	On-Going
PROJECT SCOPE / FIRM'S ROLE	▪ GIS System - NISC ▪ Map re-alignment and updates ▪ Feature class creation ▪ Assembly unit creation ▪ Work order updates ▪ Model updates ▪ Work order conversion to as-built ▪ Monthly reporting on system statistics ▪ Flow integrity / connectivity checks ▪ Preparing deliverables for third parties such as shapefiles and print maps ▪ Material audit ▪ Labor and material cost updates ▪ Material picklist database standardization ▪ System inventory		
CLIENT CONTACT	Sean Krause, <i>Engineer</i> P: 830.741.4384 // seank@medinaec.org		

CLIENT NAME	Victoria Electric Cooperative		
PROJECT TYPE	GIS Data Management Program		
PROJECT COST	\$35,765 JTD		
PROJECT DATES	2022 – Current	STATUS	On-Going
PROJECT SCOPE / FIRM'S ROLE	▪ GIS System - Futura ▪ Map re-alignment and updates ▪ Feature class creation ▪ Work order updates ▪ Model updates ▪ Work order conversion to as-built ▪ Flow integrity / connectivity checks ▪ Preparing deliverables for third parties such as shapefiles and print maps		
CLIENT CONTACT	Patrick Uresti, <i>Engineering Manager</i> P: 361.573.2428 // puresti@victoriaelectric.coop		

CLIENT NAME	Oxy USA		
PROJECT TYPE	Infrared Drone Inspection		
PROJECT COST	\$170,730 JTD	# OF POLES	22,611
PROJECT DATES	2023 – Current	STATUS	On-Going
PROJECT SCOPE / FIRM'S ROLE	Provide distribution power line inspections via drone of approximately 18,000 poles. Both photographs and infrared photographs are taken of each structure and analyzed for deficiencies. Photos are incorporated into the GIS database. A dashboard using ESRI Maps was created to report real time status of inspections and provide useful metrics. Poles were inventoried for Equipment, arresters, slack spans, other information requested form Client.		
CLIENT CONTACT	Carlos Ramirez, <i>Electrical Manager</i> P: 701.500.0328 // Carlos_RamirezFranco@oxy.com		

CLIENT NAME	City of Robstown		
PROJECT TYPE	Pole Attachment Audit		
PROJECT COST	\$48,000	# OF POLES	4,650
PROJECT DATES	2023	STATUS	Complete
PROJECT SCOPE / FIRM'S ROLE	This project consisted of auditing pole attachments by foreign attachers to City poles. The SE scope of work applied to the estimated 4,650 poles and included the following objectives: 1. Identify each attachment by attacher per pole. 2. Development of a report listing the number of attachments per attacher. Specific tasks included: <u>Pre-Survey</u> ▪ Coordinate with the City to schedule inspection dates. ▪ Conduct a kick-off meeting with attaching entities. <u>Survey</u> ▪ Perform field data collection including an inventory of foreign attachment each pole. ▪ Visual survey of general conditions of attachments. ▪ Coordinate with City to confirm identity of attachers as necessary. <u>Survey Reports</u> ▪ SE will provide an electronic report containing a written summary for each attacher with the number of attachments identified by pole location/number. ▪ An overall map will be included with pole location/numbers identified.		
CLIENT CONTACT	Roland Ramos, <i>Superintendent of Utilities</i> P: 361.387.3554 // roland@robstownutilities.com		

Provide the name, address, telephone number and point of contract of at least three firms that have utilized similar service for at least 2 years. References may be checked prior to award. Information received from reference checks will be considered during the bid evaluation.

Reference # 1

Utility Name	Medina Electric Cooperative
Name of Contact	Sean Krause
Title of Contact	Engineer
Email Address	seank@medinaec.org
Phone Number	830.741.4384
Year Installed	2021

Reference # 2

Utility Name	Bartlett Electric Cooperative
Name of Contact	Randall Lewis
Title of Contact	Chief Engineering Officer
Email Address	rlewis@bartlettec.coop
Phone Number	254.527.3551
Year Installed	2020

Reference # 3

Utility Name	XTO Energy, Inc. (ExxonMobil Subsidiary)
Name of Contact	Jon Richardson
Title of Contact	GHG IC&E Engineering Lead
Email Address	jon.richardson@exxonmobil.com
Phone Number	432.620.4329
Year Installed	2022



CITY COUNCIL AGENDA MEMO

DEPARTMENT: Public Works and Utilities

TO: Mayor & City Council Members

FROM: Kris Kneese, Director of Public Works,
Utilities, and Engineer

MEETING DATE: November 5, 2024

CATEGORY: OTHER ACTION ITEMS AND
UPDATES

CAPTION: Consider approval of the purchase of 75 Trash Can Replacements for Main Street budgeted within the Fiscal Year 2025 Budget in an amount not to exceed \$100,000.00 utilizing the Tourism Fund. (Kris Kneese, Director of Public Works & Utilities)

PRESENTATION:

SUMMARY:

Consider approval to purchase 75 trash cans to replace the existing trash cans along Main Street and other downtown areas.

BACKGROUND:

The fiscal year 2025 budget includes \$140,000 to replace the trash cans along Main Street and other downtown locations. A map of the existing trash can location is included below. Additionally, here are some pictures of the new trash cans.



These trash cans are serviced daily by a sanitation department employee, including weekends and holidays.

The funds for this project are included in the Tourism Fund equal to \$140,000. The quote received from Paul E. Allen Company, Inc for 75 cans is equal to \$98,983.25. This quote is listed under Buy Board Contract #679-22 and includes a 3% discount.

FUNDING SOURCE: Tourism Fund

FINANCIAL IMPACT:
Not to exceed \$100,000.00

STAFF RECOMMENDATION:

Staff recommends approving the quote from Paul E. Allen Company, Inc not to exceed \$100,000.00 for the replacement of the Main Street cans.

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality
Workforce
Tourism
City Center
Mobility
Small Town Sensitive Growth
Governance

ATTACHMENTS:

1. Sanitation_MainStreetWasteCans_LandB

APPROVAL/REVIEW:



Kris Kneese, Director of Public Works, Utilities, and Engineer

Date: October 31, 2024



Garret Bonn, Assistant City Manager

Date: November 01, 2024



William McKamie, City Attorney

Date: November 01, 2024



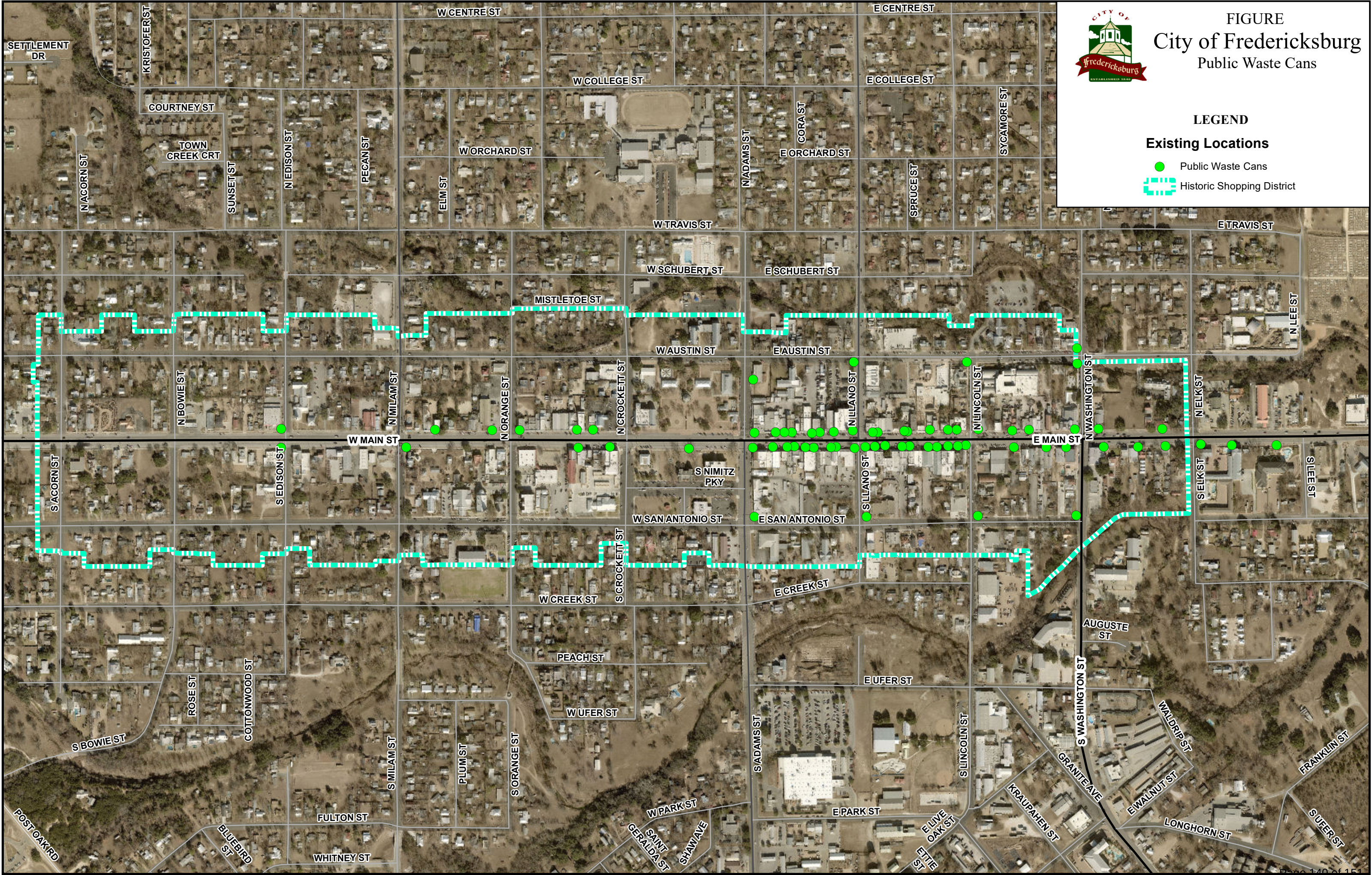
Leticia Vacek, City Secretary

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024





CITY COUNCIL AGENDA MEMO

DEPARTMENT: Public Works and Utilities

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: CITY MANAGER'S REPORT

CAPTION: Atmos Energy Construction Project Update (Evan Williamson, Assistant City Engineer)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

None

APPROVAL/REVIEW:

Date: November 01, 2024

Kris Kneese, Director of Public Works, Utilities, and Engineer



Garret Bonn, Assistant City Manager

Date: November 01, 2024



William McKamie, City Attorney

Date: November 01, 2024



Leticia Vacek, City Secretary

Date: November 01, 2024



Clinton Bailey, City Manager

Date: November 01, 2024



CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Manager

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: CITY MANAGER'S REPORT

CAPTION: Fredericksburg Food & Wine Festival Recap (Jim Mikula, Fredericksburg Chamber of Commerce President/CEO)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

None

APPROVAL/REVIEW:

Date: November 01, 2024

Clinton Bailey, City Manager



Date: November 01, 2024

Garret Bonn, Assistant City Manager



Date: November 01, 2024

William McKamie, City Attorney



Date: November 01, 2024

Leticia Vacek, City Secretary



Date: November 01, 2024

Clinton Bailey, City Manager



CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: ITEMS FOR FUTURE AGENDA

CAPTION: Review of Future Agenda Items List. (Clinton Bailey, City Manager)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

1. Future Agenda Items Listlv1105

APPROVAL/REVIEW:

Date: October 30, 2024

Leticia Vacek, City Secretary



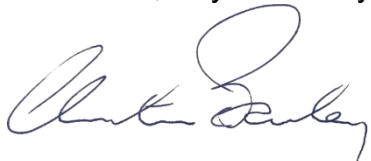
Date: October 30, 2024

William McKamie, City Attorney



Date: November 01, 2024

Leticia Vacek, City Secretary



Date: November 01, 2024

Clinton Bailey, City Manager

City Council Future Agenda Items/Meetings

November 19, 2024

2024	The Reserve @ Baron's Creek PUD	Action	Anna Hudson	Dvlmpt Serv Dir
2024	97 Hitchin Post Annexation (Frieden)	Public Hearing	"	"
2024	1010 N. Cherry Annexation/LandUse/Zoning	Public Hearing		"
	"			
2024	Catholic Cemetery RdR-O-W only	Public Hearing	"	"
2024	Potential Budget Amendment to Close FY24 Budget	Action	Krista Wareham	Finance
	Director			

Future Agenda Items/Future Council Meetings

2024	Evaluation – Judge Becker (Ex Session) 12-3	Annual Review	Jeryl Hoover	Mayor
2024	Catholic Cemetery Rd (2 nd Public Hearing) 12-3	No Action	Anna Hudson	Dvlpmt Serv Dir
2024	Health Board Member Re-appt/Appointment 12-3	Action	Kelli Ofers	Health Director
2024	Recognition of Citizens University Participants 12-17	Recognition	Clinton Bailey	City Manager
2024	Ordinance to Annex Catholic Cemetery Rd 12-17	Action	Anna Hudson	Dvlpmt Serv Dir

Upcoming Meetings/Events

November 13, 2024 – Special Council Meeting w/County Commissioners @ 10am, New City Hall, followed by a Tour of The Albert Hotel

November 20, 2024 – Coffee with the City Manager @ 8am LBJ Golf Course – 341 Golfers Loop

November 26, 2024 - Last Citizens U Session – 6:30pm @ John Wm. Klein Room



CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Manager

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: EXECUTIVE SESSION

CAPTION: Quarterly Legal Matters Update - Texas Government Code Section 551.071 (Mick McKamie, City Attorney)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

None

APPROVAL/REVIEW:

Date: November 01, 2024

Clinton Bailey, City Manager



Date: November 01, 2024

Garret Bonn, Assistant City Manager



Date: November 01, 2024

William McKamie, City Attorney



Date: November 01, 2024

Leticia Vacek, City Secretary



Date: November 01, 2024

Clinton Bailey, City Manager



CITY COUNCIL AGENDA MEMO

DEPARTMENT: City Secretary

TO: Mayor & City Council Members

FROM:

MEETING DATE: November 5, 2024

CATEGORY: EXECUTIVE SESSION

CAPTION: Annual Review and Evaluation of Clinton Bailey, City Manager - Texas Government Code Section 551.074 (Jeryl Hoover, Mayor)

PRESENTATION:

SUMMARY:

BACKGROUND:

FUNDING SOURCE:

FINANCIAL IMPACT:

STAFF RECOMMENDATION:

COMPREHENSIVE PLAN GUIDING PRINCIPLE:

Neighborhood Quality

Workforce

Tourism

City Center

Mobility

Small Town Sensitive Growth

Governance

ATTACHMENTS:

None

APPROVAL/REVIEW:

Date: November 01, 2024

Leticia Vacek, City Secretary



William McKamie, City Attorney



Clinton Bailey, City Manager

Date: November 01, 2024

Date: November 01, 2024