MUSTANG CITY COUNCIL
MUSTANG MUNICIPAL BUILDING
1501 N. MUSTANG ROAD
MUSTANG, OKLAHOMA 73064

JULY 18, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE/INVOCATION

John Brewer, Associate Pastor, First Baptist Church Mustang

C. ROLL CALL

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

F. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the City Council by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Councilmember's that item will be removed and heard in regular order.

1. Approval of **07/03/2017** City Council Minutes.
2. Approval of **07/10/2017** City Council Special Meeting (Work Session) Minutes.

*3. Claims List for **FY 2017**.

*4. Claims List for **FY 2018**.

5. Approval of **Resolution No. 18-004** making changes in the General Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $1,160.
6. Approval of **Resolution No. 18-005** Establishing the 9-1-1 Emergency Telephone Fee Rate for Calendar Year 2018.
7. Approval to Renew the Interlocal Governmental Agreement with Canadian County Sheriff's Office to **Deputize Local Law Enforcement Officers**.

G. INFORMATION/REPORTS

1. City Manager

2. City Council

H. DISCUSSION ITEMS

1. **Discussion, Consideration and Possible Action** regarding Approval of "Food for Fines" Weeks to benefit Mustang Kiwanis Food Pantry.

2. **Discussion, Consideration and Possible Action** regarding Rejection and Acceptance of Request for Proposals for Public Safety Software Solution.

3. **Discussion, Consideration and Possible Action** regarding Award of Request for Proposal for Public Safety Software Solution to Recommended Firm.

J. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding potential purchase and acceptance of permanent and temporary easements and authorization for Mayor and City Staff to execute necessary documents to accomplish the same; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(3)**.

K. ADJOURNMENT

***Items Considered Concurrently on the MIA Agenda.**

MUSTANG CITY COUNCIL
JULY 3, 2017

The Mustang City Council met in regular session on Monday, July 3, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Thursday, June 29, 2017, at 4:00 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Mayor Adams called the meeting to order at **7:00 p.m.**

B. PLEDGE OF ALLEGIANCE/INVOCATION (Joey Snodgrass, Pastoral Ministry Resident, First Baptist Church Mustang).

Pastor Snodgrass led the assembly in the Pledge and Invocation. He stated the church held their "Celebrate Liberty" event on June 24th as well as held the Law Enforcement and Fire Fighter Appreciation Day the next Sunday stating they both went well.

C. ROLL CALL

Councilmembers Present:	**Riley**
	Leete
	Grider
	Jones
	Hagan
	Schweinberg
	Adams
Councilmembers Absent:	**None**

D. INTRODUCTION OF GUESTS/HEARING OF CITIZENS OR DELEGATES

None.

E. NEW BUSINESS, DELETIONS OR CONTINUANCES TO THE AGENDA

None.

F. CONSENT AGENDA

1. Approval of **06/20/2017** City Council Minutes.
*2. Claims List for **FY 2017**.
*3. Claims List for **FY 2018**.
4. Approval to **Declare Asset as Surplus** and Authorize Disposal of Such Asset.
5. Approval of **Resolution No. 18-001** making changes in the Limited Purpose Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $7,418.

*6. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.
7. Approval to Turn **Past Due Library Accounts** over to the Collection Agency.
8. Approval to Renew the **Public Works Contract** between the Department of Corrections and the City of Mustang.
9. Approval to Renew Agreement with **Mustang Public Schools** to Provide Campus School Resource Officers.

MOTION was made by **Councilman Grider,** seconded by **Councilman Leete**, to approve Items F-1 through F-9 of the Consent Agenda.

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

G. INFORMATION/REPORTS

1. City Manager

City Manager Rooney stated he did not have anything to report in addition to the City Manager's report located on the City's website.

2. City Council

a. Approval of **Proclamation** Declaring July, 2017, as "Park and Recreation Month".

Mayor Adams read the proclamation declaring the month of July, 2017, as "Park and Recreation Month" and presented it to *Assistant City Manager and Parks Director Justin Battles*.

Assistant City Manager Battles thanked the Mayor and Council for their support stating the City is blessed to have their leadership.

MOTION was made by **Mayor Adams,** seconded by **Councilman Schweinberg**, to approve the Proclamation Declaring July, 2017, as "Park and Recreation Month".

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

c. City Council Reports

Mayor Adams asked the Councilmembers if they had anything to report in their respective Wards:

Councilman Riley did not have anything to report at this time.

Councilman Leete stated he had received a phone call regarding drainage ditches stating he had been in discussion with the City Manager and felt this would be a good Eagle Scout project or volunteer group project. He stated most of the ditches being discussed are privately owned and realize some folks are not able to clean them and he is working on trying to find a solution.

Councilman Grider did not have anything to report at this time.

Councilman Jones stated he was looking forward to the fireworks and also stated it was an exciting time for the City with the new businesses, such as the hotel, going up.

Councilwoman Hagan stated she had the opportunity to tour the Animal Shelter stating she was amazed with all they do considering the little they have and stated it was definitely in need of an upgrade. She also reminded everyone to be safe this holiday.

Councilman Schweinberg did not have anything to report at this time.

Mayor Adams reminded everyone to be safe this 4th of July and to enjoy the holiday.

H. DISCUSSION ITEMS

*1. **Discussion, Consideration and Possible Action** regarding Approval of Contract for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang.

Assistant City Manager Battles stated Council awarded the bid for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities to Severn Trent in a previous City Council meeting and stated this was the contract with Severn Trent for those services. He stated the City received three bids and Severn Trent was the lowest qualified bidder stating the City saved approximately $80,000 over the previous contract. He provided information regarding renewals stating this contract could be renewed up to 15 years.

MOTION was made by **Councilman Schweinberg,** seconded by **Councilwoman Hagan,** to Approve the Contract with Severn Trent Environmental Services, Inc. for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang.

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

2. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution No. 18-002**, a Resolution of the City of Mustang, Oklahoma (the "City") approving the incurrence of indebtedness by The Mustang Improvement Authority (the "Authority") issuing its Utility System and Sales Tax Revenue Note, Series 2017 (the "Note"); providing that the organizational document creating the Authority is subject to the provisions of the Indenture authorizing the issuance of said Note; waiving competitive bidding and approving the proceedings of the Authority pertaining to the sale of said Note; ratifying and confirming a Lease Agreement, as amended between the City and the Authority whereby the City leases its water and sanitary sewer systems to the Authority; ratifying and confirming a Sales Tax Agreement pertaining to the year-to-year pledge of certain sales tax revenues; and containing other provisions relating thereto.

Jon Wolfe with The Public Finance Law Group PLLC, addressed the Council stating bids were received today from JPMorgan Chase Bank offering three quotes based on pre-payment or call provisions:

- Option A - Fixed Rate Interest Rate of 2.32% with No Prepayment Permitted (Non-Callable);
- Option B - Fixed Rate Interest Rate of 2.46% with Optional Prepayment after September 1, 2022 at par (5 Year Call);
- Option C - Fixed Rate Interest Rate of 2.39% with Optional Prepayment after September 1, 2024 at par (7 Year Call)

Wolfe stated last year, the same bank provided the same early call options and the City selected Option C with the 7 year call stating they recommend Option C with the 7 year call again.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Leete**, to Approve Resolution No. 18-002 with Option C – 2.39% Interest Rate and 7 Year Call.

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

J. CITY ATTORNEY'S REPORT

1. **Discussion, Consideration and Possible Action** regarding potential purchase and acceptance of permanent and temporary easements and authorization for Mayor and City Staff to execute necessary documents to accomplish the same; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(3)**.

2. **Discussion, Consideration and Possible Action** regarding potential litigation; and, **proposed Executive Session as authorized by 25 Okla. Stat. §307(4)**.

*3. **Discussion, Consideration and Possible Action** regarding terms of Employment Agreement with City Attorney; and, **proposed Executive Session as Authorized by 25 Okla. Stat. §307(B)(1, 2)**.

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Jones** to adjourn to executive session.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

TIME ADJOURNED to Executive Session: **7:17 p.m.**

Mayor Adams called the meeting back in session at **7:39 p.m.**

In reference to Item J-1 –

MOTION was made by **Councilman Riley**, seconded by **Councilman Schweinberg** to Approve the Acceptance of Permanent and Temporary Easements from Lynn Jr. and Linda LaFever, Kenneth Bales, Brian Bales, Anita Kathleen Foreman, and Authorization for the Mayor and Staff to execute necessary documents to complete Acceptance of Easements.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

In reference to Item J-2 –

Informational purposes only.

In reference to Item J-3 –

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Leete** to Approve the Employment Agreement with the City Attorney as discussed and presented in Executive Session.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

K. ADJOURNMENT

MOTION was made by **Councilman Schweinberg**, seconded by **Councilwoman Hagan**, to adjourn.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

The meeting was adjourned at **7:40 p.m.**

_____
Jay Adams, Mayor

Attest:

_____
Lisa Martin, City Clerk

MUSTANG CITY COUNCIL
JULY 10, 2017
SPECIAL MEETING

The Mustang City Council met in a Special Meeting on Monday, July 10, 2017, at 6:30 p.m. at the Mustang Police Department, Community Room, 650 E State Highway 152, Mustang, Oklahoma. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Thursday, July 6, 2017, at 11:00 a.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Mayor Adams called the meeting to order at 6:30 p.m.

B. ROLL CALL

Councilmembers Present: **Leete**
Grider
Jones
Hagan
Schweinberg
Adams

Councilmembers Absent: **Riley**

C. DISCUSSION ITEMS

1. **Discussion** regarding Imagine Mustang Comprehensive Plan.

   Community Development Director Helsel stated City Staff, the Steering Committee, and the Consultant, Halff and Associates, Inc., have been researching and developing the Comprehensive Plan for almost a year stating the name of the Mustang Comprehensive Plan is "Imagine Mustang". She stated the booklet provided to Council at the last City Council meeting is a draft of the Plan and the Committee requests Council review and write down any comments, questions, or concerns they wish to discuss and the Committee would be happy to do so. She also stated the Plan will be placed on the City's website for review and input by the public.

   Helsel stated the Consultants will present the Comprehensive Plan to Planning Commission in their July 25th meeting with it being brought to Planning Commission again on August 8th for their recommendation to City Council. She stated the Consultants will then present the Plan to City Council on August 15th with it being placed on the September 5th City Council agenda for adoption.

Helsel stated Staff requested drainage, transportation, traffic, as well as sites to be used as focal commercial points be topics included for review.

Discussion was held concerning the financial cost with **Helsel** stating the cost would be approximately $120,000. She stated the City would also receive a land use map and fold out brochures to share with the public and will always be on the website.

Discussion was also held concerning the Comprehensive Plan being statutorily required and used as a guide in zoning requests and developments making certain the City is being consistent. It was stated the current Plan ends soon and this one will take the City out another twenty years.

2. **Discussion** regarding Police Technology Information.

City Manager Rooney stated for the last 17 years, the City of Mustang has used the Sleuth Records Management System to maintain its police reports, statistics and vehicle maintenance records stating Sleuth is no longer supported by the vendor and is in need of a costly upgrade or replacement. He stated when *Chief Groseclose* was hired, this was one of the priority items presented to him.

Rooney stated a committee was developed of people in all areas to review and develop a Request for Proposal (RFP) for a new Public Safety Software System stating the goal of the RFP was to find one vendor to provide computer aided dispatch, records management, electronic citations, real-time vehicle locations and mapping, and to provide and maintain the required servers and switches to support the software. He stated Zuercher Technologies is being recommended to provide the public safety software at approximately $514,000 stating they estimate a 6-12 month implementation schedule. He stated the Committee worked hard to get a system such as this, but to also stay around the $500,000 range.

Discussion was held concerning if the City sacrificed any capabilities when negotiating the price closer to $500,000 with **Police Chief Groseclose** stating no, with the help of the recently passed Technology Fee, some of the needed items can be purchased throughout the year stating the most important piece is the software and it will do what is needed and wanted.

Rooney stated Mustang will be the first department in Oklahoma with this technology stating Zeurcher is hungry to get in Oklahoma and have been very responsive to the City's needs. He also stated Zeurcher has never lost a client nor had any litigation.

Other discussion included the compatibility with the ACOG portion with it being stated the two are compatible as well as the conversion of records stating Zeurcher included the conversion in their cost and they have researched Sleuth and have converted records before.

It was stated the moral of staff is great with everyone being excited about the new technology and ready to get started.

D. UPDATE ON MANAGEMENT RELATED ISSUES

City Manager Rooney provided the following updates:

- Verified attendance for the next City Council meeting on July 18th;
- Fire Station land appraisal is being scheduled and closing should be held shortly afterwards;
- Hand-outs were provided giving up to date information regarding projects funded by the recent loan;
- Two very good internal applications were received and interviewed for the Library Director position with announcement of new Director at the next City Council meeting;
- Drainage channel update stating letters were sent to Castle Rock residents regarding clean-up stating over half have been completed or are in the process of completion stating once this is done, the City will notify residents having the next worst drainage channel and will work with one area at a time;
- Fireworks update stating there had been few complaints, but did receive two very vocal complaints – one being a resident of Mustang and one not a resident, but visiting Wild Horse Park over the 4th. He stated one or both may try to attend a future City Council meeting to discuss and will place this on the September Work Session agenda. **Assistant City Manager Battles** stated the one from out of town has picked up a tort claim and has mentioned filing a law suit; therefore, no further discussion with Staff will be held. Discussion was held concerning any citations over the 4th and the amount of the citations;

- OEMA was not able to complete their Friday route by the end of day; therefore, it was completed on Saturday morning and residents were notified of the delay. Also, there was a different driver on Saturday picking up the container at the Severn Trent location and he failed to bring a replacement container and there was no place to dump for a couple of hours. A replacement container has been delivered.
- Speed tables will be added to the September Work Session agenda;
- Proposed 2018 meeting schedule will be brought to Council on August 15th changing from two City Council scheduled meetings to one scheduled meeting stating it would require Ordinance changes. **Rooney** stated Work Sessions would also be held monthly when needed;
- *City Manager* and *Assistant City Manager* will be at the CMAO Summer Conference in Glenpool on Wednesday, Thursday and Friday of this week stating *Fire Chief Hickman* will be Acting City Manager;
- *City Manager* will be on vacation August 19th to 28th;
- Letter received from Severn Trent stating the North American business operation has been sold to a group led by the current U.S. management team stating it does not change the current contract terms or conditions;

F. ADJOURNMENT

MOTION was made by **Councilman Schweinberg,** seconded **Councilman Jones** to adjourn.

AYE: Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

The meeting was adjourned at **7:10 p.m.**

_____
Jay Adams, Mayor

Attest:

_____
Lisa Martin, City Clerk

FUND: 01 - GENERAL FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		MAYOR AND COUNCIL				
17-0462	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING SERVICES	6/2017	3107A	212.50
17-0060	01-J0040	JGVE, INC.	ENGINEERING FEES	6/2017	17062807	300.00
17-0092	01-W0001	WHEATLEY, SEGLER, OSBY & MI	LEGAL SERVICES	6/2017	17677	636.72
					DEPARTMENT TOTAL:	1,149.22
DEPARTMENT: 11		CITY MANAGER				
17-2098	01-C0020	CANADIAN COUNTY CLERK	FILING FEES FOR EASEMENT	6/2017	R515570	39.00
17-0068	01-M0001	STAR COMMUNICATION CORPORAT	LEGAL PUBLICATIONS	6/2017	4567a	144.05
17-0198	01-M0234	MUSTANG TIMES	ADS FOR JOB OPENINGS/PUBL	6/2017	MT602738	82.50
					DEPARTMENT TOTAL:	265.55
DEPARTMENT: 12		LIBRARY				
17-0243	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	6/2017	5014592385	15.67
17-0675	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	6/2017	5014548429	153.19
17-1298	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	6/2017	5014607438	100.68
17-0477	01-C0278	COX COMMUNICATIONS, INC.	MONTHLY MODEM USE	6/2017	201707125607	10.96
17-1929	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL FOR VEHICLE	6/2017	NP50805183A	9.18
17-1794	01-M0263	MIDWEST TAPE, LLC	NON PRINT MATERIALS	6/2017	95191356	706.85
17-0775	01-O0129	OVERDRIVE, INC	E BOOKS & E AUDIOS	6/2017	23931825483000630 1	746.79
17-0518	01-T0048	CENGAGE LEARNING	LARGE PRINT BOOKS	6/2017	60740169	23.19
					DEPARTMENT TOTAL:	1,766.51
DEPARTMENT: 13		PARKS AND RECREATION				
17-2088	01-B0229	DIANNE BALDWIN	REFUNDS	6/2017	201707125609	200.00
17-2079	01-B1026	B&C APPAREL	SHIRTS	6/2017	33477	720.00
17-2033	01-C0233	C&A ENTERPRISES BY AMY, LL	STAFF SHIRTS	6/2017	1536	575.15
17-2011	01-C0278	COX COMMUNICATIONS, INC.	FITNESS TV'S	6/2017	201707125608	83.95
17-1640	01-F0094	FLEETCORE TECHNOLOGIES, INC	FUEL CHARGES	6/2017	NP50805183D	619.92
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	6/2017	201707125615	3,482.85
17-2092	01-R0179	JAROD ROYSE	REFUNDS	6/2017	173124	160.00
					DEPARTMENT TOTAL:	5,841.87

FUND: 01 - GENERAL FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15		GENERAL GOVERNMENT				
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	6/2017	201707125615	831.89
17-1993	01-O1177	OK TAX COMMISSION	SALES TAX PAYABLE	6/2017	201707125606	4,767.76
17-0082	01-P8888	PITNEY BOWES GLOBAL FINANCI	PROPERTY TAX	6/2017	3303982626	35.68
17-0318	01-S0085	SILVER STAR CONSTRUCTION	MAINTENANCE CONTRACT	6/2017	24525	29,143.66
17-2024	01-Y0040	YUKON TROPHY & AWARDS INC	COURT SIGNS FOR DOOR	6/2017	617383	86.00
					DEPARTMENT TOTAL:	34,864.99
DEPARTMENT: 18		TOWN CENTER				
17-2015	01-A0060	CHARRICK ASSOCIATES	REPAIRS AT TOWN CENTER	6/2017	F77402	285.00
17-1821	01-A0110	ALL SEASON BUILDING SUPPLY,	MISC. SUPPLIES	6/2017	108850	57.09
17-2001	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS USAGE	6/2017	201707135641	56.43
17-2077	01-C0189	TODD D. ABRELL	REPAIRS IN WEIGHT ROOM	6/2017	7567	1,336.01
17-2078	01-C2015	PRO STAINLESS & SHEET METAL	SHOWER COVER	6/2017	7613	115.00
17-1923	01-D0089	DAVE'S SAFE & LOCK LLC	KEYS & DOOR REPAIRS	6/2017	5950	375.00
17-2029	01-L0399	LIBERTY FLAGS, INC.	SUPPLIES	6/2017	81923	167.25
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	6/2017	201707125615	11,978.92
17-1910	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	6/2017	405064387	444.62
17-1941	01-S1165	INTERLINE BRANDS, INC	JANITORIAL SUPPLIES	6/2017	405064379	150.33
17-2030	01-W0139	WEATHERMAN MECHANICAL, INC	REPAIR HVAC	6/2017	22104-16121	2,031.95
					DEPARTMENT TOTAL:	16,997.60
DEPARTMENT: 19		BALL COMPLEX				
17-1761	01-A0110	ALL SEASON BUILDING SUPPLY,	ZIP TIES, TOOLS, MISC.	6/2017	107756	58.91
17-2038	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	6/2017	63561327	89.36
17-0183	01-F0094	FLEETCORE TECHNOLOGIES, INC	BULK FUEL	6/2017	NP50805183C	201.76
17-2042	01-H4401	HUNTER PLUMBING LLC	REPAIR TO FOUNTAINS	6/2017	1351	120.00
17-1926	01-I1119	STEPHEN WHOLESALE CO, INC.	FOOD FOR CONCESSION	6/2017	6732872	624.15
17-2043	01-M1000	MAZZIO'S MUSTANG INC	PIZZA'S FOR CONCESSION	6/2017	731762	74.50
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	6/2017	201707125615	1,559.72
					DEPARTMENT TOTAL:	2,728.40

FUND: 01 - GENERAL FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 20		AQUATICS				
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATIELECTRIC SERVICE		6/2017	201707125615	1,953.18
17-1947	01-O0227	OVERHEAD DOOR COMPANY OF OKNEW ROLL DOOR ON RESTROOM		6/2017	0262532IN	2,292.00
17-1948	01-R0153	REACH SPORTS MARKETING GROUSIGNAGE EQUIPMENT		6/2017	49082	475.00
17-2028	01-S0237	UNITED INDUSTRIES, INC	POOL UMBRELLAS & CHAIRS	6/2017	0067885IN	1,896.00
17-1824	01-Y0040	YUKON TROPHY & AWARDS INC	REPLACEMENT SIGNAGE	6/2017	717126	85.75
					DEPARTMENT TOTAL:	6,701.93
DEPARTMENT: 21		FINANCE				
17-0080	01-P8888	PITNEY BOWES GLOBAL FINANCISMART MAILER-MAILER MACHI		6/2017	201707135655	2,701.00
					DEPARTMENT TOTAL:	2,701.00
DEPARTMENT: 31		COMMUNITY DEVELOPMENT				
17-1586	01-F0094	FLEETCORE TECHNOLOGIES, INCBULK FUEL		6/2017	NP50805183	418.50
17-1608	01-O0096	OKLAHOMA UNIFORM BUILDING CCOLLECTION OF STATE FEES		6/2017	201707125618	408.00
					DEPARTMENT TOTAL:	826.50
DEPARTMENT: 41		POLICE				
17-2001	01-C0117	CLEARWATER ENTERPRISE, LLC GAS USAGE		6/2017	201707135641	177.01
17-0335	01-C1118	GLOBAL BUSINESS, INC.	UNIFORM & JAIL CLEANING	6/2017	201707125610	334.00
17-0138	01-F0094	FLEETCORE TECHNOLOGIES, INCFUEL CHARGES		6/2017	NP50805147	3,134.16
17-1695	01-I0030	INTEGRIS HEALTH, INC.	POLICE PENSION PHYSICAL	6/2017	201707125611	475.00
17-1956	01-L0096	WILLIAM A AND LAURA L RIDLEJAIL LAUNDRY		6/2017	2744	257.50
17-0109	01-M0286	JIMANI VENTURES INC.	OIL CHANGES	6/2017	256596	95.97
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATIELECTRIC SERVICE		6/2017	201707125615	4,764.30
					DEPARTMENT TOTAL:	9,237.94
DEPARTMENT: 42		ANIMAL CONTROL				
17-0138	01-F0094	FLEETCORE TECHNOLOGIES, INCFUEL CHARGES		6/2017	NP50805147	101.82
17-0112	01-L0096	WILLIAM A AND LAURA L RIDLELAUNDRY SERVICE		6/2017	2924	153.86
					DEPARTMENT TOTAL:	255.68

FUND: 01 - GENERAL FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 51		FIRE				
17-1211	01-C0065	CASCO INDUSTRIES, INCORPORA	FIREFIGHTING HOODS	6/2017	566251	340.00
17-1911	01-C0065	CASCO INDUSTRIES, INCORPORA	LEL SENSOR FOR METER	6/2017	182930	224.10
17-1034	01-F0094	FLEETCORE TECHNOLOGIES, INC	VEHICLE FUEL	6/2017	NP50805182	1,011.33
17-1447	01-G097	TYCO & SECURITY (US) MANAGE	ANNUAL FIRE EXTINGUISHER	6/2017	201707125620	428.46
17-1832	01-O0025	O'REILLY AUTOMOTIVE STORES,	VEHICLE MAINT. & REPAIR	6/2017	0309-200211	5.38
17-2096	01-O0227	OVERHEAD DOOR COMPANY OF OK	REPAIR TO DOOR #2	6/2017	0262545IN	349.00
					DEPARTMENT TOTAL:	2,358.27
DEPARTMENT: 61		STREETS				
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	6/2017	201707125615	798.53
17-1918	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	6/2017	201707125613	57.30
17-1980	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	6/2017	201707125632	80.77
					DEPARTMENT TOTAL:	936.60
					FUND TOTAL:	86,632.06

FUND: 07 - LIBRARY FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
17-1569	01-B1023	BTAC ACQUISITION CORP.	BOOKS FOR COLLECTION	6/2017	5014592386	86.22
17-2005	01-C0275	HAL DEAN SMITH	READING PROMOTION PENCILS	6/2017	3578	202.19
17-1928	01-O0129	OVERDRIVE, INC	EBOOKS & EAUDIO FOR COLLE	6/2017	393181109827063017	519.87
					DEPARTMENT TOTAL:	808.28
					FUND TOTAL:	808.28

FUND: 39 - LIMITED PURPOSE

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 18		TOWN CENTER				
17-0956	01-B0220	BREWER CARPET AND DESIGN CE	CARPET FOR SR. AREA	6/2017	CG718152	684.00
					DEPARTMENT TOTAL:	684.00
					FUND TOTAL:	684.00

FUND: 69 - RISK MANAGEMENT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
17-2069	01-E0063	EXCEL THERAPY SPECIALISTS-O	WORKERS COMP CLAIM	6/2017	201707135639	112.25
17-2067	01-M0267	MEDICAL CLAIMS REVIEW SERVI	WORKERS COMP CLAIM	6/2017	201707135637	561.36
17-2068	01-M1044	MODERN MEDICAL, INC	WORKERS COMP CLAIM	6/2017	201707135640	131.15
17-2070	01-O0181	OK TAX COMMISSION	MITF-QUARTERLY ASSESSMENT	6/2017	201707135636	1,801.52
17-2066	01-T0121	TIMOTHY P TYNER	WORKERS COMP CLAIM	6/2017	201707135638	257.04
					DEPARTMENT TOTAL:	2,863.32
					FUND TOTAL:	2,863.32

FUND: 01 - GENERAL FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 11		CITY MANAGER				
18-0053	01-A0122	ALLIANCE MAINTENANCE, INC	JANITORIAL SERVICES	7/2017	93986	675.00
18-0121	01-M0001	STAR COMMUNICATION CORPORAT	LEGAL PUBLICATIONS	7/2017	4567	49.14
18-0178	01-W0001	WHEATLEY, SEGLER, OSBY & MI	CITY PROSECUTOR	7/2017	CM05-COSTS	22.10
					DEPARTMENT TOTAL:	746.24
DEPARTMENT: 12		LIBRARY				
18-0331	01-I0027	INTERACTIVE SCIENCES, INC.	WOWBRARY WEEKLY LIBRARY	7/2017	2017-6413-1	499.75
18-0308	01-M0266	CREATIVE EMPIRE LLC	WEB-BASED LANGUAGE LESSON	7/2017	001526	2,894.00
					DEPARTMENT TOTAL:	3,393.75
DEPARTMENT: 13		PARKS AND RECREATION				
18-0273	01-C1562	RUTH ELAINE COUTS	BELL CHOIR LESSONS	7/2017	201707125593	75.00
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	7/2017	201707125597	402.87
18-0262	01-O0080	OKLAHOMA CITY ZOOLOGICAL PA	OKC ZOO FIELD TRIP	7/2017	201-149024	234.40
18-0278	01-R0153	REACH SPORTS MARKETING GROU	TV IN REC CENTER-MEDIA	7/2017	47786	2,004.00
18-0265	01-R0171	ROCHELLE RABOUIN	SUMMER READING PROGRAM	7/2017	201707125603	150.00
18-0260	01-S0132	SCIENCE MUSEUM OKLAHOMA	LIBRARY PROGRAM	7/2017	0-0072017MS	200.00
18-0270	01-S0270	SPORTS PLANET,LLC	SENIOR CENTER T-SHIRTS	7/2017	624	167.50
					DEPARTMENT TOTAL:	3,233.77
DEPARTMENT: 15		GENERAL GOVERNMENT				
18-0055	01-A0055	ASSOCIATION OF CENTRAL OKL	ABASIC, TRANS., WATER ASSE	7/2017	7086	10,579.00
18-0094	01-F0078	DAIOHS USA, INC	COFFEE SERVICES	7/2017	180438	34.50
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	7/2017	201707125597	28.66
18-0155	01-S0085	SILVER STAR CONSTRUCTION	STREET & MOWING CONTRACT	7/2017	24527	61,660.42
18-0158	01-S0093	SMART TECHNOLOGIES, INC	OPERATING SYSTEM MAINT.	7/2017	717362	3,179.95
					DEPARTMENT TOTAL:	75,482.53
DEPARTMENT: 16		TRANSFERS				
18-0040	01-L0045	LIMITED PURPOSE FUND	10% EXCESS OVER $800,000.	7/2017	201707125627	6,652.69
18-0041	01-M0210	MUSTANG IMPROVEMENT AUTHORI	SALES TAX TRANSFER	7/2017	201707125628	466,526.88
18-0045	01-S0205	STREET IMPROVEMENT FUND	TRANS. TO STREET IMPROV.	7/2017	201707125631	15,000.00
					DEPARTMENT TOTAL:	488,179.57

FUND: 01 - GENERAL FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 18		TOWN CENTER				
18-0247	01-A0122	ALLIANCE MAINTENANCE, INC	CLEANING SUPPLIES	7/2017	93985	4,435.00
18-0081	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS SERVICES	7/2017	201707135643	30.31
18-0318	01-L0052	LOCKE SUPPLY CO	LIGHT BULBS	7/2017	31865136-00	11.53
18-0259	01-M0128	MAC FIRE SYSTEMS, INC	MONITORING AGREEMENT	7/2017	18465A	217.50
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	7/2017	201707125597	413.06
					DEPARTMENT TOTAL:	5,107.40
DEPARTMENT: 19		BALL COMPLEX				
18-0236	01-A0131	JAMES HILLIS	PORT A POTTIES	7/2017	19006	147.00
18-0229	01-B1019	BEN E. KEITH COMPANY	FOOD FOR CONCESSION	7/2017	63569014	792.78
18-0222	01-M1000	MAZZIO'S MUSTANG INC	PIZZA FOR CONCESSION	7/2017	731764	491.50
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	7/2017	201707125597	53.77
18-0338	01-R0107	RODGERS FROZEN TREATS, LLC	MINI MELTS FOR CONCESSION	7/2017	1827-2	560.00
					DEPARTMENT TOTAL:	2,045.05
DEPARTMENT: 20		AQUATICS				
18-0277	01-C0283	CMC LLC	NEPTUNE RADIO MUSIC	7/2017	2174	1,800.00
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	7/2017	201707125597	970.79
					DEPARTMENT TOTAL:	2,770.79
DEPARTMENT: 31		COMMUNITY DEVELOPMENT				
18-0069	01-C0020	CANADIAN COUNTY CLERK	FILING FEES FOR ABATEMENT	7/2017	R515574	13.00
18-0282	01-M0001	STAR COMMUNICATION CORPORAT	SUBSCRIPTION	7/2017	201707125595	18.00
					DEPARTMENT TOTAL:	31.00
DEPARTMENT: 41		POLICE				
18-0052	01-A0122	ALLIANCE MAINTENANCE, INC	FACILITY CLEANING	7/2017	93987	1,295.00
18-0081	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS SERVICES	7/2017	201707135643	176.93
18-0064	01-C1136	THE CITY OF OKLAHOMA CITY	RADIO USAGE & MAINTENANCE	7/2017	MUSTANG-CRF01	12,404.00
18-0084	01-D0090	STATE OF OKLAHOMA	OLETS USER FEES	7/2017	04-1800111	350.00
18-0097	01-F0078	DAIOHS USA, INC	COFFEE SERVICE	7/2017	180446	101.22
18-0219	01-G0031	GENE SEARS SUPPLY CO.	RIFLE CLEANER	7/2017	A10739401	383.32
18-0105	01-G0067	GREGORY TERMITE & PEST CONT	ANNUAL TERMITE INSPECTION	7/2017	201707125594	445.00
18-0288	01-L0111	LeadsOnline LLC	LEADS ONLINE POWER PLUS	7/2017	241438	1,250.00
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	7/2017	201707125597	164.28
18-0218	01-T2800	DAVID M. OTWELL	POLYGRAPH FOR NEW HIRE	7/2017	3742	225.00
					DEPARTMENT TOTAL:	16,794.75

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 42		ANIMAL CONTROL				
18-0313	01-01277	OK TAX COMMISSION	TAGS FOR NEW ACO TRUCK	7/2017	201707125602	45.00
18-0214	01-Y0040	YUKON TROPHY & AWARDS INC	DECALS FOR NEW ACO TRUCK	7/2017	717124	255.00
					DEPARTMENT TOTAL:	300.00
DEPARTMENT: 51		FIRE				
18-0197	01-A0110	ALL SEASON BUILDING SUPPLY,	BUILDING REPAIR & MAINT.	7/2017	111325	63.34
18-0268	01-A0198	RE-MAN SHACK INC IV	BATTERIES FOR E-4	7/2017	038466	379.96
18-0192	01-E0144	REPORTING SYSTEMS, INC.	INCIDENT REPORTING PROGRA	7/2017	2017-4437	5,004.00
18-0198	01-O0025	O'REILLY AUTOMOTIVE STORES,	VEHICLE REPAIR & MAINT.	7/2017	0309-202196	17.58
18-0314	01-O0095	OKLAHOMA STATE FIREFIGHTERS	MEMBERSHIP DUES	7/2017	201707125596	108.00
18-0186	01-O0112	OKC RADIO SHOP	RADIO SYSTEM USAGE FEE	7/2017	MUSTANG-CRF01	7,104.00
					DEPARTMENT TOTAL:	12,676.88
DEPARTMENT: 61		STREETS				
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATIE	ELECTRIC SERVICE	7/2017	201707125597	173.35
18-0139	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	7/2017	201707125634	47.86
					DEPARTMENT TOTAL:	221.21
					FUND TOTAL:	610,982.94

FUND: 07 - LIBRARY FUND

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07		ADMINISTRATION				
18-0292	01-W0119	GREGORY S. WHITE	GUEST LECTURER HONORARIU	7/2017	201707125604	100.00
					DEPARTMENT TOTAL:	100.00
					FUND TOTAL:	100.00

FUND: 08 - PD TRAFFIC ENFORCEMENT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 41		POLICE ENFORCEMENT				
18-0320	01-A0278	AL'S BICYCLES	TREK POLICE BIKES W/HELME	7/2017	201707125621	7,479.84
18-0288	01-L0111	LeadsOnline LLC	LEADS ONLINE POWER PLUS	7/2017	241438	878.00
					DEPARTMENT TOTAL:	8,357.84
					FUND TOTAL:	8,357.84

FUND: 11 - PARK & REC DONATION

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
18-0351	01-C0233	C&A ENTERPRISES BY AMY, LLC	SPECIAL EVENT SHIRTS	7/2017	1537	150.00
					DEPARTMENT TOTAL:	150.00
					FUND TOTAL:	150.00

FUND: 14 - STREET/DRAINAGE IMP

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 14		ADMINISTRATION				
18-0321	01-00053	OG&E	STREET LIGHTING-MORRELL W	7/2017	7374534	12,511.64
					DEPARTMENT TOTAL:	12,511.64
					FUND TOTAL:	12,511.64

FUND: 39 - LIMITED PURPOSE

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 61		STREETS				
18-0283	01-C0193	CHRIS BROMLOW	WAYFINDING SIGNS	7/2017	7225	8,660.00
18-0284	01-C0193	CHRIS BROMLOW	ENTRY SIGN FOR CITY LIMIT	7/2017	7227	16,128.00
18-0285	01-C0193	CHRIS BROMLOW	ENTRY SIGN FOR CITY LIMIT	7/2017	7229	11,181.50
					DEPARTMENT TOTAL:	35,969.50
					FUND TOTAL:	35,969.50

FUND: 69 - RISK MANAGEMENT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 00		ADMINISTRATION				
18-0355	01-D0147	DIAGNOSTIC LABORATORY OF OK	WORKERS COMP CLAIM	7/2017	201707135645	181.40
18-0357	01-M0265	INDEPENDENT MEDICAL EXAMINA	WORKERS COMP CLAIM	7/2017	201707135647	536.62
18-0359	01-M0267	MEDICAL CLAIMS REVIEW SERVI	MEDICAL BILL AUDIT FEE	7/2017	201707135649	474.16
18-0356	01-M0299	B3W LLC	WORKERS COMP CLAIM	7/2017	201707135646	140.38
18-0358	01-M1044	MODERN MEDICAL, INC	WORKERS COMP CLAIM	7/2017	201707135648	131.15
18-0360	01-S0255	SSM HEALTH CARE OF OKLAHOMA	WORKERS COMP CLAIM	7/2017	201707135650	1,734.54
					DEPARTMENT TOTAL:	3,198.25
					FUND TOTAL:	3,198.25
					GRAND TOTAL:	1,449,204.04

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. **ITEM NO.** E-5

2. **MEETING DATE:** July 18, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-004 for a Budget Supplemental in the General Fund for the Fiscal Year 2017-2018.

4. **COUNCIL ACTION:** Approve/Deny

5. **INITIATOR:** Timothy D. Rooney, City Manager

6. **BACKGROUND:**
   A supplemental appropriation to increase the Library Department in the amount of $1,160. Funding will send the newly hired Library Director to the American Library Association Conference in New Orleans. It is imperative to attend a professional continuing education conference to maintain the excellence of the Mustang Public Library.

7. **FINANCIAL IMPACT:**

8. **STAFF COMMENTS:**

9. **STAFF SOURCE:** Janet Watts, Finance Director

10. **ORDINANCE /RESOLUTION NO. 18-004**

RESOLUTION NO. 18-004

A RESOLUTION TO MAKE CHANGES IN THE GENERAL FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $1,160.

WHEREAS, A supplemental appropriation to increase the Library Department in the amount of $1,160. Funding will send the newly hired Library Director to the American Library Association Conference in New Orleans. It is imperative to attend a professional continuing education conference to maintain the excellence of the Mustang Public Library;

WHEREAS, the Council desires to appropriate funds;

NOW THEREFORE, BE IT RESOLVED, by the Council that the following supplemental appropriation be made:

SUPPLEMENTAL APPROPRIATION

Revenues:	
Reserves (01-45199)	$1,160
Expenditures:	
Education & Training (01-512-5310)	$1,160
Total	$1,160

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Mayor and City Council this **18th** day of **July 2017**.

_____

Mayor

ATTEST:

_____

City Clerk

City of Mustang
City Council
Agenda Item Commentary

1. ITEM NO. F-6
2. MEETING DATE: July 18, 2017
3. TITLE: Approval of Resolution 18-005, Establishing the 9-1-1 Emergency Telephone Fee Rate for Calendar Year 2018.
4. COUNCIL ACTION: Approve/Deny
5. INITIATOR: Timothy Rooney, City Manager
6. BACKGROUND:

   To enable collection of the authorized serve fee on landline telephone bills to pay for the 9-1-1 service, each local government must approve a resolution on an annual basis, setting the actual fee and through 9-1-1 ACOG, notify the appropriate ILEC or CLEC telephone companies by September 1, 2017.

   This resolution establishes the rate for 9-1-1 Emergency Telephone Service Fee for the calendar year 2018 at three percent, which pays for the overall system cost for the Calendar year. 9-1-1 service fees collected by wireless and VoIP providers are established under a separate statute and are not relevant under this resolution.

   This rate is the same as the current calendar year.

7. FINANCIAL IMPACT:
8. STAFF COMMENTS:
9. STAFF SOURCE: Timothy Rooney, City Manager
10. RESOLUTION / ORDINANCE NO. Resolution No. 18-005

RESOLUTION NO. 18-005

A RESOLUTION OF THE CITY OF MUSTANG ESTABLISHING THE NINE-ONE-ONE (9-1-1) EMERGENCY TELEPHONE FEE RATE FOR CALENDAR YEAR 2018.

WHEREAS, the voters and/or governing body of the **City of Mustang** have approved the acquisition and operation of an emergency telephone service together with the levy or imposition of user fee/tax for such services; and

WHEREAS, said approving authority, service and fee are authorized pursuant to the Nine-One-One (911) Emergency Act, 63 O.S. Supp., 1987, Section 2811 et. seq., as amended.

NOW, THEREFORE BE IT RESOLVED by the **City Council** of the **City of Mustang** that it does, hereby establish the rate for the Nine-One-One (9-1-1) Emergency Telephone Service fee for the calendar year 2018 at three percent (3%) of the recurring charges as designated by the tariff for exchange telephone service or its equivalent within said City in accordance with said Act beginning January 1, 2018.

Adopted and Approved by the City Council of the City of Mustang this **18th** day of **July, 2017.**

_____

Mayor

ATTEST:

_____

City Clerk

CITY OF MUSTANG

AGENDA COMMENTARY

1. ITEM: E-7

2. MEETING DATE: July 18, 2017

3. TITLE: Authorization for Staff to Renew the Interlocal Governmental Agreement with Canadian County Sheriff's Office to Deputize Local Law Enforcement Officers.

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Robert Groseclose, Chief of Police

6. BACKGROUND: The City Council approved an initial agreement in the 2009-2010 fiscal year. This is a renewal of that agreement for fiscal year 2017-2018. There is no change to the agreement except the termination dates.

Pursuant to Oklahoma Law the Canadian County Sheriff has the authority to deputize local law enforcement officers, subject to an Interlocal Agreement, to encourage cooperation between Municipal and County Agencies.

This agreement sets out the Sheriff's intent to deputize full-time paid municipal law enforcement officers in Mustang. Mustang officers while on duty would have the same authority as a reserve deputy when working within Canadian County.

The main purpose of this agreement is to enable local and county law enforcement agencies to work together during an emergency. It would also allow our on-duty officers the ability to go outside of the city limits, when necessary, to catch up to someone that committed a crime in Mustang but has already made it outside of the city limits.

Staff believes this agreement is beneficial to the officers, the city, the county, the citizens of Mustang and the citizens of Canadian County.

This agreement can be terminated upon 30 days notice by either party.

7. FINANCIAL IMPACT: $ 0

8. STAFF'S COMMENTS: Recommend Approval

9. STAFF SOURCE Robert Groseclose, Chief of Police

10. CITY ATTORNEY'S COMMENTS:

11. RESOLUTION NO./ORDINANCE NO. _____

INTERLOCAL GOVERNMENTAL AGREEMENT

This **Agreement**; is made and entered into by the following agencies as of the date signed, however it will not become effective until approved by the Oklahoma Attorney General's Office, and filed with the Oklahoma Secretary of State's Office.

Chris West, Sheriff of Canadian County, the Canadian County Board of County Commissioners, and the following participating municipal entities, mayors, and police agencies as follows:

- City of Calumet and the Calumet Police Department
- City of El Reno and the El Reno Police Department
- City of Mustang and the Mustang Police Department
- City of Okarche and the Okarche Police Department
- City of Piedmont and the Piedmont Police Department
- City Union City and the Union City Police Department
- City of Yukon and the Yukon Police Department

Whereas and pursuant to; Oklahoma Statute Title 19, Chapter 12 Section 547 paragraph D, the Sheriff has the authority to deputize municipal police officers, subject to an interlocal agreement to combine city and county law enforcement efforts and to encourage cooperation between city and county law enforcement officials. Liability for the conduct of any municipal police officer deputized under the terms and conditions of the interlocal agreement shall remain the responsibility of their municipal employer.

Whereas and pursuant to; Oklahoma Statute Title 74, Chapter 31 Section 1001, for the purpose of, permitting local governmental units t make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

Scope of Agreement; Canadian County Sheriff, Chris West, will individually deputize full-time commissioned municipal police officers who possess a current CLEET certification, while in an on-duty status, and working for the respective law enforcement agencies outlined above. While deputized, each officer will possess all the authority of a commissioned Canadian County Sheriffs' Deputy for the purposes of arrests, investigating and enforcing State Laws in Canadian County, Oklahoma. In accordance with Oklahoma Statute Title 19 12-547D, Liability for the conduct of any municipal police officers deputized under the terms and conditions of this interlocal agreement shall remain the responsibility of their municipal employer.

Relationships of parties; All parties herewith agree; deputized police officers are paid full-time employees of their respective municipal law enforcement agencies, and when acting outside their

municipality they are working under the authority of the Canadian County Sheriff as non-paid reserve deputies, pursuant to and in accordance with Oklahoma Statute 19, Chapter 12, Section 547 establishing no separate legal or administrative entity Title 74, Chapter 31, Section 1001, paragraph C-2.

Whereas, and pursuant to this agreement; agencies will not acquire or share property ownership or equity in any real or personal property, tangible or otherwise, thereby negating the need for establishing or maintaining a budget or distribution of assets agreement. This agreement can terminate upon written notice as specified below without any property distribution, each party retaining its own property, pursuant to Oklahoma Statute 74, Chapter 31, Section 1004, paragraph C-4 and C=-5.

> **Note:** *Asset forfeitures, if any, resulting from assets, property or monies seized, will be divided equally between agencies involved in seizure and in accordance to the District Attorney's Asset Forfeiture Agreements already on file with the Canadian County District Attorney's Office. This agreement will be administered by and at the direction of a joint board, consisting of the Sheriff and each municipal Police Chief entering into this agreement.*

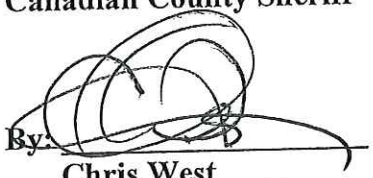
Indemnity; Municipal Agencies entering this agreement agree to indemnify and hold Canadian County, Canadian County Sheriff's Office and Sheriff Chris West individually, harmless for any losses, damages, suits, liabilities and expenses including but not limited to salaries, overtime, insurance and legal expenses uncured by any claim arising from any action taken by their officer/s. All claims, insurance, salaries and benefits will be paid for by the police officers agency.

Term; This agreement shall be effective upon approval of the Oklahoma Attorney General's Office and filed with the Oklahoma Secretary of State's Office. It shall remain in effect until such time either party wishes to terminate it by giving a thirty (30) day written notice of their intent to do so to the other involved party, or midnight on December 31, 2017, whichever comes first. This agreement will be automatically renewable by written agreement to do so between agency heads within 30 days prior to expiration of this agreement. Renewal agreement will be drafted and distributed by Sheriff for approval by all parties within the thirty (30) day period prior to the expiration of the current year agreement.

Binding effect; This agreement shall be binding upon the parties hereto, their heirs, successors and assigns.

IN WITNESS WHEREOF, The parties have hereunto set their hands as of the day and year indicated, accepting and agreeing to the first above written.

Canadian County Sheriff



By: _____
Chris West
Date: Jan 18, 2017

Board of County Commissioners
Canadian County, Oklahoma

By: _____
Marc Hader, Chairman
Date: _____

By: _____
David Anderson, Member
Date: _____

By: _____
Jack Stewart, Member
Date: _____

Attest: _____
Sherry Murray, County Clerk
Date: _____

By: _____
District Attorney's Office, Paul Hess
Date: _____

Mayor, City of Mustang, Oklahoma

CITY OF MUSTANG, OKLAHOMA

By: _____
Mayor

CHIEF OF POLICE, MUSTANG, OKLAHOMA

By: _____
Rob Groseclose, Chief

DATE: _____

ATTEST: _____
City Clerk

(SEAL)

NOTE: Please attach copy of minutes or resolution from council meeting accepting or adopting this Interlocal Agreement as per Oklahoma Attorney General's Office, including "date" and "time" of such meeting. This document will be filed with the Oklahoma Attorney General and Oklahoma Secretary of State's office.

CITY OF MUSTANG

AGENDA ITEM COMMENTARY

1. ITEM NUMBER 4-1

2. MEETING DATE: July 18, 2017

3. TITLE: "Food for Fines" Weeks to benefit Mustang Kiwanis Food Pantry.

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Desiree Webber, Library Director

   BACKGROUND: The Mustang Library Board of Trustees voted unanimously on May 25, 2017, to implement "Food for Fines" week -- with Council's approval. Library customers may donate nonperishable food items in exchange for having their fines forgiven during the two weeks of July 24 – August 4, 2017. Food items will be donated to the Mustang Kiwanis to benefit their food pantry.

6. FINANCIAL IMPACT: An estimated loss of approximately $350.00 in fines revenue; however, library customers will most likely purchase food items from local businesses which, in turn, will contribute to sales tax revenues for the City of Mustang.

7. STAFF COMMENTS: Recommend approval. The Mustang Kiwanis is an outstanding local civic group that benefits the community in many ways. Library customers can have a positive impact by helping residents who are struggling to feed themselves and their families.

8. STAFF SOURCE: Desiree Webber, Library Director

9. CITY ATTORNEY COMMENTS

10. RESOLUTION/ORDINANCE NUMBER _____

CITY OF MUSTANG

AGENDA COMMENTARY

1. ITEM NO.: H-2 & 3

2. MEETING DATE: July 18, 2017

3. TITLE: Rejection and Acceptance of Request for Proposals for Public Safety Software Solution and Awarding Services to Recommended Firm

4. COUNCIL ACTION: Approve/Deny

5. INITIATOR: Robert Groseclose, Chief of Police

6. BACKGROUND:

For the last 17 years, the City of Mustang has used the Sleuth Records Management System to maintain its police reports, statistics and vehicle maintenance records. Sleuth is no longer supported by the vendor and is in need of a costly upgrade or replacement. Communications staff currently use manual "punch cards" (actual index cards they hand stamp) to record important times such as traffic stops and calls for service. This decades old technology is in dire need of replacement to allow staff to become more efficient and facilitate services to the citizens of Mustang. It is for this reason that this was one of the identified projects to be funded in the 2016 Sales Tax Election.

Public Safety staff were asked to look at upgrading or replacing the current systems to mirror trends in technology with successful cities comparable to Mustang. Staff created a "Public Safety Technology Committee" consisting of Chief Hickman, Captain Carroll, and Captain Carruth from the Fire Department, Jana Brence, and Amanda Estes from Communications, Gayla Early from Municipal Court. Sergeant Meadows, Sergeant Wilson, Chief Groseclose and Deputy Chief Wallace from the Police Department, and Kelly Gitchel from Records Management. Members of this committee made visits to several agencies such as Edmond, Stillwater, Norman, Payne County Sheriff's Office, Logan County Sheriff's Office, Moore, Midwest City and Yukon to learn from counterparts and bring back information to the committee. The committee hosted demonstrations from several companies over the last few months and learned a tremendous amount from this research, and a recommendation came from the committee for a solution.

A request for proposal 'RFP' was sent out in early May for a new Public Safety Software system. The goal of the RFP was to find one vendor to provide Computer Aided Dispatch, Records Management, Electronic Citations, Real-Time Vehicle locations and Mapping, and to provide and maintain the required servers and switches to support the software. The City of Mustang received two proposals. The following companies submitted proposals:

Tyler Public Safety & Zuercher Technologies

Tyler Public Safety did not meet the specifications of the RFP as they did not include an e-ticketing solution as requested and the RFP asked for a single vendor to provide all requested services and had Tyler Public Safety included the e-ticketing solution, they would subcontract with Brazos at a substantial cost.

Staff recommends acceptance & selection of Zuercher Technologies to provide the public safety software. Zuercher estimates a 6-12 month implementation schedule.

SOFTWARE:

- The cost of the CAD software, training and servers etc. is $297,672 plus the cost of a Tyler court interface of $5,500 for a total of $303,172.
- Annual ongoing maintenance is as follows:
  - Zuercher = $39,860 with a maximum 3% increase each year for the first 5 years beginning in (FY19)
  - Tyler = $1,375 beginning in (FY19)

HARDWARE:

Software is just one component of the total scope of the project as upgrades will need to be made to accommodate the system, including the following projects;

- Replacement of Dispatch Consoles-Total Radio Total Price = $73,482 (purchased via HGAC contract # RA05-15). Annual maintenance of $2,800 beginning in (FY19)
- Purchase of Getac Tablet Computers- 15 @ $2698.34 Total= $40,475.10 GSA Contract #GS-35F-0097Y
- Purchase Zebra Mobile Printers- 19 @ $684.15 Total= $12,998.85 GSA Contract # GS-35F-400CA
- Purchase Battery Eliminators for Zebra printers- 19 @ $89 Total $1,691.00 (non-contract)
- Purchase fingerprint scanners- 19 @ $125 Total $2,375.00 (non-contract)
- Up-fitting Police Vehicles for Getac tablet computers- Total = $35,339.70 (non-contract)
- Replacement of Dispatch Furniture- XYBIX 3 station ergonomic sit and stand workstations $39,016.50
- Dispatch Flooring- Kingston Flooring $5,778.86

7. FINANCIAL IMPACT:

The total cost of this project is $514,329.01. Funding for the total cost of this project is broken down as follows:

- 2017 Note - CAD Project (Upgrade Dispatch System) $469,533.65
- General Fund- Jail Fund - 01-541-5624- $5,778.86
- Limited Purpose Fund – 39-541-5971- $39,016.50

There would be an Annual Reoccurring Maintenance cost totaling $44,035 (This would not begin until FY19)

8. STAFF'S COMMENTS: Staff recommends rejecting the proposal from Tyler Public Safety, accepting proposal from Zuercher Technologies and recommend award to Zuercher Technologies.

9. STAFF SOURCE: Robert Groseclose, Chief of Police

ATTACHMENTS:

1. Technology Committee Letter
2. Copy of Zuercher Technologies' Proposal

MUSTANG POLICE DEPARTMENT
Memorandum

TO:	Chief Groseclose
FROM:	Corporal Wilson
CC:	Major Wallace
DATE:	April 27, 2017
SUBJECT:	Emergency responder technology committee vendor selection

On April 24, 2017, the members of the technology committee, consisting of fire personnel (3), police admin (3), police dispatch/records (3), and police patrol (2) staff voted to choose Zuercher Technologies as the preferred CAD/RMS solution. This vote made by the committee was 100% unanimous in selection. Key factors which were noted being beneficial to the City of Mustang included:

- On-site training and support for system go-live; 24/7 support afterward, including visits to the department at least quarterly as a follow-up with Zuercher staff
- Data conversion from the previous system included with implementation costs
- Mapping services provided which unify police and fire response, as well as the inclusion of building maps, pre-plans, and information such as gate codes/keys
- Mobile and desktop version of software are mirrored such to eliminate a learning curve or the difficulty associated with training or system utilization
- CLQ – Caller Location Query function, which provides faster and more immediate access to calls for service (no other vendor offers this feature)
- Easy creation of forms and reports (at no extra cost compared to other vendors), allowing easy customization at the administrative level of the department
- Integration of data to Crimemapping.com, which can provide citizens with quick access to basic self-awareness information, including crimes/fires/reports
- Zuercher provided servers, include no cost replacement of servers as part of annual maintenance fees for the life of the contract. Future updates and changes to software included as well.

The committee came to the decision to select Zuercher Technologies after sending a sub-committee on multiple days of site visits across the central Oklahoma area. Contacts were generated after which four days of vendor presentations to the entire committee were narrowed to two selections. The final choice was made in such that the anticipated cost and end return value of Zuercher Suite was the best offering.

Although the committee understands that Zuercher Technologies does not have any current clients in Oklahoma, the company's track record is telling of their dedication. Zuercher Technologies has 260 agencies, without losing more than one to a competitor. Of the two final vendor selections, Zuercher has had no client switch to that other vendor; while the other vendor has had clients switch to Zuercher.

The committee feels that being the first agency in Oklahoma to accept Zuercher will include that dedication and commitment to success. The committee reached out to other similar agencies which were the first in their state to choose Zuercher Technologies. The comments were all very high describing the company's product and support. One agency described Zuercher Technologies as "exceptional" with other agencies indicating that following their system implementation, other neighboring communities completed on-site visits, then switching to Zuercher.

On behalf of the committee and submitted respectfully,

D. Wilson #349

Corporal Dylan Wilson #349; Mustang Police Department

ZUERCHER Zuercher Technologies | 4509 W 58th Street | Sioux Falls, SD 57108
605.274.6061 | 877.229.2205

June 6, 2017

Lisa Martin, City Clerk
City of Mustang
1501 North Mustang Road
Mustang, OK 73064

Dear Ms. Martin,

Zuercher Technologies is pleased to provide our response to the City of Mustang Police Department (MPD) Public Safety Software Solution RFP.

We understand that the MPD's main objective is to replace its current Computer-Aided Dispatch, Mobile, and Records Management System software with a single system which is Oklahoma-state compliant, simplifies data entry and reduces redundant data, and is a completely integrated solution supported by a single vendor.

We are confident this difference will be clearly evident in our response. Items we believe are important to the MPD and which set us apart are as follows:

- Zuercher Technologies' sole focus is on public safety software.
- With our Custom Modules and Custom Forms, your agency can truly go paperless and will have the flexibility to automate and track as much of your agency's data as you choose.
- Each module within Zuercher Suite is a first-class component of our solution; each provides your agency with the best solution available today.
- Our data conversion and implementation services are second-to-none in the industry.
- We provide more services and take on more responsibility as part of our standard support and maintenance plan than our competition does, and we do it for less. Our support and maintenance includes 100% responsibility for the Zuercher Suite physical server, operating system software, and Zuercher Suite software. Additionally, future software enhancements and versions and future hardware upgrades are included.
- We offer 24/7/365 support for all applications and servers, allowing for unparalleled system uptime and reactivity to any issues.
- Zuercher Technologies is a safe and smart decision for the MPD. Since our founding, we continue to hold one of the highest customer retention rates in the public safety industry.

Because we are committed to providing the MPD with the best-available option, the pricing in this proposal features a maintenance cap of 3% for the first five years.

This proposal is valid for 6 months from the due date.

If we are fortunate enough to earn the MPD's business, we will stand behind our commitment to deliver the required solution and complete the project with the same zealous pledge to customer support and service that we are known for throughout the U.S.

Sincerely,

Dan Snell

Dan Snell
Account Executive
dan.snell@zuerchertech.com
605.214.5788

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Qualifications

Overview

Zuercher Technologies is a stable, privately-held company (a wholly-owned subsidiary of TriTech Software Systems). It was founded in 2003 and since that time has solely dedicated its efforts to public safety software.

As Zuercher Suite has expanded into the comprehensive system it is today, Zuercher Technologies has shown growth and increasing revenue each successive year. The company has been under the same leadership since its inception. Zuercher Technologies has not been involved in any litigation with regard to projects or contracts, nor has it ever filed bankruptcy or otherwise been subject to a reorganization or receivership of any sort. In addition, the company has never been disqualified from participation on a contract by any agency, public or otherwise.

Zuercher Technologies currently has more than 1,200 agencies using its solutions in 40 states across the U.S. The company has successfully implemented and continues to support every one of them. In its 14 years of providing public safety software, Zuercher Technologies maintains one of the highest customer retention rates in the public safety industry. This has been achieved by providing a combination of the best software and support and by ensuring that clients have the tools they need to succeed.

Many of Zuercher Technologies' client agencies are participating in multi-agency and multi-jurisdictional implementations of Zuercher Suite where a Sheriff's Office or 911 Center has partnered with one or more police departments in that county for unique data sharing configurations including dispatch, records management, and master name information.

Public safety software is Zuercher Technologies' mission and passion. Zuercher Technologies has built Zuercher Suite from the ground up, and the company is excited to continue developing it to meet the ever-changing needs of public safety professionals. To achieve this goal, Zuercher Technologies has adopted a multi-faceted strategy:

- Keep usability as the first priority
- Work closely with public safety agencies and veterans
- Develop and monitor client performance standards
- Commit to research and development, utilizing best practices and industry standards
- Recruit a high quality technical staff
- Retain them in an environment where they are challenged and rewarded to do their best work

Zuercher Technologies goes to great lengths to ensure that Zuercher Suite continues to be cutting edge software by using the best platforms available, the most current and reliable development tools, and ensuring that Zuercher Suite is a truly integrated and user friendly solution that will grow with every agency.

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Each year, Zuercher Technologies hosts a user conference for clients. The conference offers an in-depth look at many of the Zuercher Suite products, training, product features and how features can be applied. It is also a great opportunity for people to meet other users to exchange ideas and best practices.

Zuercher Technologies has an advisory board comprised of volunteer users of Zuercher Suite. Members of this board include former NSA Presidents and former U.S. Marshals Lyle Swenson and Johnny Mack Brown. Zuercher Technologies confers with the board on many different topics such as trends in the industry, needs of the client base, and enhancements to Zuercher Suite.

Benefits

Zuercher Technologies has worked tirelessly to improve and expand Zuercher Suite into the best in class solution it is today. The company believes it can not only meet, but exceed, the MPD needs with its unique solution. Zuercher Suite is a truly integrated public safety software solution, built from the ground up as one application, with one database, from one vendor. It is comprised of Records, CAD, Jail, Civil, Mapping, Mobile, and more.

The benefits of Zuercher Suite's **one application – one database** architecture are extensive and will be highlighted and explained throughout Zuercher Technologies' response. Below are the main areas where Zuercher Technologies and Zuercher Suite deliver a number of benefits to agencies that use its products and services.

1. **Performance** –Zuercher Suite clients typically measure performance in two ways: a) the configurability and work flow of Zuercher Suite products around the way THEY do business, and b) the ease of use of the system by their personnel.
    a. **Configuration** – Zuercher Suite has hundreds of configuration options which allow system administrators to set up the system and its desired workflow. This provides agencies with the ability to ensure that their policies and procedures can be standardized, implemented, followed, and managed. It also allows for current agency workflow inefficiencies to be identified and replaced. Agencies can determine, configure, and manage who (individuals and/or separate agencies) can access the Zuercher Suite system and the level of access to be granted. Specific functionality can be configured to allow, or not allow, any combination of access rights including adding, editing, deleting, printing, and/or viewing information. The level of system access is much more extensive than other vendors in the industry because of Zuercher Suite's one application-one database architecture. Zuercher Technologies will help the MPD set up and configure Zuercher Suite around its specific requirements, needs and protocols in a manner that will support a greater level of efficiency than previously available.
    b. **Ease of Use** – While Zuercher Suite is extremely configurable, Zuercher Technologies remains focused on ensuring its ease of use. Built within all of the products of Zuercher Suite is extensive business logic that walks end users

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through filling out the right information, at the right time, in the right place, in the right order. This takes the guesswork out of data entry, keeps processes consistent, and allows the agency to more effectively standardize and get things right the first time. No more screens with multiple tabs, or hundreds of unused or unnecessary fields that cause end users to scratch their heads. Because Zuercher Technologies' end users appreciate the ease of use that Zuercher Suite offers, they adapt to Zuercher Suite more quickly, ensuring that projects are successful.

2. **Service** – Without unparalleled support and service, Zuercher Technologies would not be able to boast an unmatched client-retention rate since its founding. The two main pillars of service are Maintenance and Support.

   - Maintenance refers to how Zuercher Technologies helps clients maintain a highly available system AND protect their investment in Zuercher Suite.
   - Support refers to how Zuercher Technologies listens to and helps clients with questions, problems, and requests.

   Zuercher Technologies provides more maintenance and support services than other public safety software vendors, including full responsibility for the server software and hardware for as long as an agency stays current with the standard support and maintenance agreement.

3. **Stability** – Zuercher Technologies and Zuercher Suite are a very stable investment for the MPD, allowing it to help improve efficiencies; as well as reduce un-wanted data entry, down time, and overall frustration. Supporting and providing stability for the system is the powerful SQL-compliant relational database management system. It is Oracle-like, extensible, and does not require licensing fees. Zuercher has seen consistent growth in revenues, clients, and Zuercher Suite functionality year after year, ensuring that the foundation is set for this growth to continue well into the future.

4. **Cost** – A vendor can have everything that the MPD wants and needs in a public safety software system, but if the system is too costly to purchase and maintain, it will not be of value to the agency. As Zuercher Technologies will demonstrate with its Zuercher Suite solution, not only is the initial purchase price very affordable, but yearly maintenance and support services are also reasonably priced, considering the comprehensive 24x7x365 coverage.

   Zuercher Technologies also dramatically helps reduce many of the undocumented costs that are typically associated with these types of systems (managing disparate systems, downtime issues, manual reports, etc.).

   a. **Initial purchase costs** – Cost of the application software, hardware, operating system software, installation, configuration, project management, training, data conversion, etc., are all included in the price. Zuercher Technologies will support not only the Zuercher Suite software but also the interfaces and the Zuercher Suite servers and operating systems.

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b. **Ongoing costs** – Software Maintenance and Support Fees, etc.

- Zuercher Technologies provides more services as a standard part of its support and maintenance agreements than other vendors.
- Three to four major software enhancement updates per year.
- Physical Zuercher Suite server(s) upgrade/replacement as part of the maintenance plan.
- Zuercher Suite server(s) operating system software upgrade as part of the maintenance plan.
- 30-minute rolling backups of system data to secure offsite storage facility as part of maintenance plan.
- Real time server/system performance monitoring as part of maintenance plan.
- 24x7x365 support and maintenance of Zuercher Suite server(s), operating system software, Zuercher Suite software and interfaces as part of support plan.

c. **Undocumented costs** – Time and effort spent by agency personnel to maintain the solution will be considerably reduced due to the following:

- The number and type of services that Zuercher Technologies provides as a standard part of its support and maintenance agreement.
- Time and effort required maintaining and managing multi-application/multi-database systems will be eliminated.
- Zuercher Suite comes with the Custom Form and Custom Module products which will allow the MPD to design and use as many different agency-specific forms and modules as needed. This often leads to the elimination of numerous Excel spreadsheets and Access databases.
- There is no additional cost to create any ad-hoc statistical reports. All of the information which is stored in Zuercher Suite may be reported upon using the built-in reporting functionality.

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Experience and Reference

Zuercher Suite has been implemented at over 260 agencies across the country. The following references provide a cross-section of clients whose agencies and needs are similar to that of MPD.

Zuercher Suite References

Agency Name	**Oconee County Sheriff's Office (South Carolina)**
Address, City, State	300 S Church St, Walhalla SC 29691
Contact	Sheriff Mike Crenshaw, 864-638-4118 or mcrenshaw@oconeelaw.com
Client Since	July 2014
Population Served	70,000
Products	Administration, CAD, Extend, Mapping, Civil, Jail, Portal, Records, and Reporting
Data Conversion	CAD, Records, Civil, Property & Evidence

Agency Name	**Pennington County Sheriff's Office (South Dakota)**
Address, City, State	300 Kansas Street, Rapid City, SD 57701
Contact	Chief Deputy Brian Mueller, 605-394-6113 or brian.mueller@pennco.org Rhonda Fairbanks, 605-355-3071 or rhonda.fairbanks@pennco.org
Client Since	August 2012
Population Served	102,800
Products	CAD, Mapping, Records, Financial, Administration, Civil, NCIC, Mobile (CAD, Records, Mapping), Jail, Reporting
Data Conversion	CAD, Records, Jail
Notes	The Pennington County Sheriff's Office is part of a multi-agency Zuercher Suite implementation which also includes the Rapid City Police Department, Rapid City Fire Department, Pennington County 911, and Western Juvenile Services Center.

Agency Name	**Meade County Sheriff's Office (South Dakota)**
Address, City, State	1400 Main Street, Sturgis, SD 57785
Contact	Sheriff Ronald Merwin, 605-347-2681 or rmerwin@meadecounty.org
Client Since	January 2016
Population Served	26,000
Products	CAD, Civil, Jail, Mobile CAD, Mobile Records, Insight Mapping, Mobile Mapping, Records, Reporting
Data Conversion	CAD, Records, Jail

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Notes	The Meade County Sheriff's Office is part of a multi-agency implementation that includes the Sturgis Police Department, Faith Police Department, and Summerset Police Department

Agency Name	**Spearfish Police Department (South Dakota)**
Address, City, State	625 North 5th Street, Spearfish, SD 57783
Contact	Sergeant Curt Jacobs, 605-642-1305 or curt.jacobs@cityofspearfish.com
Client Since	January 2015
Population Served	11,100
Products	Administration, CAD, Mapping, Mobile (CAD, Records and eCitations) Portal, Records, Reporting
Data Conversion	CAD, Records
Notes	

Agency Name	**Lafourche Parish Sheriff's Office (Louisiana)**
Address, City, State	200 Canal Boulevard, Thibodaux, LA 70301
Contact	Sheriff Craig Webre, 985-449-4420 or craig.webre@lpso.net
Client Since	September 2009
Population Served	96,700
Products	Administration, CAD, Mapping, Civil, Financial, Municipal Courts, Jail, Records, Mobile (CAD and Records), Reporting
Data Conversion	Jail
Notes	The Lafourche Parish Sheriff's Office is part of a multi-agency Zuercher Suite implementation which also includes the Golden Meadow Police Department, the Greater Lafourche Port Commission Harbor Police Department, the Lockport Police Department, and the Thibodaux Police Department.

Software Update References

Agency Name	**Watertown Police Department (South Dakota)**
Address, City, State	128 North Maple Street, Watertown, SD 57201
Contact	Captain Scott McMahon, 605-882-5273 or smcmahon@watertownpd.com
Client Since	April 2012
Population Served	21,700
Products	CAD, Mapping, Records, Administration, Financial, Mobile CAD & Records, Reporting, Portal
Data Conversion	
Notes	The Watertown Police Department is part of a multi-agency Zuercher Suite implementation which also includes the Codington County Sheriff's Office, Codington County Search and Rescue, Day County Sheriff's Office, Estelline Police Department, Hamlin County Sheriff's Office, Hayti Police Department, Sisseton Police Department, Watertown Fire Department and Webster Police Department.

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Agency Name	**Hughes County Sheriff's Office (South Dakota)**
Address, City, State	3200 East Highway 34 Suite 9, Pierre, SD 57501
Contact	Sheriff Mike Leidholt, 605-773-7470 or mike.leidholt@co.hughes.sd.us
Client Since	January 2010
Population Served	17,300
Products	Administration, Records, Mobile (CAD and Records), Jail, Civil, Financial, Reporting
Data Conversion	CAD, Records
Notes	The Hughes County Sheriff's Office is part of a multi-agency Zuercher Suite implementation which also includes the Pierre Police Department.

Agency Name	**Rock Hill Police Department (South Carolina)**
Address, City, State	120 East Black Street, Rock Hill, SC 29730
Contact	Captain David Biggers, 803-329-7033 or david.biggers@cityofrockhill.com
Client Since	November 2014
Population Served	70,000
Products	Administration, CAD, Mapping, Financial, Jail, Mobile (CAD, Mapping and Records), Portal, Records, Reporting
Data Conversion	CAD, Records
Notes	

Agency Name	**Lumpkin County Sheriff's Office (Georgia)**
Address, City, State	57 C. Pinetree Way, Dahlonega, GA 30533
Contact	Jeff Cantrell, 911 Director, 706-867-5557 or jeff.cantrell@lumpkincounty.gov
Client Since	July 2011
Population Served	31,000
Products	CAD, Mapping, Records, Mobile (CAD, Mapping and Records), Jail, Civil, Administration, Reporting,
Data Conversion	CAD
Notes	The Lumpkin County Sheriff's Office is part of a multi-agency Zuercher Suite implementation which also includes the Lumpkin County Fire Department.

Agency Name	**Cherokee County Sheriff's Office (South Carolina)**
Address, City, State	312 E Frederick Street, Gaffney, SC 29340
Contact	Chief Deputy Jeffery Stephens, 864-489-4722 or jstephens@cherokeecountysherriff.net
Client Since	May 2012
Population Served	55,500
Products	Records, Civil, Jail, Portal, Reporting
Data Conversion	Records and Jail
Notes	

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Zuercher Suite Overview

The fundamental difference between Zuercher Suite and offerings from other vendors is that Zuercher Suite is **one** application with **one** database from **one** vendor: Zuercher Technologies.

Where other vendors have a suite of products that are integrated or interfaced together, Zuercher Technologies' is not; it is **one** application. Other vendors typically have multiple applications, which are by their nature, different from each other. They are separate applications that typically run on separate servers and then parts of each application are connected via interfaces or message switches.

Zuercher Technologies

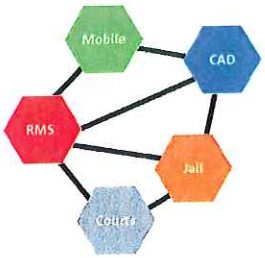


This typical 1980's and 1990's software architecture has many moving parts, multiple servers, multiple system administrators and end-user consoles and does not store all the data in one location. This tends to make those systems more expensive to purchase and maintain, harder to set up and administer, and more difficult to use.

Zuercher Suite is a fully integrated public safety software system comprised of Administration, CAD, Records, Mapping, Mobile CAD and Records, Jail, and more.

It is the outcome of many years of close collaboration with public safety agencies and veterans and has been designed from the ground up to provide the next level in power and ease of use for public safety professionals.

Other Vendors



Base System Functionality

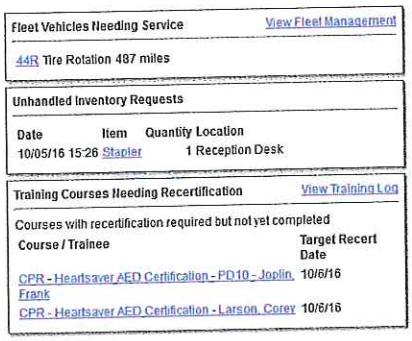
The base functionality of Zuercher Suite is available to users regardless of whether they are working in a single product (such as CAD or JMS) or have access to every available Zuercher Suite product and module. This section details the base functionality which makes up the foundation of the entire Zuercher Suite system.

Permissions	Very detailed permissions may be defined for individual users and groups. The system also generates permission audit reports to show a user's type and level of access to each uniquely managed form, module or product. Authentication may be tied into Active Directory or another LDAP service to simplify user access management.
Internal Messaging	Messages similar to email can be sent without leaving the secure agency network. Messages can be sent to individuals or predefined groups (dispatchers, deputies, correctional officers, etc.) and may include active links to data records stored in the system.
State/NCIC Queries	The state/NCIC query interface allows queries and returns to be attached directly to calls, eliminating the need to copy and paste from a separate terminal window. Returns are then available with the call details when creating case reports.

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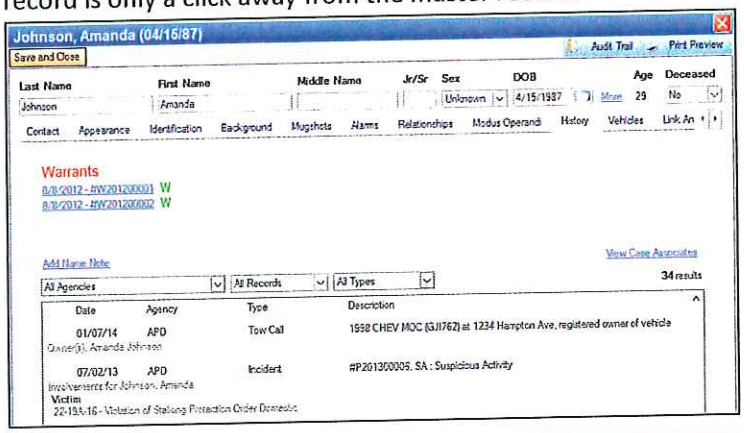
Dashboard

Key alerts and information can be displayed on the user's dashboard upon login. Dashboards can be configured differently for each user, or administrators may set up standard dashboard templates for use throughout the agency.



Master Indices

Master name, address, and vehicle indices allow for easy searching and linking of records. The master record includes all known data, as well as a complete history list displaying every record in the system it has been related to: dispatch incidents, case involvements, citations, civil processes, warrants, inmate records, and much more. Each associated record is only a click away from the master record.

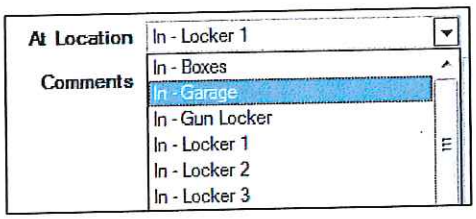


Flexible and Configurable

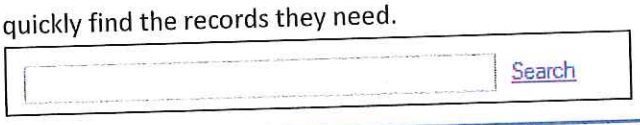
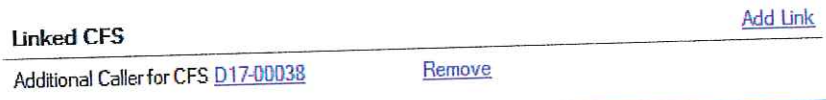
Lists, workflows, layouts, reports—everything may be tailored to the needs of a specific agency, allowing an agency to keep the parts of its processes that work and replace the ones that need some help.

Drop-Down Menus

Menus and predefined lists can be set up to use the agency's terminology.



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Searching	Full-text search is available throughout the system to allow users to quickly find the records they need. 
Linked Records	Related records (such as additional case reports, warrants, and field identifications) are a click away. 
Contextual Menus	Contextual menus provide links to actions that users are likely to use next.
Wizards	Where appropriate, the system uses wizards to guide users through a series of related tasks that need to be performed in a specified sequence.
Data Auto-Population	Known data is automatically populated in forms to minimize duplicate data entry.
Alerts	All personnel can easily view the alerts/warnings on names, addresses and vehicles.
Data Output	Just about any data in the system may be exported to a PDF, sent to an email or printed out.
Spell Check	Integrated spell-checking for narrative fields helps the agency to maintain clean and descriptive data.
Scanner Support	Records can easily be enhanced by attaching scanned documents.
Redaction	Users are able to electronically redact reports from within the built in print preview option. Redaction is available everywhere a report can be previewed within the system. Users are able to identify text or images within the report, draw a box overtop of the item, and then replace the underlying item with the box. Redacted text is converted to an image so that the text itself is no longer searchable or retrievable in any other fashion.

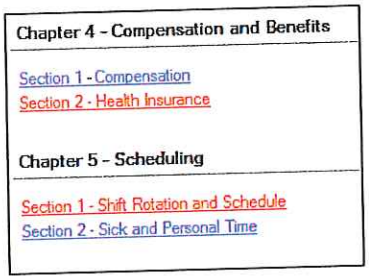
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Administration (Core)

Administration applies Zuercher Suite's efficiency and organization to the management of internal agency processes. It enables users to perform administrative tasks such as equipment tracking or fleet management in the same system used to manage all other agency operations. As a result, records can be linked to each other and all of the data may be accessed for statistical reports.

Policy Manual

An agency-specific policy manual can be set up and maintained within the system. It can automatically notify employees of additions or updates to content and keep track of which employees have actually reviewed those changes. The manual is easy to navigate (with sections and subsections) as well as to search.



Equipment

Details such as purchase dates, amounts, conditions, serial numbers, and equipment assignments may be tracked to ensure that the equipment log is a useful reflection of reality.

Inventory

Whether an agency needs to keep track of paper, ammunition, or coffee cups, the inventory module is the place to go. Everything is logged by location, quantity and status. Requests for new items may also be included when stocks run low.

Category	Item	Available #	Unavailable #	Total #	Avg Cost $	Total Value $
Office Supplies	Sharpie Permenant Markers-Black	25	0	25	$0.35	$8.75
Inmate Supplies	Fingerprint Machine Cleaning Wipes Box of 100	9	1	10	$15.75	$157.50
Inmate Supplies	Inmate Possesion Bags-Large	50	0	50	$3.25	$162.50

Service Dogs

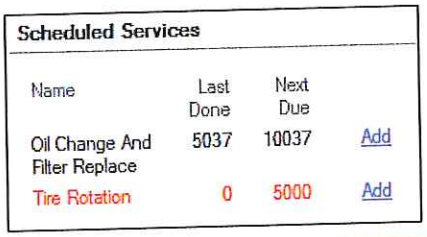
Service dogs get their own module. Users can manage and track the dogs, including their training and other activities (such as certifications, vaccinations, and medical checkups).

Name	Breed	Purpose	Rabies Tag Number	Assigned Handler
Ace	German Shepherd	Narcotics	213001	Smith, John
Apollo	Belgian Malinois	Dual	652301	CEOVANTES, JAMES
Bella	Springer Spaniel	Narcotics	653398	LEGER, MIKE
Duke	Belgian Malinois	Tracking	784463	ASA, DOMINICK
Turbo	German Shepherd	Dual	42581	LITTLE, LEWIS

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Fleet Management

Agency vehicles can be tied to the personnel and equipment which are assigned to them. Fuel usage and maintenance can be logged. Preventive maintenance (oil changes, tire changes, etc.) can also be set up to send alerts.



Scheduled Services

Name	Last Done	Next Due	
Oil Change And Filter Replace	5037	10037	Add
Tire Rotation	0	5000	Add

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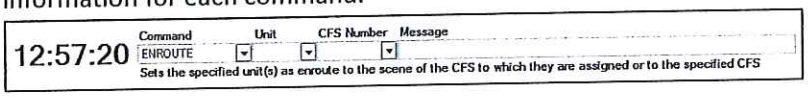
"With Zuercher CAD, everything is all in one. Everything that you do, it just puts it all together for us and just makes it one whole person or one whole vehicle. The officers are often impressed that we can have a person's warrants to them before they finish spelling. **We seem like magic because of Zuercher CAD."**

Kelley Anderson, Lead Communications Officer
Watertown Police Department, SD

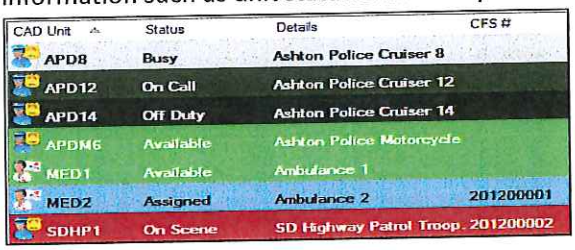
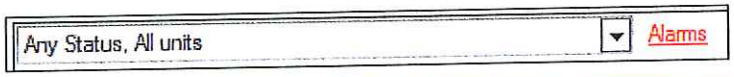
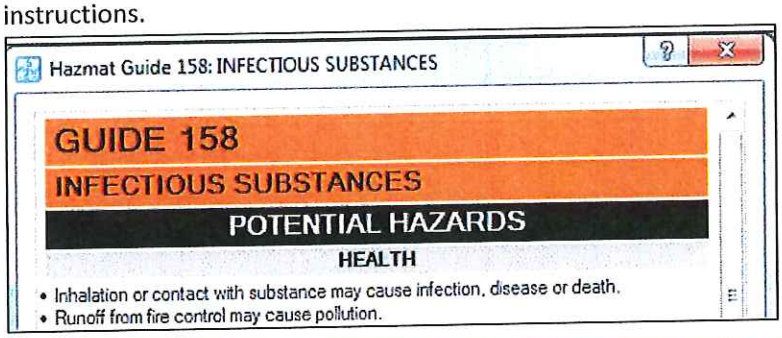
CAD (Core + Advanced)

CAD is a configurable and easy-to-use computer-aided dispatch system. It is designed to function in multi-jurisdictional environments and can be set up either as a standalone product or in conjunction with the rest of Zuercher Suite for a comprehensive yet tightly integrated solution. CAD was built with the time-critical nature of communications centers in mind, every feature designed to increase efficiency and reduce response time. Command line entry allows users to rapidly issue commands from the keyboard. Integrated mapping enables quick unit recommendations and responses. Cross streets and nearest intersections are both visible in CAD. Multiple dispositions can be specified on a CFS, and CFS addresses can be auto-populated with the unit's AVL.

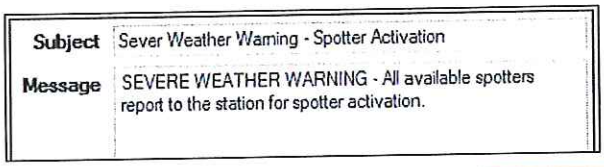
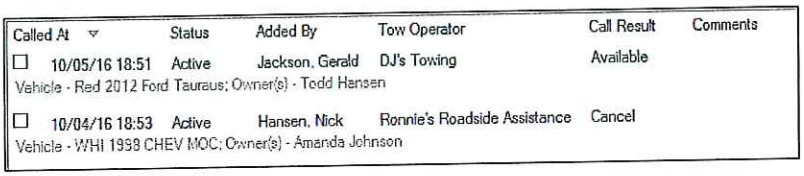
Configurable, color-coded displays provide users with at-a-glance access to the unit and incident information they care about most. Users can quickly enter data and dispatch units, staying current with developing situations with real-time call updates. Detailed system-wide alerts on name, vehicle, and address records promote greater officer safety. Users can also attach integrated alarm call and traffic stop forms, analyze response times using detailed logs, and otherwise stay on top of what is happening.

Flexible	Everything from the incident code list to priority-based alarm times and beat plans can be configured for the agency. Many fields and features can be turned on or off to fit each agency's size and procedures. CAD can also be configured for a call taker or dispatcher workflow, depending on the agency's needs.
Multiple Jurisdictions	Law enforcement, fire, and EMS can all be dispatched and managed from the system. Filters and shortcuts make it easy to split up dispatch duties as needed to support different disciplines.
Command Line	The command line allows for rapid entry of commands. The fully customizable list of commands allows for any number of different commands to be built based on an agency's needs. Each command includes the required fields in the specified sequence, eliminating the need for users to memorize numerous codes and the correct order of information for each command. 
Drag and Drop	Drag and drop functionality allows users to click a unit on the unit list and drag them onto a CFS, assigning that unit to the call. Coupled with easy to navigate menus, users can go with what works best for them when it comes to issuing commands and otherwise working with calls and units.
CAD Window Templates	The system allows each dispatcher or group of dispatchers to set up views which allow them to focus on the units and calls for which they are responsible.

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Color-Coded Interface	The simple color-coded interface makes it easy to ascertain information such as unit statuses and call priorities at a glance. 
Command Log	The system automatically generates a log of all commands, including who and when, as well as a summary of response times.
Unit Alarms	Unit alarms provide both visible and audible alerts when it is time to perform status checks. 
Call Inactivity Alarms	Dispatchers are reminded of calls which are waiting to be handled, ensuring that nothing is forgotten.
Recommend Units	The system can recommend units to respond to calls based on availability, required skills, quickest path, and incident location.
Premise Information	Dispatchers and responders are alerted to premise information such as officer safety notes, alarm/protections systems, water supply information, and hazmat alerts. Hazmat alerts display the full Hazmat Guide text for the materials present, including emergency response instructions. 
Scheduled Calls	Scheduled calls can be entered in advance to generate incidents for events such as parades and funeral escorts.
Bulletins	Bulletins allow groups of responders to be quickly notified of BOLOs and other special instructions. Bulletin alerts can be created automatically based on triggering events such as NCIC hits or location alerts. Bulletins can be linked to a name, vehicle, or address on the master database.

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Paging	Dispatchers can send pre-formatted messages to groups of responders with just a few clicks. The messages include automatic text blocks such as the incident type and address, and can be sent to responders as email or SMS (text).  **Subject** Sever Weather Warning - Spotter Activation **Message** SEVERE WEATHER WARNING - All available spotters report to the station for spotter activation.
Bulk Status	An entire shift may be placed on or off duty with a bulk shift status change.
Traffic Stops	The forms for traffic stops are closely linked to the call form which improves CFS entry speed.
Alarm Billing	False alarms can be a real drain on resources. Alarm tracking/billing allows dispatchers to keep track of alarm calls and apply rules with regard to how many false alarms before the premise is charged, etc.
Tow Calls and Schedules	All tow calls may be tracked in the system, including the responses (yes or no) and the locations of the vehicles which were towed. In addition, the system supports automatically rotating tow operator schedules to ensure that towing opportunities are distributed evenly across available operators.  Called At ▽ Status Added By Tow Operator Call Result Comments ☐ 10/05/16 18:51 Active Jackson, Gerald DJ's Towing Available Vehicle - Red 2012 Ford Taurus; Owner(s) - Todd Hansen ☐ 10/04/16 18:53 Active Hansen, Nick Ronnie's Roadside Assistance Cancel Vehicle - WHI 1998 CHEV MOC; Owner(s) - Amanda Johnson
Mapping Integration	The integration with Zuercher Mapping provides such features as 911 call plotting, CFS creation from the map, updating unit status/location from the map, and advanced address verification.
Mobile Integration	CAD integration with the mobile units can support such features as silent dispatch, AVL and AVL playback.
Reporting	All information entered into CAD is available for statistical reporting using the built-in Zuercher Reporting tools.
ANI/ALI Interface	Simple integration with your local E9-1-1 service allows for accurate data import from the E9-1-1/NG9-1-1 system into Zuercher CAD, as well as quick management of duplicate calls.
State/NCIC Response Integration	Responses from State and NCIC record databases import into Zuercher CAD, allowing users to quickly auto-generate new records and auto-update existing records for fast attachment to a CFS.
Unit Response Tracking	Zuercher CAD accurately logs unit response times and primary unit assignments, allowing for quick determination of unit action times, such as assignment, enroute, on scene, and clear.

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Record Alerts	Name, vehicle, and location alerts allow dispatchers and field officers alike to quickly and easily see when a record has been flagged for alert, providing notification for officer safety reasons, warrant activity, HAZMAT or other site-related danger warnings, etc.
Common Addressing	Zuercher CAD allows commonly-used locations to be entered either by address or name; e.g. "123 Main St" can be linked to "Walmart on Main" for ease of entry into a CFS.
Caller Location Query	Caller Location Query, or CLQ, is a service offered to Zuercher CAD customers that gives the call taker the ability to query a wireless caller's location through an outbound SMS. The wireless caller receives the SMS message and the coordinates are returned and geo-validated to provide a CAD dispatch location. Message delivery times may vary based on carrier and device emergency mode data restrictions.

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Mobile CAD

Mobile CAD dramatically improves agency efficiency by enabling silent dispatch and putting powerful Zuercher Suite functionality into the hands of the people who need it most. Mobile CAD works with the desktop CAD to create a streamlined dispatch workflow. The mobile units stay synchronized with Zuercher Suite servers so that mobile users are always up-to-date with call assignments, including call details, location information, and safety alerts. Mobile CAD users can update their statuses with the touch of a button, enabling dispatchers to closely monitor officer activity. Because all of this can be done without a single call over the radio, Mobile CAD enables silent dispatch, freeing up dispatch personnel and shaving valuable seconds off unit response times.

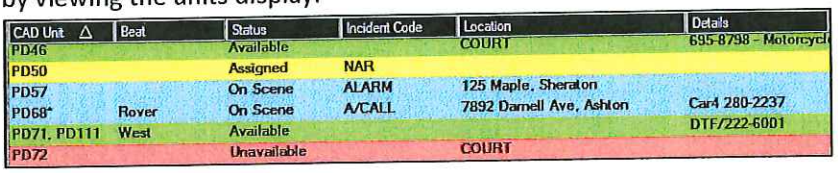
Mobile CAD is packed with additional features that contribute to efficient, silent dispatch. The instant messaging feature provides a means of rapid, radio-free communication between dispatchers and mobile units. AVL and mapping integration helps units get to incidents quickly and keeps dispatchers better informed of unit movements. Automatic notifications alert Mobile CAD users when BOLOs, special instructions, and new warrants are issued. Mobile users can even run NCIC and state queries, enabling them to quickly check driver's licenses and vehicle registrations.

No Delays	Mobile units are synchronized with the agency database (since they use the common database), keeping mobile users apprised of the latest changes in CAD. If the connection is lost, data is queued up and downloaded to the mobile units once the connection is reestablished.
Usability	The touch-screen enhance functionality, day and night modes, color-coded displays, flexible screen layout, and button customization all ensure that mobile users are as efficient as possible.
Silent Dispatch and Self Dispatch	Mobile users are automatically alerted to call assignments and incoming call data. Users may also update their own statuses, locations and details via the touch-screen.
Instant Messaging	A powerful instant-messaging client allows dispatch and mobile units to communicate quickly and efficiently outside of particular calls for service. 
Mapping & AVL Integration	Mobile CAD can also be integrated with Mobile Mapping and Mobile AVL, increasing the information available on units and locations. Units can be more easily routed past road blockages, shortening response times. Additionally, calls can be created with addresses which are auto-populated via a unit's GPS location.

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Units Display

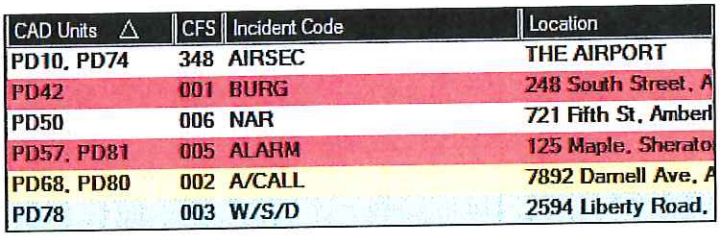
Mobile users can stay current with each other's locations and activities by viewing the units display.



CAD Unit △	Beat	Status	Incident Code	Location	Details
PD46		Available		COURT	695-8798 - Motorcycl
PD50		Assigned	NAR		
PD57		On Scene	ALARM	125 Maple, Sheraton	
PD68*	Rover	On Scene	A/CALL	7892 Darnell Ave, Ashton	Car4 280-2237
PD71, PD111	West	Available			DTF/222-6001
PD72		Unavailable		COURT	

Calls Display

The view of all the calls keeps users informed of current calls, locations, assignments, who might need backup, and more.



CAD Units △	CFS	Incident Code	Location
PD10, PD74	348	AIRSEC	THE AIRPORT
PD42	001	BURG	248 South Street, A
PD50	006	NAR	721 Fifth St, Amberl
PD57, PD81	005	ALARM	125 Maple, Sherato
PD68, PD80	002	A/CALL	7892 Darnell Ave, A
PD78	003	W/S/D	2594 Liberty Road,

CFS Responder Header

When assigned to a call, a unit's Mobile CAD window changes, displaying their status, basic information about the assigned CFS, and useful links for record creation.

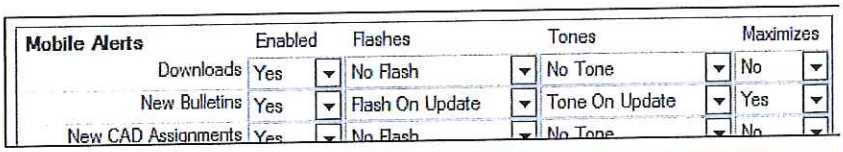


Bulletins

Bulletins allow groups of responders to be quickly notified of BOLOs and other special instructions.

Notifications

Configurable notification settings allow users to control how they are notified of important events: new call assignments, instant messages, query returns, bulletins, and more. Users can choose to receive visible and/or audible alerts, or set the Mobile program to come to the front of any other programs they might have running when these events happen.



State/NCIC Queries

If so equipped, users can run driver's license and other basic queries directly from their mobile units. Audio alerts quickly let the officer know when a query returns a positive hit on a wanted person, stolen vehicle, etc.

Mobile CAD Screen Templates

Each agency can configure the button layout, display options, and default CFS "responder view" for their units. Multiple templates can be

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	created for different divisions. Individual users can further customize their layout to meet their personal needs.
Mobile Alerts	Notifications tied to master records (names, locations, or vehicles) appear on the CFS responder screen. This helps alert responders to active warrants, sex offenders, and any other issues related to officer safety that may impact how a CFS is handled.

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Mapping (Core)

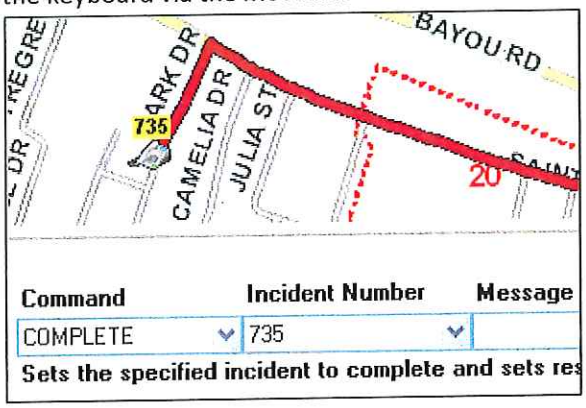
Mapping is built on Esri-compatible mapping components. Mapping is tightly integrated with CAD, and many dispatch functions are available on the mapping screen, including commands which can be issued by clicking on a unit. The Mapping screen includes an active incidents display and unit display with AVL functionality, routing, and unit status alerts. Mapping includes geospatial search and geospatial identification of correct ESN for Phase II calls.

In addition to facilitating the dispatch and unit response process, Mapping can also be used to plot other markers, such as roadblocks, burn notices, or past incidents. Furthermore, all layers in map data are available via Mapping, such as ESNs, beats, townships, etc. Local GIS personnel can maintain Zuercher Suite map data using native Esri files and software.

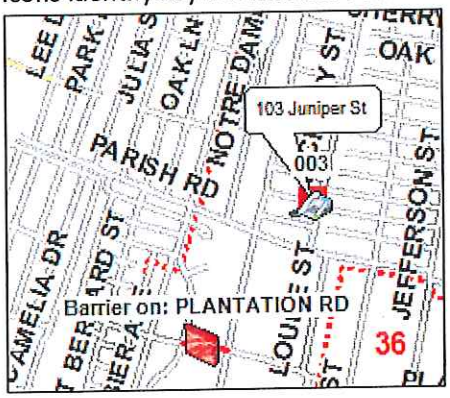
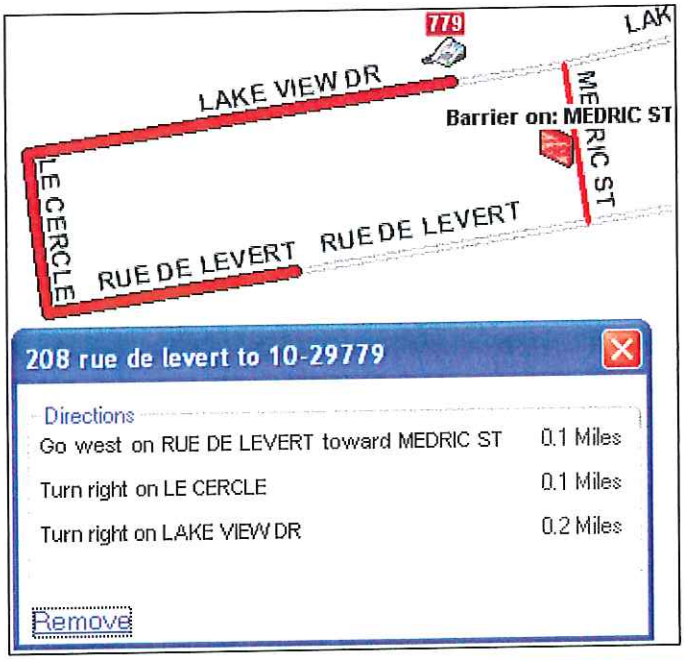
The inclusion of the GIS server means that much of the work of Mapping is performed on the server, rather than on the user's workstations, allowing map calculations to occur more quickly and efficiently. In addition, the GIS server provides advanced address verifications, ensuring that dispatchers who cover areas with multiple roads with the same names will be able to distinguish clearly between them for dispatch. Unit recommendations (CAD) and address verifications (throughout Zuercher Suite) may be performed without needing to have the actual map open on the client workstation.

Command Line

Users can rapidly issue mapping, routing and dispatch commands from the keyboard via the moveable CAD command line.

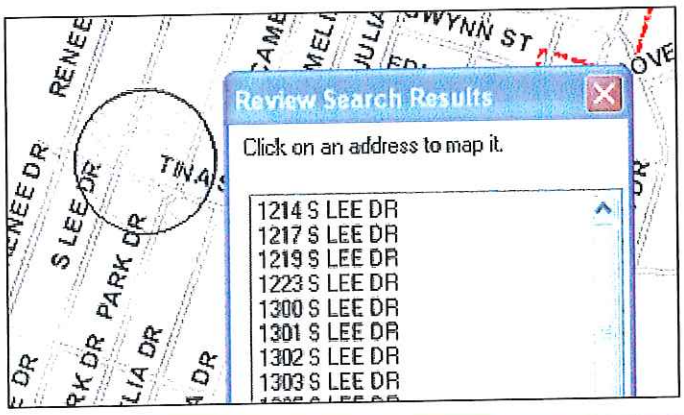


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Active Incident Display	The software automatically plots all calls for service entered into CAD. Icons identify key information such as event type and priority level. 
Routing	Responders receive efficient routes to calls for service so they can arrive on scene as quickly as possible. The system effectively routes units around barriers and road closures. 
Status Alerts	Unit status alerts display in the CAD window reminding dispatchers to check in on responders. Calls for service will blink on the map if an inactivity alarm goes off, ensuring that incidents receive prompt attention.

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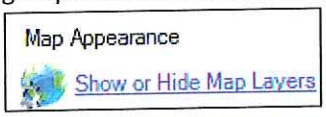
Map Data Search	Users can search for all addresses within a specified radius of a location, or draw a polygon to view all addresses within the enclosed region. Users can also search the map by name and telephone number, or search for map objects like 911 calls, active CFS, Units, and map layers.



Click for Information	With a simple click on any map location, the system will show more information: ESN, county, postal zone, coordinates, nearest intersection, nearest address, and more. Similarly, users clicking on calls for service icons receive details such as address, latitude/longitude, date and time reported, nearest intersection, and more.



Map Layers	Users may select which map layers to display, such as streets, beats, townships, pictometry, and ESN, allowing functionality such as geospatial identification of correct ESN for Phase II calls.



Maintain GIS Files	Local GIS personnel can maintain Mapping data using native Esri files and software.

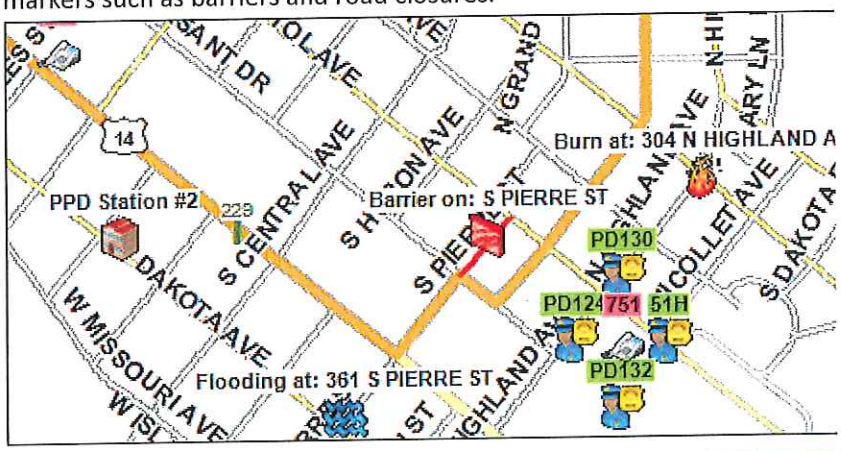
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Mobile Mapping

The mobile map brings the same map used by the dispatchers to the mobile units. Users are able to view map layers, view themselves and other units on the map (if so equipped), look up addresses, route to a CFS or other marker, and otherwise stay current with where things are happening throughout the map. As with the desktop map, the mobile map is completely integrated with CAD functionality.

Complete Access to Map Data

Mobile users can view calls for service, unit positions, and other key markers such as barriers and road closures.

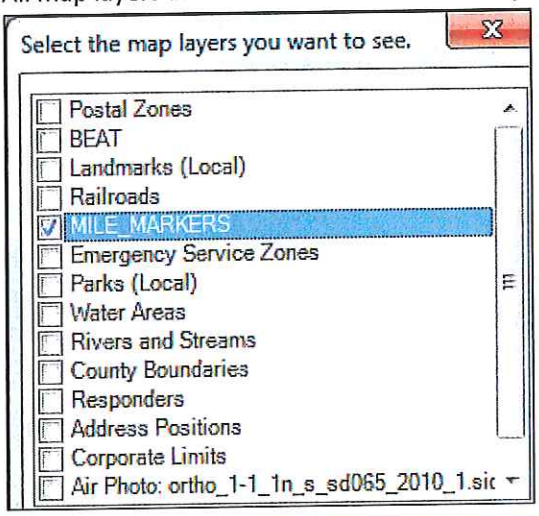


Map Functionality

Map tools are included making it easy for users to get more out of their maps with easy access features such as zoom, measure distance, find an object and more.



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Map Layers	All map layers are available in the mobile map. 
Map Bookmarks	Users can bookmark commonly-viewed map locations, which can quickly jump the map to that saved view after just a few clicks.

Automatic Vehicle Location (AVL)

AVL allows agency personnel to keep track of the locations of vehicles in real time. Often used for both law enforcement and emergency services, this allows both field personnel and those back at the office or station to be able to know where mobile units are without needing to constantly contact the units via radio or other means.

Zuercher Suite is compatible with a number of NMEA-compliant GPS devices. Additionally, Zuercher Mapping can interface with third-party location vendors (such as US Fleet), inserting that location data into our database and updating the unit locations on the map.

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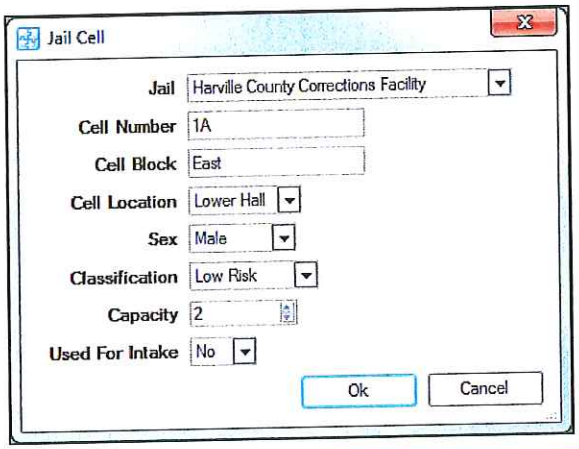
"**This system is so much more user-friendly than what we had previously.** There's so much more in there. It got rid of at least five or six Excel files that we don't have to keep anymore."

Sgt. Cindi Pfeifle
Yankton County Jail, SD

Jail (Short-Term Holding)

Short-Term Holding is the answer for small jail facilities that need to hold a handful of inmates but don't need all the features of a full-scale jail. Jail simplifies daily tasks such as booking and releasing inmates, recording inmate activities and contacts, and managing inmate bank, all while keeping everything integrated with the rest of Zuercher Suite.

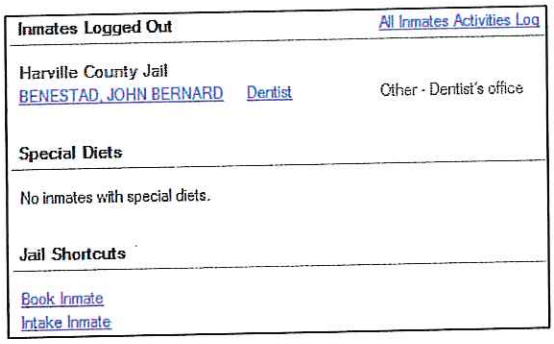
Cell Management — Agency administrators can configure and edit facility settings, such as cell number, block, location, gender, classification, capacity, and use parameters.



Locations — All locations, from cells to inventory store rooms, match an agency's own terminology due to configurable options.

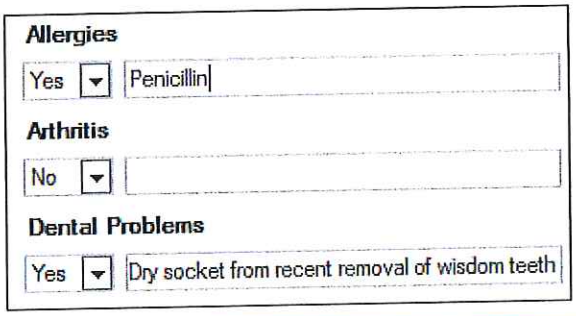
Shifts — The software allows personnel shifts to be configured for the facility so that repeated bulk actions can be completed more efficiently. A shift log also records who worked during a particular shift for quick reference.

Dashboards — When each user logs in, a dashboard displays key alerts and information such as upcoming releases and inmate activities. The software allows this to be configured on a per-user basis, or agencies can set up standard templates.



RMS Integration — The system streamlines the data flow from case reporting to booking and minimizes redundant data entry. Case arrest form data populates

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	booking forms, and case narratives can be used to generate an explanation of probable cause.
Configurable Booking and Release Wizard	A wizard guides users step by step through the booking and release processes, ensuring that all required steps are followed. Because each step in the wizard is configured by the agency, end users are not confused by unneeded tabs or extra fields that are not required. 
Medical and Mental Health History	The booking wizard can include a medical history questionnaire, visual observation form, or other screenings. The forms can also be available to attach to the inmate record. 
Fingerprints	Jail offers an integrated biometric fingerprint solution with instant authentication with the highest level of identification accuracy. The fingerprint reader has a rugged design for high traffic areas and has latent print and counterfeit image rejection. Information stored is not the actual image, but a biometric data template which is assigned a unique ID number and encrypted for extra security.

Personnel (Core)

Personnel offers a single log for all pertinent data on each employee or user. The agency has a central location to track demographic information, photos, and other attachments on each record. Agency administrators will also use Personnel to manage permissions and user access throughout Zuercher Suite.

Permissions	Authorized users may set permissions for individual users and groups. The system also generates permission audit reports to show a user's type and level of access to each uniquely managed form or section of the system.
Personnel	Personnel records may include extensive information about users, including photographs, skills, and specialties.

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"The reviewing of reports has trimmed down dramatically. **The whole process might take 10 minutes for me to review, find a mistake, kick it back to them.** They're sitting at their computer, get the message, fix the mistake, and send it back to me."

Lt. Ryan Dantin
Lafourche Parish Sheriff's Office, LA

Records (Core + Advanced)

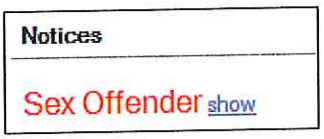
Records is a records management system that consolidates and automates records processing for public safety agencies. It organizes everything from case reports, to warrants, to sex offender data in an easy-to-use fashion.

Master indices--names, addresses, and vehicles--form the backbone of Records, and tight integration with the other Zuercher Suite modules gives it power. Search for a name just once to find not only demographic information but also every record in the system involving that individual: dispatch incidents, case involvements, citations, civil processes, warrants, inmate records, and more.

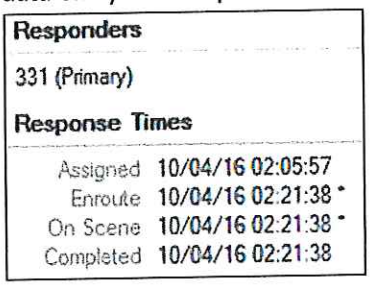
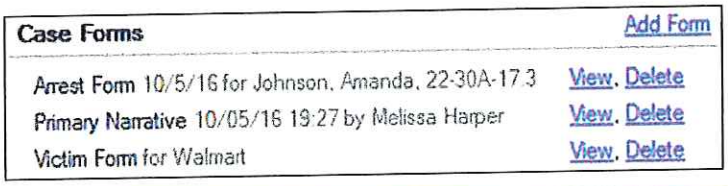
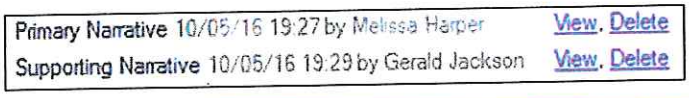
Records provides a smooth workflow for case reporting and approval. Case information pulled from CAD eliminates the need for duplicate data entry, and the involvement wizard walks users through the process of matching offenders, suspects, victims, and witnesses to the appropriate offenses. With Records, users can stay organized by attaching narratives, citations, search warrants, and evidence directly to case reports.

In addition to case management, Records enables comprehensive property and evidence tracking, including a detailed chain of custody log. Records also logs warrants, sex offender data, pistol permit information, bicycle registration, and more, managing all of the agency's records in one centralized, easy-to-search system.

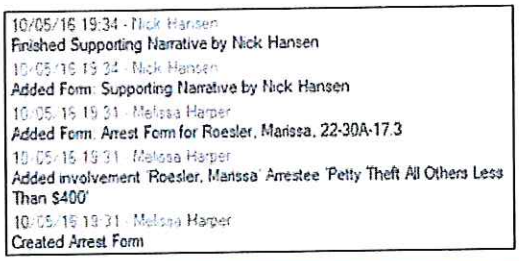
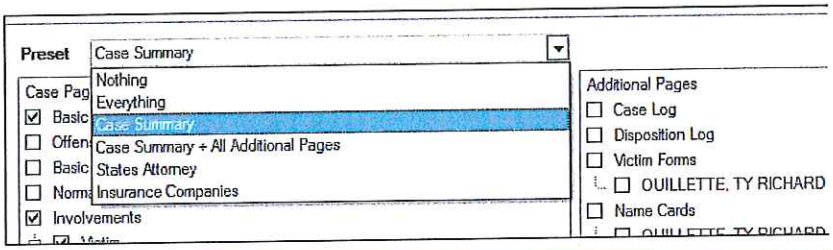
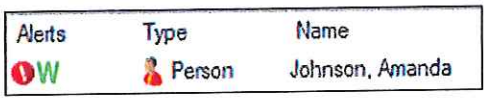
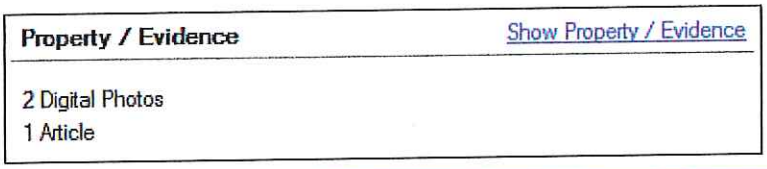
Records also includes Sealing and Expungement capabilities. Cases, Warrants, and Intelligence Cases can be sealed. This allows for restricting case report access to specific personnel or personnel groups. Cases and Intelligence cases can also be expunged.

NIBRS/UCR Compliant	Records is NIBRS/UCR compliant for streamlined state reporting.
Sex Offender Log	The sex offender log tracks offender data and check-ins. It also generates system-wide alerts on offenders' names. 
Financial Integration	The product allows bicycle registrations, pistol permits, and parking ticket logs to be integrated with Financial, enabling sliding fee structures and payment tracking. Bond amounts related to warrants are another trackable item. 

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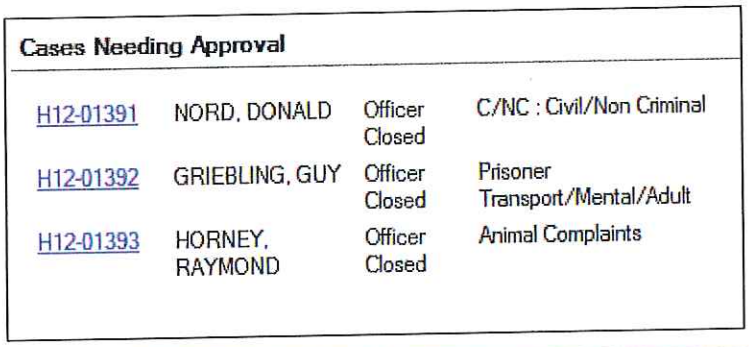
CAD Integration	The ability to link dispatch information to a case reduces redundant data entry and keeps all relevant details in one easy-to-access location. 
Mobile Integration	Mobile users can access case reporting and other features in patrol vehicles for fast and easy field reporting.
Case Reports	It's easy to neatly organize all data and forms related to a case. Users can build case reports on information pulled from CAD, which can be viewed side-by-side with case data. The involvements wizard walks officers through the process of matching people to offenses and ensures that they complete all necessary steps. The software makes it so a case's status is easily reviewed and the approval process can be configured to match agency procedures. 
Related Forms (custom forms)	Summons, citations, search warrants, field identifications, arrest forms, call referral criteria forms, and custom forms integrate tightly with case reports, eliminating duplicate data entry. 
Unlimited Case Report Types	Clients can create an unlimited number of case report types, such as investigations, juvenile, narcotics, etc. Permission-based security sets access limits to each report type.
Case Report Linking	Case report linking allows for easy navigation between related cases.
Case Narratives	The software allows multiple case narratives to be attached to each case. 
Automatic Case Notifications	Users can enhance the case management process using automatic case notifications. Supervisors can be notified as cases age, investigations divisions can be notified when cases score above the call referral threshold, and more.

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Case Audit Trail	A time stamped audit trail records who added each part of a case report, as well as the case's approval status history. 
Case Printing Presets	With configurable presets, any user can easily generate different versions of the case report, like media summaries, supervisor review printouts, state's attorney reports, and more. 
Workflow and Approval	Workflow management helps agencies streamline their caseloads. It also keeps individual users apprised of their important tasks. Configurable rules will automatically create tasks or needed forms.
Warrants	Records manages warrant service and generates system-wide alerts on names with active warrants. 
Property and Evidence	Integrated with case reports, the Property and Evidence feature simplifies the tracking process. Digital evidence can be stored and attached to related case files, and bar codes can be easily printed and scanned to identify physical evidence with the optional integrated bar code scanner and printer system. 
Chain of Custody Log	The software tracks every action entered for property and evidence in a log. The property management structure allows only valid actions, resulting in a legitimate chain-of-custody log complete with transfer receipts.
Electronic Signatures	The optional integrated signature pad solution allows for electronic signatures on property and evidence forms and receipts. Signatures are attached to the file for quick reference.

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Digital Evidence	Digital evidence such as images and audio files can be added directly to case reports. Audio files can be bookmarked to flag key segments and comments can be added to all digital evidence types. Links to video files can be entered as evidence.
Pawn Property	Pawn property is tracked in an integrated manner.
Dashboard	When users log in, dashboards display key alerts and information. These dashboards can be configured on a per-user basis, or standard templates can be configured by agency administration.
Investigative Lead Tracking	Tips and leads can be added to case reports or entered independently. Leads can be managed by the lead investigator who can assign a task for each lead and monitor the results. If information is relevant to the case report, it can be imported without being rekeyed. Personnel who do not have access to a sealed case can still work all leads assigned to them without needing access to the full case.
Reporting	All data entered in Records is available for statistical reporting using the integrated Reporting product.
Sealing	Cases, citations, and warrants can be sealed to restrict access to specific personnel or personnel groups.
Expungement	Names and offenses can be removed from cases and intelligence cases. An expungement log allows agencies to determine if an original copy should be saved and if expunged records can be reversed or made permanent.
Redaction	Users are able to electronically redact reports from within the built in print preview option. Redaction is available everywhere a report can be previewed within Records. Users are able to identify text or images within the report, draw a box overtop of the item, and then replace the underlying item with the box. Redacted text is converted to an image so that the text itself is no longer searchable or retrievable in any other fashion.

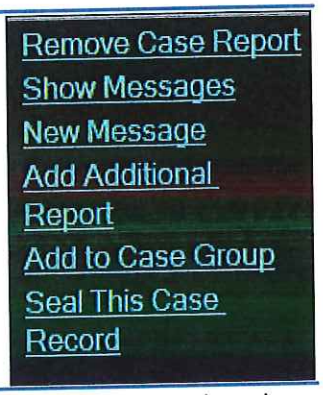


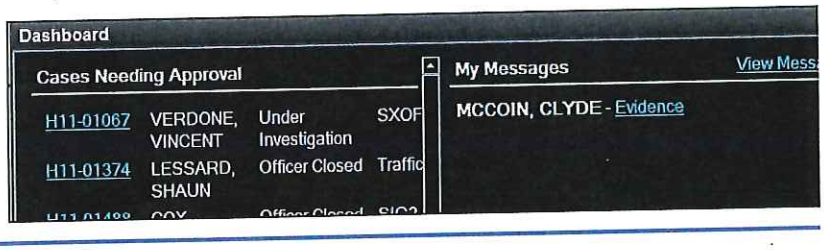
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Mobile Records

Mobile users can have access to much more than just dispatch information. Integration with Records puts name, address, case, and civil process records at their fingertips, and they can run Records queries to find the information they need right there in the field. Mobile users can write and/or approve case reports in their vehicles instead of returning to the agency, just one more feature that keeps them on the streets, visible in the community, and able to respond quickly when they are needed.

Synchronized with Agency Servers	Mobile units synchronize with agency servers, keeping mobile users apprised of the latest Records and Civil data. Mobile users can keep working if they go out of range; any new data is automatically synchronized when the connection is re-established.
Query Master Indices	Users query master indices for names, addresses, and vehicles, and take advantage of in-vehicle access to record alerts including premise information, active warrant alerts, and more.
Field Reporting	Field reporting puts all the case reporting functionality of Records in squad vehicles, keeping officers out in the community and ready to respond. Officers can write narratives while events are fresh in their minds, or upload audio interview files and digital photos in their vehicles.
Configurable Workflow	Officers in the field can have their reports approved minutes later by a supervisor on another mobile unit or forwarded to an investigative department. This function eliminates pileups of reports waiting to be written or reviewed.
Civil Integration	Mobile users can view which civil services and papers are assigned to them, as well as log service attempts and completions.
Dashboard	The dashboard displays key alerts and information as users log in. These dashboards can be configured on a per-user basis, or standard templates can be configured by agency administration.





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eCitations

The eCitations solution enables officers to quickly collect vehicle operator information whether or not the officer is connected to the network. Compatible scanners automatically parse data from licenses to appropriate fields. Once complete, eCitations can be printed from within a vehicle. Information entered on eCitations is available in the dispatch center or records office once the citation has been uploaded and approved.

Accident Reporting

Accident Reporting, like eCitations, allows officers to collect the necessary information from related vehicles and operators, whether or not the officer is connected to the network. Compatible scanners automatically parse data from licenses to appropriate fields. An embedded tool allows the officer to easily diagram the scene of the accident and attach that diagram to the accident report. Information entered on an accident report is available in the dispatch center or records office once the accident report has been uploaded and approved.

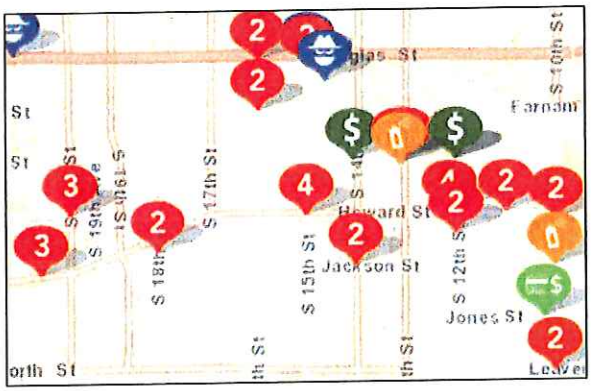
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IQ CrimeMapping.com

CrimeMapping.com helps law enforcement agencies keep the public updated on recent criminal activity. By searching an address, feature (such as a school or park), or agency, citizens can get detailed and timely crime data information. Law enforcement agencies can also elect to include sex offender data on CrimeMapping.com.

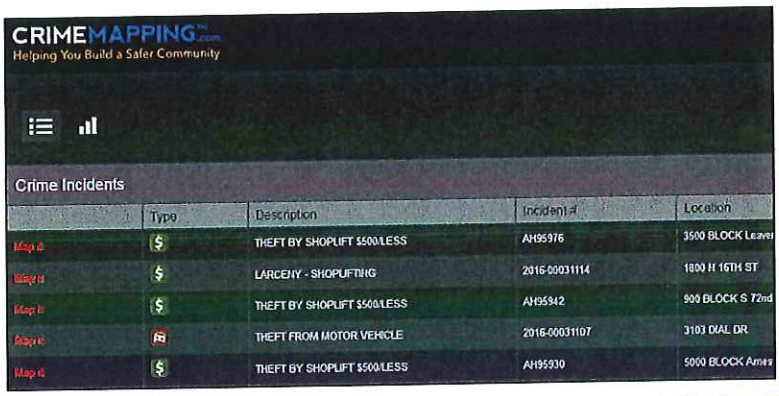
CrimeMapping.com uses an advanced mapping engine to provide functionality and flexibility to agencies. Crime data is extracted on a regular basis from each department's records system, ensuring that the information being viewed is the most current available. This data is always verified for accuracy, and all address information is generalized by block in order to protect privacy. This tool is also useful for generating static graphs and reports.

Public-facing Portal	A publicly-accessible website visually displays crime incidents on a map screen.



Citizen Alert Sign Up	Citizens can sign up for email alerts based on proximity to address, landmark, or zip code and select which type of records alerts to receive.
Submit a Tip	CrimeMapping.com allows citizens to select a specific crime and submit a tip to law enforcement agencies.
Searchable Features	Viewers can filter the area shown on the map by proximity to address, landmark, zip code, or radius to a location.
Measure Distance	CrimeMapping.com has a built in tool for drawing lines to measure distance.

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Filter View by Crime Type, Dates, or Area	
Create Reports	Using integrated report templates, users can filter data and then lists and graphs on that data. 
Printable Map Screens and Charts	Built-in printing feature allows users to print map screens and charts from the site.
Share Records Data with Other Agencies	The website allows agencies to view each other's crime data without having to share logins or sensitive information.

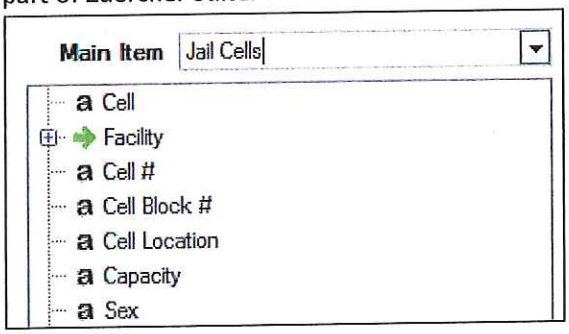
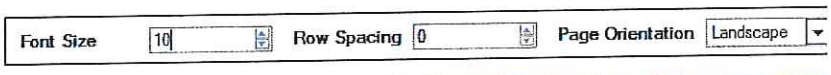
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Reporting

Reporting is the user-friendly, built-in report generator for Zuercher Suite that is included at no additional charge. This tool eliminates the need to purchase additional report templates or run queries on agency data with separate software. Since Reporting integrates with the software, the information is current, correct, and does not need to be re-entered to build a report.

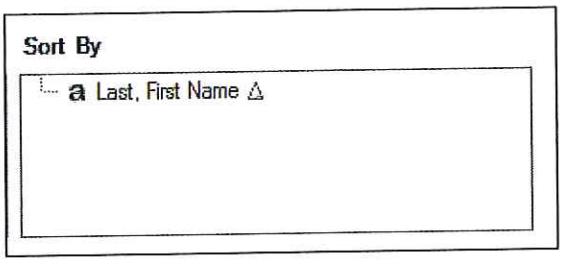
The report builder's straightforward user interface allows report generation based on a user model rather than the actual physical model. This completely eliminates the need for users to understand concepts such as joins, primary keys, etc. To build a report template, users select the data elements, drag and drop fields on to the report, and apply custom filters. The report generator contains intuitive logic for standard calculations such as adding, averaging, and counting occurrences. Fonts and field names are adjustable.

Reporting includes a set of pre-made templates but there is no limit to the number of custom report templates an agency can create or share. Use Reporting to build list style reports, cross-tab style reports, charts and graphs. Reports can be set to run on automated schedules, emailed, viewed as dashboard parts, exported, and printed. With Reporting, agencies have access to all of their own up-to-date data to build the reports that fit their needs exactly.

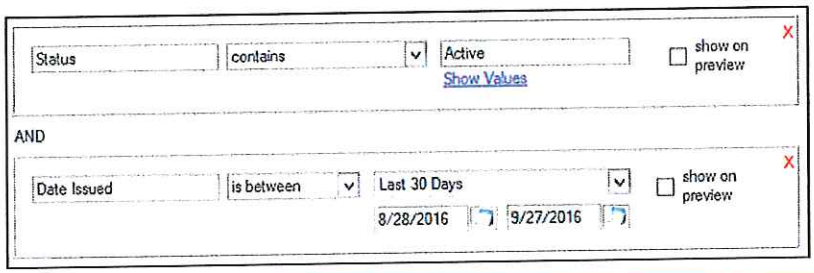
Report Generator	Filters and built-in templates assist users in generating reports.
Creating Reports	Any report can be easily built from scratch with the report generator. Users can create reports with any data that has been entered into any part of Zuercher Suite. 
Layout	Agencies control layout decisions such as field arrangement, column width, label text, font size, line spacing, and more. 

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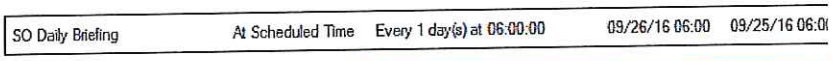
Grouping and Sorting	Agencies can control grouping and sorting options to arrange data in a way that fits their needs.



Custom Data Filters	Users can apply custom data filters such as date or record number ranges or filter for records containing specified words or characters. They can also apply multiple filters using and/or logic to drill down to the exact data required.



Statistical Analysis	Agencies can create crosstab-style reports to generate easily legible summary data such as monthly citation counts per officer and annual crime statistics or compare data from month to month or year to year.
Recurring Reports	Agencies may schedule recurring reports to be run at daily, weekly, or monthly intervals. They choose whether the recurring report will be automatically uploaded to a file share or sent in an e-mail to a specified group of recipients.



Access to Reports	Users specify the sharing setting for each report. They can choose to restrict access to specific users, or grant run-only or edit/run rights to designated people or user groups.
Exporting	The software can export reports to PDF or Excel files for easy data storage and sharing.



COMSTAT Compatible	Agencies can leverage Reporting's power for data-driven policing. By taking advantage of detailed record-keeping practices and drawing on that data, agencies can improve their effectiveness and the quality of services provided.

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Custom Forms

'The product has several things I had never seen before, such as custom forms. You can build this product to fit your agency. Most are cookie cutters that say, 'That's the way it is. Sorry.' **With Zuercher you can actually customize it to your agency."**

Captain Scott Martin
Lumpkin County Sheriff's Office, GA

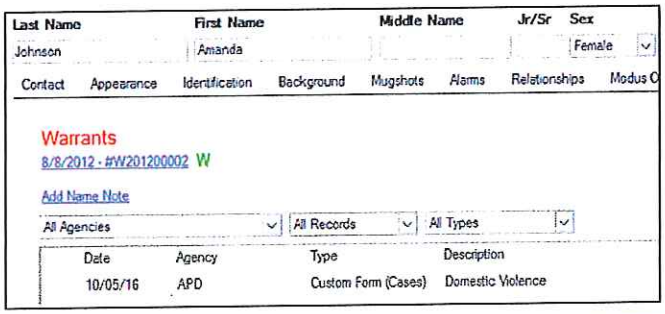
Zuercher Technologies offers a custom form generator at no additional cost as a standard part of any Advanced module package. This tool allows agencies to create their own unique forms within the system and attach them to specific records in Zuercher Suite, keeping everything in an easily accessible, central location.

Name, address, and vehicle fields from these are connected to each agency's master indices to reduce redundant data entry. The master indices are searched and existing information can be selected from the database. This also notifies staff of any alerts related to the master indices. If the information which is being entered is new, it will update the master index so that it is immediately available in other parts of Zuercher Suite.

When building the form, information from related files, such as case numbers or incident times, can also be pulled in automatically. Available information is displayed in a menu for each form type. Adding it to the form is as simple as clicking on the item in the menu.

All data within custom forms is searchable. This makes finding needed information an effortless, efficient process. Instead of searching through paper files or trying to find the correct folder on a server, links and search capabilities make it easy to locate specific information. Data included in forms can also be used to create reports with Reporting.

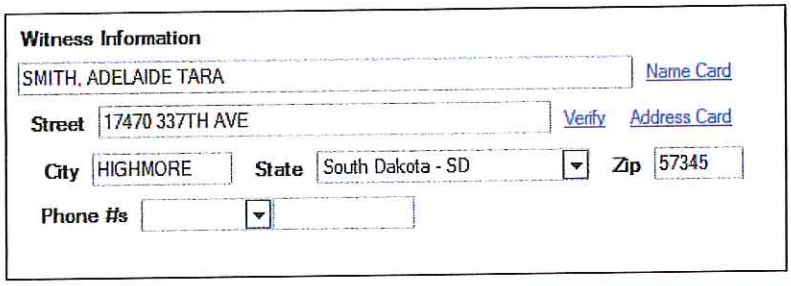
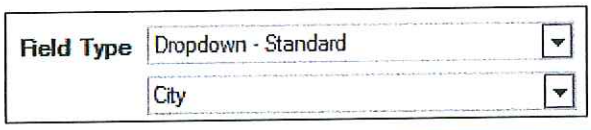
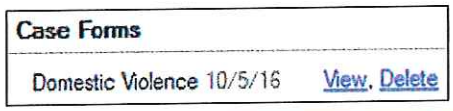
Report Generator	Filters and built-in templates assist users in generating reports.
Prevent Inefficiencies	Agencies often have many forms used to collect data, either on paper or in a spreadsheet. The system allows agencies to collect all that information in a single, central location.
Easy to Build	The custom form generator is an easy-to-use tool that makes customizing the form and layout simple.
Involvements	Custom forms can be created that denote involvements on a master name, address, or vehicle record.



Data Elements	Agencies can reduce redundant data entry as information entered on the related file can be imported into the custom form.

Case#	P201600001
Date	10/05/16 19:26

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Fields	Agencies can use an unlimited number of fields in different formats, such as free-form text or check boxes. Each field can be designated as required if it should be filled out before the form can be saved. A default value can be assigned for fields that are typically set in a similar manner.
Master Indices	Fields such as name, address, and vehicle can search the master database for known information. 
Agency Terminology	Agencies are able to name and format all fields and data elements so they can match existing procedures and terminology.
Drop-Down Menus	Users can make use of already configured drop-down menus or create new custom drop-down menus. 
Searchable Data	All data entered in custom forms is searchable.
Related Files	Custom forms attach to related files throughout many parts of Zuercher Suite for fast retrieval and reference. 
Reporting	All data entered in custom forms is available for statistical reporting using the integrated Reporting custom product.

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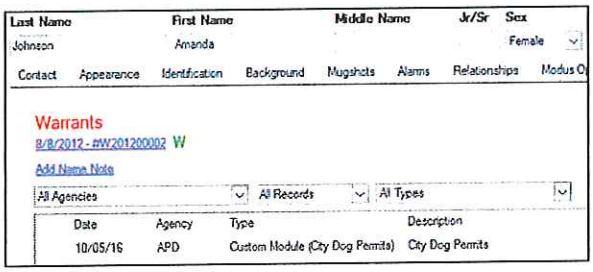
Custom Modules

Like Custom Forms, Custom Modules give agencies the power to track whatever information they may need in an integrated part of Zuercher Suite. Agencies can eliminate paper logs and stand-alone spreadsheets by creating modules to fit their exact needs.

Rather than being associated with a particular record type within the system (as is true for Custom Forms), Custom Modules can track anything an agency needs, such as burn permits, pet licenses, or boat licenses. Each of these records can also create involvements on master name, vehicle, and address records, adding to the power of the data within the system.

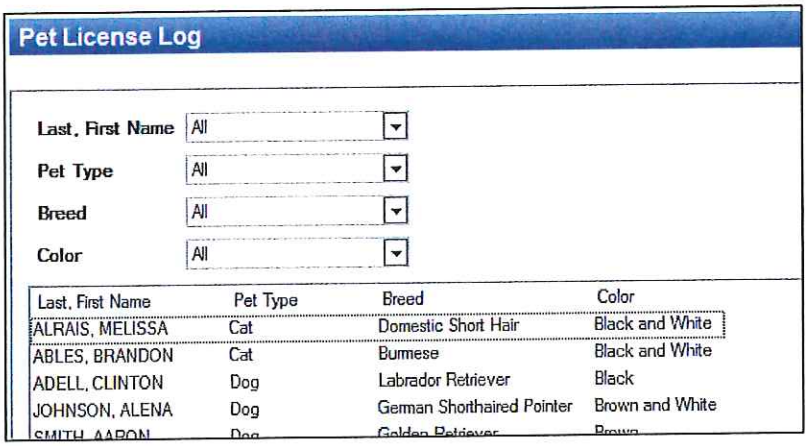
Everything within each created module is customizable by the agency, from the log screen that displays information, to the drop-down menu items within the modules, to the templates used to print records. All data entered in to Custom Modules is also available in Reporting for reports and statistical analysis.

Track Anything	Whether for burn permits or pet licenses, agencies can create their own module to track items within Zuercher Suite instead of needing separate applications or files.
Involvements	Agencies can create custom modules that notate an involvement on a master name, address, or vehicle record.
Fields	An unlimited number of fields in different formats, such as free-form text or check boxes, can be included by the agency. Each field can be designated as required if it should be filled out before the form can be saved. Each field can receive a default value and can also be designated as required if it should be filled out before the form can be saved.



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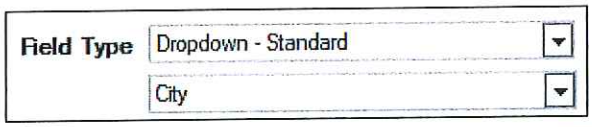
Log Screen Agencies can format how data displays in the log screen so that important details are quickly available for reference.



Master Files Fields such as name, address, and vehicle can search the master database for known information.

Agency Terminology Agencies are able to name and format all fields and data elements to match existing procedures and terminology.

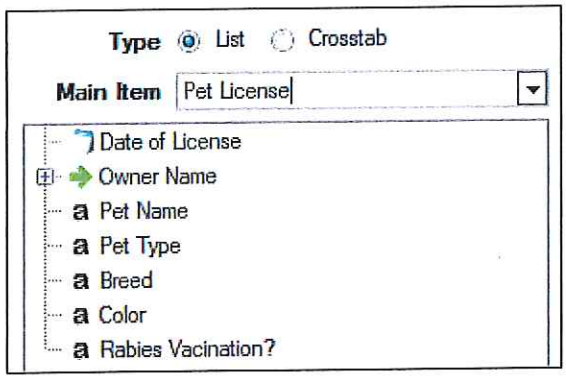
Drop-Down Menus Users can make use of already configured drop-down menus or create new custom drop-down menus.



Templates Agencies can design templates in each module for data that needs to be printed creating custom printouts.

Searchable Data All data entered in custom modules is searchable.

Reporting All data entered in custom modules is available for statistical reporting using the integrated Reporting product.



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Custom Fields

For situations where Zuercher Suite doesn't have a system field to track something important to the agency, Custom Fields can be configured on more than one hundred screens within the Suite. This allows users to collect additional data for each record type in Zuercher Suite, making even standard screens truly flexible for each agency's needs. Custom dropdowns, date fields, personnel fields, sequence numbers, and many other types can be added. Several configuration options are available for each field, including field type, default value, and if the value is displayed on a printout. Custom Field data can be gathered by the report generator in the same manner as standard field data. Custom Fields can be configured in any advanced products.

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Implementation

Zuercher Technologies uses a multi-phase approach to ensure a successful implementation for each client agency. Trained and experienced members of the Zuercher Technologies implementation team move through the process with each agency to ensure successful outcomes.

Kickoff Meeting	Upon contract signature, a kickoff meeting is scheduled to initiate the implementation process, setting up a statement of work, server installations and scheduling the Business Practice Review (BPR).
Server Procurement and Installation	Zuercher Technologies procures and configures the Zuercher Suite servers. The servers are then set up and installed at the agency.
Business Practice Review (BPR)	During this meeting, the project implementation team works with the agency's project team to determine the contents of the Configuration Management Document (CMD). All product needs and requests are reviewed.
Configuration Management Document (CMD)	The project implementation team discusses how the software currently meets the agency needs or how Zuercher Technologies plans to develop additional functionality.
Configuration and Conversion	Zuercher Technologies trainers work with agency personnel to complete the planned configurations. In addition, Zuercher Technologies configures and tests interfaces and begins the data conversion process.
System Review	Once all of the items in the CMD have been completed, trainers from Zuercher Technologies spend a final session with the agency's project team to review any questions or concerns.
Training	Zuercher Technologies offers several options for training, all of which use the agency's data (which has been converted from the existing system). All of the training options provide hands-on use of the software with real-world examples. Class sizes are limited to ensure that each individual has sufficient time to practice using the system. When the go live date arrives, users are well-prepared to begin using the new software.
Go-Live	Zuercher Technologies provides on-site support the day that the new system goes live. Any questions that arise are addressed immediately by the on-site team, ensuring that the first day using the new system goes smoothly.
System Acceptance	The agency reviews all aspects of the software, data conversion, interfaces, and any concerns are documented by the project implementation team. This list of action items is addressed before the agency officially accepts the system. At this point, the Zuercher Technologies support personnel take over the day to day needs of the agency.

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Implementation Timeline

The following is an estimated implementation timeline. This timeline could change based on contract signing date and MPD, Zuercher and customer defined interface vendor availability.

September 1, 2017

- MPD completes contract signing

September 5, 2017

- Zuercher Technologies initiates internal kickoff discussions

September 7, 2017

- Zuercher Technologies holds kickoff meeting with MPD
- Zuercher Technologies and MPD work on verifying Server Sizing Document

September 14, 2017

- MPD schedules interface discussions with third-party vendors
- Zuercher Technologies provides MPD Server and Network Specifications for Zuercher hardware
- MPD identifies server and network specifications for Zuercher hardware

September 27, 2017

- MPD provides completed and signed Server Specification Document
- MPD provides completed and signed Network Specification Document
- Zuercher Technologies orders MPD servers

October 2017

- Zuercher Technologies begins system configuration with MPD
- Zuercher Technologies completes server configuration
- Zuercher Technologies ships Zuercher installed servers to MPD
- MPD installs Zuercher servers and confirms connectivity

November 2017

- Zuercher Technologies attends Business Practice Review (BPR) at MPD
- Zuercher Technologies submits the Configuration Management Document (CMD) to MPD for review and approval
- Zuercher Technologies receives approved CMD from MPD
- Zuercher Technologies continues system configuration with MPD

December 2017

- Zuercher Technologies continues system configuration with MPD

January 2018

- Zuercher Technologies begins data conversion activities

February 2018

- Zuercher Technologies completes system configuration with MPD
- Zuercher Technologies continues data conversion activities

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March 2018

- MPD begins system review of Zuercher Suite

April 2018

- Zuercher Technologies completes data conversion activities
- MPD completes system review of Zuercher Suite

May 2018

- Zuercher Technologies ships peripheral hardware to MPD
- MPD installs and tests peripheral hardware
- Zuercher Technologies begins Zuercher Suite training sessions

June 2018

- Zuercher Technologies completes Zuercher Suite training sessions
- Zuercher Technologies and MPD complete final review of Zuercher Suite software

July 2018

- MPD goes live with Zuercher Suite software

Post Go Live

- Zuercher Technologies completes refresher training
- Identified interface and module implementation

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Data Conversion Process

What makes Zuercher Technologies' data conversion process unique is that all conversions are performed before the Zuercher Suite system goes live, allowing agencies to train on their own data. This also means that legacy systems do not need to be kept running in parallel indefinitely after the Go Live, freeing up personnel and costs which are necessary to maintain those legacy systems for historical purposes.

The Project Manager reviews with the agency what data is important to convert and monitors the overall process to ensure timely completion. Agency personnel will be trained in building the necessary data maps to show how data from the old system should be placed into the new system. Zuercher Technologies' data conversion analysts, based on these data maps, will then write automated procedures that convert the data using a proprietary data conversion tool. Finally, the data conversion analysts will work with the agency personnel to verify that data has been converted accurately. Because this is all done before the system goes live, any questions or challenges along the way can be addressed and solved, preventing avoidable downtime after implementation.

Zuercher Technologies has performed data conversions on legacy systems which ranged from those which had no internal referential integrity to highly complex systems which required that many different records be linked or combined in the course of conversion. In addition to converting the data stored within database or flat-file systems, Zuercher Technologies also migrates attached file objects (such as the digital evidence files which pertain to property/evidence records) ensuring that the files are correctly linked to the appropriate records within Zuercher Suite after the conversion.

The key to any successful data conversion process is constant, close interaction with the agency personnel throughout to ensure that the data conversion analysts are not making assumptions about the data, but are following the path defined by the agency personnel who are most familiar with the data being converted.

Pre-Contract Signing

1. Zuercher Technologies will provide a SFTP site to upload a sample of the data which is to be converted into the Zuercher Suite system.

   NOTE: If desired, the MPD may provide the data to Zuercher Technologies by means of an encrypted hard drive instead of the SFTP transfer.

2. The MPD provides the to-be-converted data into a common format such as SQL, Excel, or Access.
3. The MPD will then upload sample data to the SFTP site for review.
4. Once Zuercher reviews the MPD data, an explanation with regard to what data can be converted into Zuercher Suite will be added to the contract prior to the contract being sent to the MPD for review and signature. This is done to ensure both parties' expectations for data conversion are the same.

Post-Contract Signing/Project Implementation

1. Source database(s) are reviewed and relevant tables are prepared for extraction

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2. A specific roadmap is designed to handle the movement of data out of the old database into the Zuercher Suite tables.
3. The data conversion mapping tool is used to clean up records as they are transferred.
4. Sample conversions are completed on the training system. (This is normally performed multiple times on a conversion project.)
    a. The existing Zuercher Suite training database is deleted.
    b. A copy of the production Zuercher Suite database is moved to the training system.
    c. The newly copied training database is cleared of all non-configuration data.
    d. If available, the MPD provides a fresh cut of its legacy database(s).
    e. The conversion roadmap is run against the training database.
    f. At the MPD's direction, the Data Conversion Analyst makes changes to the road map. The next time the conversion is run, it reflects the requested changes. The MPD's involvement and feedback in this step is critical because it will guide the final conversion product.
5. When the conversion roadmap is complete and Go Live arrives, the MPD will supply the last cut of data from the legacy database(s).
6. The production database is cleared of all non-configuration data.
7. The conversion roadmap is processed against the final cut of legacy data.

DATA COPIES. The MPD will need to provide existing system(s) data for conversion several times throughout the project.

1. Contract – Review of data during contracting to make sure data is in a format from which Zuercher Technologies can convert
2. Execution – Zuercher will require data 3-5 times during the execution of the project
    a. During data conversion review, the MPD will be able to review all data up to date of cut (most recent months of data help with review)
3. Prior to Training
    a. This will allow the training to be performed with the most recent data
4. At Go Live
    a. This will be what is used for Go Live.

SPECIFICATIONS. The MPD will be provided a Data Conversion Specifications document to fill out stating specifically the areas of data which need conversion and will serve as the scope of data conversion. This document lists the products the MPD purchased for data conversion along with areas that can be selected within those products to be converted.

MAPPINGS. The agency will be required to map data conversion items from its current database tables to the new Zuercher Suite configuration tables. This task is performed in Zuercher Suite software.

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CONVERSION ITERATIONS. There will be several iterations (6-10) of data conversion by the Zuercher Data Conversion Analyst. This process will take several months to complete. Once the conversion has progressed past the initial state, conversion will occur on the Training Server. Before each conversion iteration, Zuercher will copy the Production Database to the Training Server.

1. Initial Conversion for each product
   a. Takes several months for the Data Conversion Analyst to complete.
2. Fixes for Agency Reported Issues
   a. After the initial conversion is complete for each module, it is important to deliver weekly fixes based on the issues reported by the MPD.
3. Prior to Training
   a. It is important to convert the final approved data conversion on the Training Server so that current data will be used during Training the MPD staff.
   b. The Data Conversion Verification document must be signed prior to training.

REVIEW ITERATIONS. There will be several iterations of data conversion review performed by the MPD Data Conversion Team. This process is expected to run in parallel with the Data Conversion. Conversion review will occur on the Training Server. Before each review iteration, Zuercher will copy the Production Database to the Training Server.

1. Initial Review for each Product
   a. It is required that once initial conversion is completed, the MPD reports back within 5 business days regarding issues that need to be fixed in next conversion.
2. Fixes for Agency Reported Issues
   a. After the initial conversion is complete for each product, it is important to deliver weekly fixes based on the issues reported by the MPD. The MPD must report new issues within 2 business days to Zuercher.
3. Prior to Training
   a. It is important to convert the final approved data conversion on the Training Server so that current data will be used during training the MPD staff.
   b. The Data Conversion Verification document is signed off prior to training. The agency project manager will need to verify with the MPD build team that conversion has been verified and document can be signed.

VERIFICATION. The MPD will be provided a Data Conversion Verification document which lists the conversion data based on the scope of the conversion that was agreed upon in the Data Conversion Specifications document. This document states there are no more tweaks required for the conversion and that the latest (most recent) conversion script is to be used for Go Live.

GO LIVE. A final cut of data will be provided for Go Live. After the MPD is live with Zuercher Suite and has progressed through system acceptance, no additional data fixes of the converted data will be performed.

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Training

Zuercher offers several options for end-user training. All of the training options provide hands on use of the software with real-world examples. This means that when the go-live date arrives, users are well-prepared to begin using the new software. The training plan will be customized for each project, taking into consideration the Zuercher Suite products and modules which are part of the project, included interfaces, the agencies and facilities which are involved, and many more factors.

All Zuercher training sessions are led by Business Analysts or Training Specialists. Analysts and Training Specialists have thorough software and industry knowledge specific to the MPD (after having previously completed the detailed walkthrough which is part of the Business Practice Review).

Zuercher will create and print agency-specific quick reference guide documents which highlight each agency's unique configuration. These documents are also available in electronic format.

Before the actual training at the end of implementation, and after the Business Practice Review, Zuercher will provide several remote training/configuration sessions with a small build team from the MPD to help configure Zuercher Suite software.

As noted, the specific training for a group of trainees is determined by working with the agency with regard to roles and responsibilities to ensure that users get the training which is needed.

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Sample Training Plan

Training Requirements

The following items are required for successful training:

Resources for the Trainer

- One computer with a network connection
- Most recent Zuercher Suite version installed and tested
- Zuercher Mapping installed and tested (if purchased)
- Conference Room or Training Room (preferred)
- Projectors and screens set up and tested
  - Non CAD – one projector and one screen
  - CAD – two projectors and two screens
- Podium or desk for trainer

Resources for the Trainees

- Computers with network connections to follow along
  - Non CAD – minimum of one monitor
  - CAD – minimum of two monitors (three are suggested)
- Supervisor and/or Build Team member in every class to refer to policy questions
- Maximum of fifteen trainees in each class
- No more than two people at each workstation
- Most recent Zuercher Suite version installed and tested on each training workstation
- Zuercher Mapping installed and tested (if purchased)
- Tested login for each trainee
- All third-party devices (i.e., scanners, barcode reader, mug shot camera) connected and tested
- Printer set up and tested (optional)

Zuercher Suite Training Session Descriptions

The Zuercher Suite Training Session Descriptions provide a summary of each training session offered for Zuercher Suite. Each training session contains a detailed description, topics, recommended time, location, requirements, and recommended attendees. We use scenario based training style, so our project team will be asking your agency to provide real life scenarios for each training session.

Agency Administration

The Agency Administration training session covers a variety of administrative functions, including tracking mileage, fuel, and other services in Fleet Management. You will learn how to manage Equipment, Inventory, and Purchase Requests. You can learn how to log and track Service Dog information, update and search the Policy Manual, and handle Citizen Feedback. This session can be divided by specific job function too: Management of Equipment, Inventory, Service Dogs, Policy Manuals and Fleet.

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Topics:

- Fleet Management
- Equipment
- Inventory
- Citizen Feedback
- Service Dogs
- Policy Manual
- Purchase Requisitions

Time: 2 hours
Location: Remote training prior to Go Live.
Requirements: Agency divides sessions by job function and/or department. Agency provide scenarios.
Attendees: Staff managing the following services: Fleet, Equipment, Inventory, Service Dogs, Policy Manual & Purchase Requisitions

Personnel Management

The Personnel Management training session covers the Zuercher Suite Personnel module. You will learn how to create and edit personnel records, and assign permissions to personnel. You will be able to track Trainings, Disciplinary Actions, Promotions, Citizen Feedback and Commendations too.

Topics:

- Personnel Records
- Permissions & Personnel Groups
- Personnel Forms & Categories
- Promotions
- Commendations
- Disciplinary Actions
- Equipment Audit
- Training

Time: 2 hours
Location: Remote training prior to Go Live
Requirements: Agency provide scenarios
Attendees: System Build Team, HR Department and Supervisors

Reporting

This Reporting training session provides a simple and straightforward process to create reports and does not require SQL experience. The session demonstrates how filters, sorting and grouping can be applied to display the data as desired. You will learn how to create custom dashboard parts to display information relevant to your day to day activities on your dashboard. Based on the reports, you will be able to create charts, graphs and heat maps too.

Topics:

- Listview Report
- Crosstab Report
- Format your Report
- Charts & Graphs
- Custom Dashboard Parts
- Recurring Reports

Time: 2 hours
Location: Remote or Onsite training prior to Go Live
Requirements: Attend any Zuercher training session. Agency provide scenarios.
Attendees: Supervisors or any staff interested in creating reports.

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CAD & Mapping

The CAD & Mapping training session prepares you to efficiently handle any Call for Service (CFS) from start to finish. You will learn how to create a new CFS, configure your CAD windows and use the command line to quickly update units, calls and run NCIC queries. The scenarios will teach you how to manage unit statuses, calls, send pages and assign recommended units to calls seamlessly. You will cover how to search, create and add alerts to names, vehicles and addresses. If you create records such as bulletins or citations, then we will provide time to cover those topics too.

If the agency purchased Zuercher Mapping, then the Mapping features will be demonstrated and the training focuses on how to navigate, route, and search map layers.

If the agency purchased Mobile CAD, then we offer a combined 2-hour CAD & Mobile CAD scenario based training session where communications and law enforcement can practice real life scenarios together.

Topics:

- CFS Log
- CAD Window Configuration
- Command Line vs. Point & Click
- New CFS
- New Traffic Stop
- Officer Initiated
- ANI/ALI
- NCIC
- Zuercher Mapping (if purchased)
- AVL & AVL Playback (if purchased)
- Unit Recommendation
- Shortcuts & Hotkeys
- Master Searches
- Tow Log
- Bulletins
- CAD Command Log
- Location Alerts
- Alarm Billing
- Scheduled Calls
- Other Records (Warrants, Citations, etc)

Time: 6 hours
Location: Onsite training prior to go live
Requirements: Two monitors for trainer and each trainee. Mapping installed. Agency provide scenarios. Maximum 10 trainees per session.
Attendees: Communications Staff and Communications Supervisors

Mobile CAD & Mobile Records

The Mobile CAD & Records training session covers Mobile CAD, Mobile Records, eCitations, Accident Reporting, Civil, and Fleet Management. You will be able to locate names, vehicles, address history, run NCIC queries and customize your Mobile CAD screen. The scenarios will teach you how to update your status, respond to calls, create cases and send your case for approval. If you purchased the Zuercher Suite eCitation or Accident Reporting feature, then we will demonstrate how to create, print, upload and import the records.

Mapping features are demonstrated during CAD and Mobile CAD training session and the training will focus on how to navigate, route, and search map layers.

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If the agency purchased CAD, then we offer a combined 2-hour CAD & Mobile CAD scenario based training session where communications and law enforcement can practice real life scenarios together.

Topics:

- Mobile CAD Configuration
- Response View
- Officer Initiated
- Traffic Stop
- eCitations (if purchased)
- Accident Reporting (if purchased)
- NCIC
- Case Reports
- Zuercher Mapping (if purchased)
- Shortcuts & Hotkeys
- Dashboard
- Master Searches
- Equipment (DL Swipe, GPS, Printer, etc.)
- Other Mobile Records

Time: 4 hours
Location: Onsite training prior to Go Live
Requirements: Equipment Installed (DL Swipe, GPS, Extend). Mapping Installed. Agency provide scenarios.
Attendees: Law Enforcement and Law Enforcement Supervisors

CAD & Mobile CAD Scenarios

The CAD & Mobile CAD scenarios sessions allows the Communications and Law Enforcement staff to learn firsthand the connection of CAD and Mobile CAD by practicing real life scenarios together. You will create calls for service, assign units and respond to calls in the same training session.

Topics:

- CAD & Mobile CAD Interaction
- CFS > NCIC > Response > Case Report Scenarios

Time: 2 hours
Location: Onsite training prior to Go Live.
Requirements: Attend the CAD or Mobile CAD training session. Agency provide scenarios.
Attendees: Communications Staff & Law Enforcement

Records (Desktop)

The Records training session covers a variety of topics within the Zuercher Suite records module, but focuses heavily on the Case Report and how different departments use the Case Report. You will learn how to search, create, add information and edit Case Reports. We can divide the Records training into specific sessions for CID, Attorneys, Supervisors, Command Staff and Records Management or we can divide by specific topics such as Warrants, Sex Offenders, Pistol Permits, and Protection Orders.

Topics

- Case Reports
- Investigative Leads
- Property & Evidence
- Intelligence Module
- Citations
- Warnings
- Field Identification
- Warrants
- Protection Orders
- Bicycle Registration

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- Parking Ticket
- Pistol Permit
- Triple I
- Pawn Property
- Sex Offender
- State Reporting
- Import eCitations
- Import Accident Reports
- Custom Forms
- Temporary Holding

Time: 2 hours
Location: Remote or Onsite training prior to Go Live
Requirements: Agency divide sessions by training topics, job function and/or department. Agency provide scenarios.
Attendees: Any non-mobile users using Zuercher Suite Records

Investigations, Intel and Investigative Leads (Desktop)

The Investigations, Intel and Investigative Leads training session covers how your Investigations Team will create and manage their cases. It includes topics from creating, editing, searching and sending for final approval. You will learn how to add evidence, narratives and recordings by using scenarios provided by your agency. If you elect to use our Intel and Investigative Leads modules, then we will provide extra time to learn how to use those topics too.

Topics

- Case Reports
- Intelligence Module
- Investigative Leads
- Case Approval

Time: 2 hours
Location: Remote or Onsite training prior to Go Live
Requirements: Attend the Records Training Session
Attendees: Investigations Department or CID

Administrators and Case Workflow (Desktop)

This Administrators and Case Workflow training sessions focuses on Case Report Management including editing, printing and approving Case Reports. We will not cover how to create a Case Report, so you will want to attend the Mobile Records or Records training session.

Topics:

- Edit, Review & Print Case Reports
- Case Approval Process

Time: 2 hours
Location: Remote or Onsite training prior to Go Live.
Requirements: Attend the Mobile Records or Records Training Session.
Attendees: Command Staff, Case Report Approvers & Administrators.

State Reporting

The State Reporting Scenario training provides an overview on how to view and address state reporting errors on Case Reports. You will walk through several case report scenarios which require you to enter specific information before you can submit to the state reporting repository. The training will prepare you for the post go live state reporting certification process.

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Time: 2 hours
Location: Remote or Onsite training prior to Go Live
Requirements: Attend the Records Training Session
Attendees: Individual(s) submitting NIBRS information to the State Repository.

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Zuercher Suite Maintenance and Support

Zuercher Technologies is passionate about backing its public safety software solution with dependable, dedicated customer support.

24 X 7 X 365 SUPPORT. Zuercher Technologies knows that clients use their software all hours of the day. That is why clients can call the toll-free support line at any time and be connected with a live person based out of the Zuercher Technologies Sioux Falls, SD office – not an automated answering service or someone overseas. Questions or issues can also be reported via email. Even if it is just a simple "how-to" question, support representatives are ready to assist.

Every call received is entered into a tracking system and assigned a number to ensure that no concern goes unnoticed. Response times are monitored to make certain that all issues are resolved as quickly as possible. All critical issues are given the highest importance ranking and the Zuercher Technologies development team devotes their attention immediately to the matter until it is resolved.

"When we've needed something, we would send an e-mail to support, and quite honestly **we would receive a reply within two to three minutes** most of the time. If we have a problem, the team at Zuercher is right on top of it."

Detective Robert Mason
Lafourche Parish Sheriff's Office, LA

TRACKING CONCERNS. Zuercher Technologies believes transparency is very important when it comes to support of the Zuercher Suite software. The support center has a web-based portal which agencies can use to view the status of all their calls and requests. Agencies can also use the portal to rank their feature requests in order of importance. This helps the product development team at Zuercher Technologies prioritize the new features which would be most helpful to users.

REMOTE SERVICES. Many questions or issues that occur can be solved immediately by the support team using a remote desktop connection. Once connected, the support team walks users through solutions or accesses the agency's Zuercher Suite server to help diagnose any issues.

SERVER MANAGEMENT. The servers that Zuercher Suite uses can be completely maintained on the client's premises by the Zuercher Technologies staff as part of the standard maintenance agreement. These servers are constantly monitored for performance levels and network load. All upgrades to hardware, such as additional disk space, are handled by Zuercher Technologies. This makes the system essentially worry free for agencies and their IT staff.

FULL SYSTEM BACKUPS. Rather than requiring a manual backup of data or a scheduled download of the entire system, the Zuercher Suite solution utilizes an automatic rolling back up process. Any changes or additions made to Zuercher Suite are constantly being streamed to the agency's warm standby server, an off-site storage facility, or both. Because the data flow is a constant stream, lower bandwidth is required in comparison to a large file transfer. This ensures that our data backups are done without compromising system performance. The data stored on the warm standby server or off-site storage facility is never more than a few minutes old, so in the event of a power failure or another unforeseen disaster, the Zuercher Suite system and data will still be accessible.

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SOFTWARE UPDATES. Zuercher Technologies tunes a careful ear to each client's needs and challenges. Clients' insights help to plan and build feature enhancements that provide innovative, technically sound solutions to the ever-changing needs of public safety professionals.

Zuercher Suite's standard maintenance contract includes regular software updates that encompass feature enhancements. Patches are provided as needed with no agency intervention. Clients receive a greater return on investment because of Zuercher Technologies' commitment to continually improve its public safety software.

Software updates are performed using an advanced process that makes client updates completely automatic with no assistance from agency IT staff. Support representatives contact each agency as software updates are released to schedule them and assist the agencies in taking advantage of new features. This ensures that every agency continues to get the most from what Zuercher Suite offers.

NEW FEATURE TRAINING. Zuercher Technologies' trainers and support representatives frequently hold web-based meetings. These meetings introduce system administrators or other agency personnel to new features and configuration options and how they can benefit each individual agency. This service is offered as part of the on-going maintenance and is free of charge.

RESEARCH & DEVELOPMENT. Zuercher Technologies believes that public safety software should keep pace with changes in the public safety environment as well as with advances in technology. Because of this, a significant portion of revenue each year is invested in research and development. Zuercher Suite is constantly expanding and improving. Each feature addition is designed to broaden the functionality and configurability of Zuercher Suite and to help its users do their jobs even more efficiently. Zuercher Technologies listens carefully to clients and uses that input to guide feature planning.

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Technical Requirements

System (Global)

General

ID	Requirement	Yes	Future	Modify	No	Comments
SA1	The system should allow all software products (CAD, RMS, JMS, etc.) to be configured and managed from one system window.	X				
SA2	The system should allow authorized users to change commonly altered variables without intervention from the vendor or IT.	X				
SA3	The system should allow multiple (unlimited) users to be logged into the system and using the same applications simultaneously.	X				
SA4	The system should allow multiple (unlimited) users to view, add, and edit information in the same records simultaneously.	X				
SA5	The system should provide global search functions for names, addresses, phone numbers, and vehicles.	X				
SA6	The system should ensure that these search functions include SOUNDEX, partial, and wild-card searches.	X				
SA7	The system should be able to generate a summary of each record displayed within these search results, including digital images.	X				
SA8	The system should be able to print, save or email the search summary directly from the summary window.	X				
SA9	The system should be able to print, save or email a list directly from the list view window.	X				
SA10	The system should be able to print, save or email a record directly from the record detail window.	X				
SA11	The system should allow the creation of an agency-specified header for use within printouts from the system. This header should include both an image and text.	X				
SA12	The system should allow authorized users to maintain a list of phone number types.	X				
SA13	The system should allow authorized users to maintain a list of relationships (for example, spouse, neighbor, stranger, etc.)	X				
SA14	The system should allow authorized users to maintain a list of agencies.	X				
SA15	The system should allow authorized users to electronically redact reports from within the built in print preview option.	X				

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SA16	The system should allow authorized users to identify text or images within the report by drawing a box overtop of the item, and then the system should replace the underlying item with the box.	X				
SA17	The system should convert redacted text to an image so that the text itself is no longer searchable or retrievable in any other fashion.	X				

Security

ID	Requirement	Yes	Future	Modify	No	Comments
SB1	The system should provide multiple levels of data security control, including access by user and user group.	X				
SB2	The system should be FIPS 140 compliant for all network communication, including wired and wireless communication.	X				
SB3	The system should verify access by a username and its corresponding password.	X				
SB4	The system should support integration with Active Directory.	X				
SB5	The system should support integration with multiple Active Directory servers.	X				
SB6	The system should support dual-factor authentication with a username and password and a USB dongle that meets FBI Security Addendum Requirements.	X				
SB7	The system should never display passwords and should store passwords as hashed values in the database.	X				
SB8	The system should provide each user with a single username and password for the entire system.	X				
SB9	The system should include the following agency-configurable password parameters: - Minimum length - Case sensitive - Required to use uppercase and lowercase - Required to include a numeral - Frequency of password changes - Number of previous passwords which cannot be reused	X				
SB10	The system should be able to display agency-defined password parameters when users create or change a password.	X				
SB11	The system should allow authorized users to determine when any user's password was last changed and to change any user's password.	X				
SB12	The system should provide access levels, including view, edit, delete, and admin for each component of the system for users and user groups.	X				

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SB13	The system should track the user who last entered or updated any record as well as the date and time of the modification.	X				
SB14	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file.	X				
SB15	The system should be able to create an audit record each time a record is created, edited, or viewed.	X				
SB16	The system should create an audit record each time an audio or video attached to a case report is exported from the system.	X				
SB17	The system should include a screen that displays users who are currently logged in.	X				
SB18	The system should include a screen that displays successful and unsuccessful log-ins and password changes.	X				

Architecture

ID	Requirement	Yes	Future	Modify	No	Comments
SC1	The system should use an n-tier architecture.	X				
SC2	The system should use an SQL database.	X				
SC3	The system should allow connections to the SQL database via free ODBC drivers.	X				
SC4	The system should include all server hardware. Network equipment and workstations will be furnished by the agency.	X				
SC5	The system should include 30-minute rolling backups of all data to an offsite location (not within the city or county) during which the system performance cannot be degraded.	X				
SC6	The system should include a testing/training server.	X				
SC7	The system should ensure that the testing/training server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration.	X				
SC8	The system should ensure that the testing/training server allows the users to work with a copy of the production data without influencing the production environment.	X				

User Interface

ID	Requirement	Yes	Future	Modify	No	Comments
SD1	The system should be able to perform data validation/error checking for fields in the system.	X				

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SD2	The system should allow specific fields to be designated as required to force users to enter essential information before saving a record.	X				
SD3	The system should visibly identify required fields (for example, by color-coding them). If a user attempts to save a record without completing all required fields, The system should visibly notify the user of the remaining required fields (for example, by causing the required fields to flash).	X				
SD4	The system should provide auto-completion for frequently entered information. Once the user begins typing, the appropriate data should automatically populate into the record.	X				
SD5	The system should use the tab key to move between fields.	X				
SD6	The system should include a spellchecker for narrative fields throughout the system. Users should be able to add words such as local place names to the spellchecker's dictionary.	X				
SD7	The system should allow users to use a shortcut key to jump to any menu or submenu link on an open screen, even if that screen is not currently in focus.	X				

Integration

ID	Requirement	Yes	Future	Modify	No	Comments
SE1	The system should ensure that all of its modules integrate with other modules (CAD, RMS, JMS, etc.), are provided by the same vendor, and are not third-party applications.	X				
SE2	The system should use a single database, capable of being hosted on a single server, for all modules.	X				
SE3	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible to authorized users from the same application window.	X				
SE4	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible based on assigned permissions. All modules should be accessible with a single click or keystroke, without launching a separate program or application.	X				
SE5	The system should provide a one-time, single point of data entry to allow information to be accessible from other modules in the system once it has been entered.	X				
SE6	The system should have consistent user interface design throughout.	X				

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SE7	The system should be integrated to provide automatic transfer of critical information between software modules, including: - CFS data from CAD transfers to the case reports in RMS - Arrest or warrant data in RMS transfers to booking in JMS	X				
SE8	The system should ensure that all modules share the same master records for names, addresses, property and vehicles and that these master indices are located within a single database.	X				
SE9	The system should integrate alerts between all modules so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD when a complainant has an outstanding warrant in RMS).	X				
SE10	The system should provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example, that user's open case reports, the current jail roster, or a list of recently added warrants).	X				
SE11	The system should be able to display dashboard reminders of overdue and soon-to-be-due tasks for users or user groups.	X				
SE12	The system should be able to display web links on the dashboard to provide direct links to third-party websites via the default browser.	X				

Master Name Index

ID	Requirement	Yes	Future	Modify	No	Comments
SF1	The system should use a single database, accessed from all modules, for storing the master name records. The system should link all activity of a person (or business) to a single master name record. If the system does not do the above, please explain the master name index architecture and functionality.	X				
SF2	The system should link the master name record to and provide a list of all activity with which the person was involved, including calls for service, case reports, jail bookings, citations, parking tickets, warrants, registered vehicles, and anything built with custom modules.	X				
SF3	The system should include links from the activity list on the master name record to any other record in which the person was involved, in the module the activity originated. Access to these records should be controlled by user permissions.	X				
SF4	The system should include links to the master name index from name fields found throughout the system.	X				

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SF7	The system should support advanced name searching based on any combination data elements in a master name record.	X				
SF8	The system should allow first, middle and last names to be entered in any order in name fields.	X				
SF9	The system should not require separate search fields for first, middle, and last names.	X				
SF10	The system should allow searching for persons and businesses by full or partial names.	X				
SF11	The system should connect the alias and the master name record so that searching for an alias finds that master record.	X				
SF12	The system should include the option of using SOUNDEX when searching for names.	X				
SF13	The system should permit the use of age ranges, as well as specified ages on master name records.	X				
SF14	The system should eliminate the need to duplicate any name information after it has been entered into the system.	X				
SF15	The system should allow users to update any basic data fields and add or modify other information on the master name record once it has been created.	X				
SF16	The system should display the last modified date on each master name record.	X				
SF17	The system should cross-reference each master name record to all other records associated with a person or business.	X				
SF18	The system should automatically add names to the master name index when entered elsewhere in the system.	X				
SF19	The system should allow users to manually enter names directly into the master name index.	X				
SF20	The system should have built-in checking to reduce the possibility of creating duplicate master name records for the same person or business.	X				
SF21	The system should have the ability to merge duplicate name entries, giving the user the choice of which name data elements to keep for the merged record.	X				
SF22	The system should allow users to select, view and merge multiple names at once to a single master name record rather than having to merge them one name at a time.	X				
SF23	The system should store narrative comments linked to a name and display it upon inquiry for its master name record.	X				
SF24	The system should display an address history for persons including dates of address changes.	X				

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SF25	The system should check all coded entries in the master name index for validity at the time of data entry.	X				
SF26	The system should automatically check a name against outstanding warrants, known sex offenders and current jail inmates and notify or alert users accordingly.	X				
SF27	The system should automatically display any user-entered name alerts (medical alerts, gang alerts, officer safety threats, and other agency-defined alert types).	X				
SF28	The system should allow users to create new name alerts from or for a master name record.	X				
SF29	The system should allow users to specify expiration dates on name alerts. Expired name alerts should remain attached to master name records for historical purposes.	X				

Master Address Index

ID	Requirement	Yes	Future	Modify	No	Comments
SG1	The system should link all activity occurring at an address to a single master address record.	X				
SG2	The system should eliminate the need to duplicate any address information after it has been entered into the system.	X				
SG3	The system should allow users to update any basic data fields and add or modify other information on the master address record once it has been created.	X				
SG4	The system should use a single database, accessed from all software modules, for storing the master address index so that information entered about an address in JMS, for example, is available in RMS. If the system does not do the above, please explain the master address index architecture and functionality.	X				
SG5	The system should ensure that the each master address record includes a listing of all persons and businesses known to reside at the address, which are included in the master name index.	X				
SG6	The system should display the following related activities with master address records: calls for service and case reports. Activities should be listed in reverse chronological order for each master address record.	X				
SG7	The system should include links from the activity list to any record in which the address was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.	X				
SG8	The system should provide a notification to the user that an address is either valid or invalid. For invalid addresses, the system should display a list of potential valid addresses.	X				

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SG10	The system should link to the master address index from address fields anywhere in the system.	X				
SG11	The system should cross-reference each master address record to all other records associated with that address.	X				
SG12	The system should allow users to manually enter addresses directly into the master address index.	X				
SG13	The system should provide a report that shows manually added addresses.	X				
SG14	The system should have built-in checking to automatically merge differently-typed addresses that correspond to the same location (for example, "951 E State Hwy 152" and "951 e state hwy 152" should not create duplicate address records).	X				
SG15	The system should be able to merge address records (for example, "Walmart" and "951 E State Hwy 152" are the same address and should be treated as such).	X				
SG16	The system should automatically display any user-entered address alerts (hazardous materials, alarm system, water supply information, officer safety threats, and other agency-defined alert types).	X				
SG17	The system should allow users to create new address alerts from a master address record.	X				
SG18	The system should allow users to specify expiration dates on address alerts. Expired address alerts should remain attached to the master address record for historical purposes.	X				
SG19	The system should allow searching for address by house number, full or partial street name, state, or zip code.	X				
SG20	The system should ensure that searching for a merged address record finds the appropriate master address record (for example, searching on "Walmart" finds "951 E State Hwy 152").	X				

Master Vehicle Index

ID	Requirement	Yes	Future	Modify	No	Comments
SH1	The system should link all activity for a vehicle to a single master vehicle record.	X				
SH2	The system should eliminate the need to duplicate any vehicle information after it has been entered into the system.	X				
SH3	The system should allow users to update any basic data fields and add or modify other information on the master vehicle record once the master vehicle record has been created.	X				

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SH4	The system should use a single database, accessed from all software modules, for storing the master vehicle index so that information entered about a vehicle in CAD, for example, is available in RMS. If the system does not do the above, please explain the master vehicle index architecture and functionality.	X				
SH5	The system should include a listing in the master vehicle record, with history, of the vehicle's registered owners.	X				
SH6	The system should display the following related activities with the master address index: calls for service, traffic stops, tow calls, case reports, citations, field identifications, and parking tickets. Activities should be listed in reverse chronological order for each master vehicle record.	X				
SH7	The system should include links from the activity list to any record in which the vehicle was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.	X				
SH8	The system should link to the master vehicle record from vehicle fields anywhere in the system.	X				
SH10	The system should cross-reference the master vehicle record to all other records associated with the vehicle.	X				
SH12	The system should allow users to manually enter vehicles directly into the master vehicle index.	X				
SH13	The system should have built-in checking to reduce the possibility of creating duplicate master vehicle records for the same vehicle.	X				
SH14	The system should check all coded entries in the master vehicle record for validity at the time of data entry.	X				
SH15	The system should automatically display any user-entered vehicle alerts (including agency-defined alert types).	X				
SH16	The system should allow users to create new vehicle alerts from a master vehicle record.	X				
SH17	The system should allow users to specify expiration dates on vehicle alerts. Expired vehicle alerts should remain attached to the master vehicle record for historical purposes.	X				
SH18	The system should support searching for vehicles by full or partial plate numbers.	X				
SH19	The system should allow vehicles to be searched by any data element or combination of data elements (for example, vehicles registered to the name "Smith" and/or red pickup trucks).	X				

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State/NCIC Queries

ID	Requirement	Yes	Future	Modify	No	Comments
SI1	The system should include an interface to the state/NCIC system.	X				
SI2	The system should allow authorized users to run state/NCIC queries directly from within the system.	X				
SI3	The system should restrict access to run state/NCIC queries to authorized users or user groups.	X				
SI4	The system should allow NCIC query returns to populate Master Name and Master Vehicle records.	X				
SI4	The system should provide a list of all state/NCIC queries which have been run and the associated returns. This list should be filterable by date, query type, user, and/or workstation.	X				

Notifications/Messages

ID	Requirement	Yes	Future	Modify	No	Comments
SJ1	The system should support "if", "then" and "when" business rules for notifications throughout the system.	X				
SJ2	The system should include system-wide business rules that allow authorized users to configure unlimited notification scenarios for users and workgroups.	X				
SJ3	The system should provide business logic which, from information entered into certain required fields, will automatically display other required and/or corresponding fields which pertain to the data already entered.	X				
SJ4	The system should include business rules that notify users and/or open up the next sequential required field(s) and/or window(s) based on the information added to the record.	X				
SJ5	The system should include system-wide business rules that allow users and user groups to be notified via multiple communication channels including internal system messaging, e-mail, paging, and/or SMS.	X				
SJ6	The system should include an internal e-mail-style messaging system that supports the secure transmission of messages with attachments within the agency's network.	X				
SJ7	The system should warn users that they have unfinished tasks when they attempt to log out.	X				

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Statutes

ID	Requirement	Yes	Future	Modify	No	Comments
SK1	The system should include federal, state, and local statutes.	X				
SK2	The system should allow authorized users to create and update local statutes and/or ordinances in the system.	X				
SK3	The system should provide a hotkey that can be used from anywhere in the system to search statutes by statute numbers, title, and/or text within a statute description.	X				

Attachments

ID	Requirement	Yes	Future	Modify	No	Comments
SL1	The system should allow the attachment of files (for example, .DOC , .XLS, .JPG, .WAV) to specified record types. Attached files should be able to be opened or viewed on any workstation by authorized users who have the necessary third-party applications (such as MS Word or MS Excel).	X				
SL2	The system should support scanning and attaching documents directly to records in the system without the need to first save them elsewhere.	X				
SL3	The system should store attached files on the vendor's server within the vendor's software (not on an open network folder) for security and ease of access.	X				

Custom Forms

ID	Requirement	Yes	Future	Modify	No	Comments
SM1	The system should allow authorized users to create custom data collection forms to support agency-specified functionality, without any intervention from the vendor or IT.	X				
SM2	The system should ensure that each custom form is associated with, and subordinate to, a non-custom form (the parent form).	X				
SM3	The system should allow authorized users to create an unlimited number of custom forms.	X				
SM4	The system should ensure that the custom forms are integral with the rest of the system and not provided via a third-party application..	X				
SM5	The system should support printing the data from custom forms via an agency-defined output template and process similar to a mail merge.	X				
SM6	The system should allow authorized users to add unlimited data items from the parent form when creating a custom form.	X				

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SM7	The system should allow authorized users to include as many fields for data collection as are necessary on custom forms, including entirely new fields (not previously stored in the database) as well as the following: - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists	X				
SM8	The system should support the following types of agency-defined fields for custom forms: - Address - Automatic record sequence numbers - Multiple item select boxes - Vehicles/Dates/Times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - Yes/No drop-downs - Drop-downs from agency-defined lists	X				
SM9	The system should allow a custom form to create a relationship on master name or master address records when those fields are specified within the custom form.	X				
SM10	The system should allow authorized users to specify the label for each field and data item on a custom form.	X				
SM11	The system should allow authorized users to specify if each field on a custom form is required or not required.	X				
SM12	The system should allow for setting the default value for each field.	X				
SM13	The system should allow the authorized users to arrange the data items and fields in any order on the form.	X				
SM14	The system should make the data items and fields on custom forms available to the built-in report generator.	X				
SM15	The system should allow records captured via custom forms to be saved to an external file, emailed and/or printed.	X				

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Custom Modules

ID	Requirement	Yes	Future	Modify	No	Comments
SN1	The system should permit authorized users to create custom modules designed to meet specific data collection, management, reporting, and output needs without intervention from the vendor or any additional costs.	X				
SN2	The system should ensure that custom modules are part of the main software solution and not a third-party application.	X				
SN3	The system should allow authorized users to create as many custom modules as desired.	X				
SN4	The system should allow information captured in custom modules to be output from the system in accordance with agency-defined output templates.	X				
SN5	The system should allow authorized users to include as many fields for data collection as are necessary within custom modules, including entirely new fields (not previously stored in the database) as well as the following: - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists	X				
SN6	The system should support the following types of agency-defined fields for custom modules: - Dates/times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - Yes/No drop-downs - Drop-downs from agency-defined lists	X				
SN7	The system should allow authorized users to specify all of the field labels for a custom module.	X				
SN8	The system should allow authorized users to arrange and display custom module fields in any order.	X				
SN9	The system should allow all data included in a custom module to be searched and included in statistical reports.	X				
SN10	The system should allow a custom module to create an relationship on master name or master address records when those fields are specified within the custom module.	X				

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SN11	The system should allow authorized users to define and filter the list view of the data included within the custom module.	X				
SN12	The system should allow records from custom modules to be directly converted to PDF files within the system.	X				
SN13	The system should allow records from custom modules to be attached to emails.	X				

Support and Maintenance

ID	Requirement	Yes	Future	Modify	No	Comments
SO1	The vendor should provide a minimum of 3-4 major software updates (not bug fixes) per year as part of the vendor's software maintenance agreement. Please include contact information for 5 existing customers older than 3 years who can verify this.	X				Please refer to page 11 for a list of software update references.
SO2	The vendor should schedule and perform software updates at no additional cost to the agency as part of the standard maintenance agreement.	X				
SO3	The vendor should load all software updates on the vendor-provided testing/training server(s) before loading them on vendor-provided production servers.	X				
SO4	The vendor should provide server operating system software and database software as part of the complete system.	X				
SO5	The vendor should include all updates, enhancements, new versions, and upgrades of the server operating system software and database software as part of its standard software maintenance agreement.	X				
SO6	The vendor should ensure that the agency will not have to purchase any third-party server operating system software updates and/or newer versions as long as its software maintenance agreement is maintained.	X				
SO7	The vendor should be responsible for the vendor-provided physical server(s). As necessary to support proper system functions, the vendor should either replace components and/or the entire server(s) as part of the standard maintenance agreement. This includes ensuring that system performance criteria are met and that the server(s) continue to meet the server operating system and database software requirements.	X				
SO8	The vendor should provide, as part of the standard maintenance agreement, real-time 24x7x365 monitoring of the vendor-provided physical server(s) and operating system software to detect and manage any potential issues with the system.	X				

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SO9	The vendor should load all system software updates to the server and then automatically load updates to each client machine at next startup without any intervention from the vendor or IT.	X				

Data Conversion

ID	Requirement	Yes	Future	Modify	No	Comments
SP1	The vendor should perform data conversion as part of the project.	X				
SP2	The vendor should convert the following data: - SLEUTH	X				
SP3	The vendor should complete all data conversion before the go live date for the new system. Including reduction of impure data (to the satisfaction of Mustang PD)	X				Because data conversion is a complex process, Zuercher begins work on data conversion at the start of the project. This gives the agency and Zuercher employees sufficient time to collaborate on the project and ensures the conversions are accurate and timely. For more information on Zuercher's data conversion process, please refer to pages 50-52 of the RFP response.

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Terms, Conditions, and Financing

Terms and Conditions

Zuercher Technologies provides site licenses for its CAD, RMS, JMS, Financial, Civil, Administration, and Portal software. Zuercher CAD Mapping software licensing is based on the full-time call taker, dispatcher and supervisor workstations that are in place and includes the required Esri software licenses. For additional workstations that require CAD Mapping software (training, EOC, etc.) the CAD Mapping software is available, however the agency is required to provide the required Esri licenses for it to work.

The software which is part of Zuercher Suite which is not site-licensed includes the Mobile and Extend products. These have a required agency license, but are also licensed by unit.

CLQ message delivery times may vary based on carrier and device emergency mode data restrictions.

Pricing provided in this document is valid for a period of not less than 180 days from publication.

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Financing

Zuercher Technologies has partnered with Government Capital Corporation to provide financing options for the MPD. All financing options will be administered by Government Capital Corporation. Additional information with regard to these financing options may be provided by contacting Government Capital Corporation as follows:

GOVERNMENT CAPITAL CORPORATION

D.C. Greer
Vice President
Government Capital Corporation
303 Hwy 51 South
Brookhaven, MS
39601

Phone: 800-561-0461
Mobile: 601-754-5951
Email: dc.greer@govcap.com
Site: www.govcap.com

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Zuercher Suite Pricing

Zuercher Suite Standard Pricing

Software and Servers	Comments	Unit	Qty	Price	Total
Zuercher Suite Production Server (Dell Server, OS, DBMS, Installation & Testing)	Includes up to 4TB of disk.		1	$ 12,400	$ 12,400
Zuercher Suite Training/Testing Server (Dell Server, OS, DBMS, Installation & Testing)	Includes up to 4TB of disk.		1	$ 7,600	$ 7,600
Zuercher Suite Production NCIC Server (Virtualized Server, OS, Installation & Testing)			1	Included	Included
Zuercher Suite Production GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing)			1	Included	Included
Administration Core			1	$ 4,000	$ 4,000
Administration Core (Agency Site License)	Mustang PD		1	$ 1,225	$ 1,225
CAD Core			1	$ 15,000	$ 15,000
CAD Core (Agency Site License)	Mustang PD		1	$ 11,250	$ 11,250
CAD Advanced (Agency Site License)	Mustang PD		1	$ 3,750	$ 3,750
CAD - Basic Paging Interface (SMTP/Email)			1	Included	Included
CAD - E911 (ANI/ALI) Interface			1	Included	Included
CAD - FIREHOUSE RMS Interface (Export)			1	$ 5,500	$ 5,500
CAD - PulsePoint Interface (Export)			1	Included	Included
CAD - Rip and Run (Fax/Email) Interface			1	Included	Included
Mapping Core			1	$ 10,000	$ 10,000
Mapping Core (Agency Site License) for Full-Time CAD Workstations	Mustang PD	Per Agency	1	$ 5,000	$ 5,000
Mapping AVL (Agency Site License) for Full-Time CAD Workstations	Mustang PD	Per Agency	1	$ 6,000	$ 6,000
Jail Short-Term Holding Only	Mustang PD		1	$ 10,000	$ 10,000
Jail Short-Term Holding Only (Agency Site License)	Mustang PD		1	$ 788	$ 788
Jail M2SYS Fingerprint Scanner (Agency Site License)			1	$ 3,150	$ 3,150
Jail - Livescan/AFIS Interface (Export)			1	$ 6,060	$ 6,060
Jail - M2SYS Fingerprint Interface			1	$ 5,030	$ 5,030
Mobile Core			1	$ 5,000	$ 5,000
Mobile Accident Reporting	Mustang PD	Per Unit	27	$ 150	$ 4,050
Mobile Accident Reporting (Easy Street Draw)	Mustang PD	Per Unit	27	$ 200	$ 5,400
Mobile AVL	Mustang PD	Per Unit	27	$ 200	$ 5,400
Mobile AVL	Mustang FD	Per Unit	10	$ 200	$ 2,000
Mobile CAD	Mustang PD	Per Unit	27	$ 450	$ 12,150
Mobile CAD	Mustang FD	Per Unit	10	$ 450	$ 4,500
Mobile eCitations	Mustang PD	Per Unit	27	$ 350	$ 9,450
Mobile Mapping	Mustang PD	Per Unit	27	$ 550	$ 14,850
Mobile Mapping	Mustang FD	Per Unit	10	$ 550	$ 5,500
Mobile NCIC	Mustang PD	Per Unit	27	Included	Included
Mobile Records	Mustang PD	Per Unit	27	$ 950	$ 25,650
Personnel Core			1	Included	Included
Personnel Core (Agency Site License)	Mustang PD		1	Included	Included
Records Core			1	$ 7,500	$ 7,500
Records Core (Agency Site License)	Mustang PD		1	$ 10,500	$ 10,500
Records Advanced (Agency Site License)	Mustang PD		1	$ 3,500	$ 3,500
Records Accident Reporting			1	$ 7,500	$ 7,500
Records Accident Reporting State-Specific Form			1	$ 7,500	$ 7,500

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Records eCitations		1	$ 7,500	$	7,500
Records eCitations State-Specific Form		1	$ 7,500	$	7,500
Records - eCitations Court Interface (Export)	Tyler Incode	1	$ 7,500	$	7,500
Records - N-DEx Adapter (IA IEPD)		1	Included		Included
Records - OK Crime Reporting (SIBRS) Interface		1	Included		Included
Reporting Core		1	Included		Included
Reporting Universal Interface Engine		1	Included		Included
Zuercher Suite - OLETS/NCIC Interface (Basic Queries)	Queries needed	1	$ 10,000	$	10,000
Zuercher Suite - OLETS/NCIC Interface (Warrants)		1	$ 10,000	$	10,000
Zuercher Suite - Time Synchronization Interface		1	Included		Included
Software and Servers Pre-Discount Subtotal				$	**279,703**
Software and Servers Discount				$	**(55,393)**
Software and Servers Total				$	**224,310**

Subscriptions	Comments	Unit	Qty	Price	Total
IQ Search Subscription	Recurs annually		1	Included	Included
IQ CrimeMapping.com Subscription	Recurs annually		1	Included	Included
Subscriptions Total				$	-

Peripheral Hardware	Comments	Unit	Qty	Price	Total
Jail - Mugshot Camera Package (Canon EOS Rebel)			3	$ 1,495	$ 4,485
Jail - Fingerprint Scanner, Dual Finger (M2Sys)			3	$ 450	$ 1,350
Records - Property & Evidence Barcode Scanner and Printer Package (Wasp)			1	$ 1,295	$ 1,295
Peripheral Hardware Total					$ **7,130**

Services	Comments	Unit	Qty	Price	Total
Project Manager (includes travel time & expenses)		Per Project	1	$ 22,947	$ 22,947
System Admin Training and Configuration (on-site, includes travel time & expenses)		Per Day	4	$ 1,295	$ 5,180
System Admin Training and Configuration (remote)		Per Day	3	$ 795	$ 2,385
Administration Training (remote)		Per Day	2	$ 795	$ 1,590
CAD Training (on-site, includes travel time & expenses)		Per Day	3	$ 1,295	$ 3,885
Jail Training (on-site, includes travel time & expenses)		Per Day	1	$ 1,295	$ 1,295
Mobile Training - Train the Trainer (on-site, includes travel time & expenses)		Per Day	3	$ 1,295	$ 3,885
Records Training (on-site, includes travel time &		Per Day	1	$ 1,295	$ 1,295
Go-live Support (on-site, includes travel time &		Per Day	4	$ 1,295	$ 5,180
Refresher Training (remote)		Per Day	2	$ 795	$ 1,590
Mapping - One-time GIS Data Set Up			1	$ 4,500	$ 4,500
Data Conversion	Sleuth RMS	Per Module	1	$ 12,500	$ 12,500
Services Total					$ **66,232**

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TOTALS			
Software and Servers Pre-Discount Subtotal		$	279,703
Software and Servers Discount		$	(55,393)
Software and Servers Total		$	224,310
Subscriptions Total		$	-
Peripheral Hardware Total		$	7,130
Services Total		$	66,232
TOTAL		$	297,672
Recurring (Subscriptions & Maintenance)			
Subscriptions (Year 1)			Pre-Paid
Subscriptions (Year 2)	1	$	-
Subscriptions (Year 3)	1	$	-
Subscriptions (Year 4)	1	$	-
Subscriptions (Year 5)	1	$	-
Maintenance & Support Pre-Discount Subtotal		$	47,115
Maintenance & Support Discount		$	(7,256)
Maintenance & Support (Year 1)	1		Included
Maintenance & Support (Year 2)	1	$	39,860
Maintenance & Support (Year 3)	1	$	41,055
Maintenance & Support (Year 4)	1	$	42,287
Maintenance & Support (Year 5)	1	$	43,556
Taxes are not included in the pricing. On-site services provided on a 'per day' basis may include both actual time spent on site as well as travel time to and from the site(s).			

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Contracts

Zuercher has included a copy of the Zuercher Software License and Service Agreement as Appendix A for the MPD's review. Upon award, Zuercher will negotiate in good faith with the MPD's to arrive at a final contract with mutually agreeable terms and conditions. Zuercher agrees that the terms and conditions of the RFP will be incorporated by reference into the final contract, with the negotiated terms and conditions taking precedence. The final contract will also need to contain terms and conditions relative to the implementation of a software project, including but not limited to software license, limited warranty, and annual support.

Zuercher has reviewed the RFP, including the MPD's Bid/Pricing Agreement/Contract Form included as an Appendix to the RFP, and has provided comments, alternative language, or exceptions where necessary.

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Issues and Assumptions

Section "Content"

With reference to Section, "Contracts"

> This must include the Respondent's form of contract(s) that it would anticipate executing upon award of the RFP. The City of Mustang reserves the right to negotiate the terms of the contract(s) as to any term that does not change the scope and requirements of this RFP or the compensation to be paid to the winning bidder, and does not substantially change any obligation of the parties, or to submit its own form of contract(s). All contract(s) will incorporate the terms of this RFP. The contract for maintenance and service shall be for a five (5) year term with two (2) five year renewals at the option of the MPD. The contract(s) will include provisions that successive years are subject to annual funding by the City of Mustang.

Zuercher Response:

Zuercher has included a copy of the Zuercher Software License and Service Agreement as Appendix A for the MPD's review. Upon award, Zuercher will negotiate in good faith with the MPD to arrive at a final contract with mutually agreeable terms and conditions. Zuercher agrees that the terms and conditions of the RFP will be incorporated by reference into the final contract, with the negotiated terms and conditions taking precedence. The final contract will also need to contain terms and conditions relative to the implementation of a software project, including but not limited to software license, limited warranty, and annual support.

Zuercher has reviewed the RFP, including the MPD's Bid/Pricing Agreement/Contract Form included as an Appendix to the RFP, and has provided comments, alternative language, or exceptions where necessary.

With reference to Section, "Information Disclosure"

> The public disclosure of the contents of each proposal submitted in response to this RFP is generally governed by the Oklahoma Open Records Act. By responding to this RFP, Respondents waive any challenges to the City of Mustang's decisions in this regard.
>
> If any submittal contains confidential technical, financial or other types of information, the Respondent must clearly label the specific portions sought to be kept confidential and specify the exemption that the Respondent is relying upon. Marking all or substantially all of a response as confidential may result in the response being considered non-responsive by the City of Mustang.
>
> Notwithstanding the foregoing, Respondents recognize and agree that the City of Mustang will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

Zuercher Response:

Zuercher has designated and labeled the following proprietary information:

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Cost Proposal:
Zuercher's Cost Proposal provides itemized pricing for Zuercher's system, subsystems, and software. Zuercher has made reasonable efforts to keep this information secret and derives independent economic value from this information not being readily known. Disclosure of this itemized pricing information would enable competitors to analyze Zuercher's pricing and develop marketing, sales and pricing strategies to their advantage.

Upon written request for a release of public information, Zuercher can provide a redacted, publicly viewable version of the Cost Proposal, which will display category subtotals and grand totals as proposed for the project.

Zuercher respectfully requests that the MPD provide Zuercher with ample notice of any public records request for the relevant documents so that Zuercher may respond in accordance with applicable state or federal laws, as well as a copy of said request.

Appendix: BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION STATEMENT

With reference to Section, "Contracts"

This must include the Respondent's form of contract(s) that it would anticipate executing upon award of the RFP. The City of Mustang reserves the right to negotiate the terms of the contract(s) as to any term that does not change the scope and requirements of this RFP or the compensation to be paid to the winning bidder, and does not substantially change any obligation of the parties, or to submit its own form of contract(s). All contract(s) will incorporate the terms of this RFP. The contract for maintenance and service shall be for a five (5) year term with two (2) five year renewals at the option of the City of Mustang. The contract(s) will include provisions that successive years are subject to annual funding by the City of Mustang.

Zuercher Response:
Zuercher has included a copy of the Zuercher Software License and Service Agreement as Appendix A for the MPD's review. Upon award, Zuercher will negotiate in good faith with the MPD to arrive at a final contract with mutually agreeable terms and conditions. Zuercher agrees that the terms and conditions of the RFP will be incorporated by reference into the final contract, with the negotiated terms and conditions taking precedence. The final contract will also need to contain terms and conditions relative to the implementation of a software project, including but not limited to software license, limited warranty, and annual support.

RESPONSES TO THE "BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION STATEMENT"

With reference to "Instructions":

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INSTRUCTIONS: This document MUST be completed prior to pricing agreement/contract award. Failure to properly execute the signature portion on the bid/pricing agreement/contract form prior to pricing agreement/contract award will result in rejection of your bid. This form constitutes your bid and will be the pricing agreement/contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of its terms as well as those contained in the specifications.

Zuercher Response:
For clarification, the performance of the work under the resulting contract will be in accordance with the mutually agreed upon Project Schedule and Statement of Work, which will be part of a fully negotiated final contract between Zuercher and the MPD. Zuercher agrees that the RFP and its attachments, along with Zuercher's responses thereto, will be incorporated by reference into the final contract, which will need to include additional terms and conditions relative to implementation of a software project including but not limited to warranty, software license, and annual support.

With reference to Section 2:

The Bidder expressly warrants that all articles, material, and/or work covered in this pricing agreement/contract will conform to the specifications attached and hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship; and free from defects.

Zuercher Response:
Zuercher will perform work set forth in the resultant Contract in accordance with commercially accepted standards applicable to system providers in the field in which Zuercher practices.

For clarification, software is not warranted to be defect free; it is warranted to substantially conform to the vendor's specifications. Zuercher's warranty provisions, excerpted from the Zuercher Software License and Service Agreement, are provided below:

"Limited Warranties

Software Warranties

Zuercher warrants that: (i) it owns or otherwise has the rights in the Software and has the right to license the Software as described in this Agreement. Zuercher further warrants that for a period of twelve (12) months from the date of Go Live (the "Warranty Period"), the Zuercher Software will perform in conformance with the Zuercher Documentation and any applicable specifications set forth in Exhibit A: Statement of Work. Zuercher's sole obligation or liability during the Warranty Period shall be to use commercially reasonable efforts to correct the Software upon receipt of written notice of a warranty defect from Customer, in a reasonable time in accordance with the provisions of Exhibit D: Maintenance Agreement. In the event Zuercher fails to remedy material defects in the Software under this

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warranty, Customer's sole remedy and Zuercher's sole liability shall be to receive a refund of any fee paid hereunder for the portion of the Software, if any, which contains an uncorrected material defect.

Wireless Service Limitations
Problems in the Zuercher software or transmission of data caused by wireless services, including cell phone carriers, cell phone devices and operating systems, and any personal settings on the devices are not warranted by Zuercher, or covered under the terms of this Agreement. The Customer's use of services provided by wireless service providers or carrier, or transmission of data from cell phone carriers, cell phones and operating systems, and the security, privacy, or accuracy of any data provided via such services is at the Customer's sole risk.

Hardware and Third-Party Software Warranties
Zuercher warrants that, at the time of delivery, the Hardware will be new and unused. In addition, Zuercher warrants that upon payment of the applicable fees, Customer will acquire good and clear title to the Hardware, free and clear of all liens and encumbrances.

All Hardware and Third-Party Software warranties provided by the manufacturer will be passed through to Customer. Zuercher will be solely responsible for processing and managing of all Hardware and Third-Party Software warranty claims that may be necessary during the term of this Agreement.

ZUERCHER EXPRESSLY DISCLAIMS, AND CUSTOMER HEREBY EXPRESSLY WAIVES, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE."

Warranties for hardware and other third-party items will be provided by the applicable vendor and passed through to the MPD.

With reference to Section 3:

If any of the goods fail to meet the warranties contained in Paragraph 2, above, the bidder, upon notice from the Contract Entity, shall promptly correct or replace the same at the bidder's expense. If the bidder shall fail to do so, the Contract Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the bidder, all such goods will be held at the bidder's risk. The Contract Entity may, at the bidder's direction, make available such goods to be returned to the bidder at the bidder's risk, and all transportation charges, both to and from the Original destination, shall be paid by the bidder. Any payment for such goods shall be refunded by the bidder unless the bidder promptly corrects or replaces the same at the bidder's expense.

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Zuercher Response:

Any replacement materials provided to the MPD will be in accordance with the applicable warranty terms. Warranties for third party items provided by Zuercher will be provided by the applicable vendor or manufacturer and passed through to the MPD. Zuercher's warranty provisions are set provided in the response to Section 2, above.

With reference to Section 4:

The Contract Entity agrees to pay to the bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contract Entity, of the material and/or service(s) above described and upon the filing by the bidder, and approval by the Contract Entity, of a verified claim for the amount due.

Zuercher Response:

Zuercher respectfully proposes to negotiate a payment schedule for the fixed price contract based on project milestones such as Installation, Delivery, Completion of Training, etc. Completion and Acceptance of each milestone will trigger the invoice to the MPD, which will identify the payment milestone reached as reflected in the Payment Schedule of the contract.

With reference to Section 7:

The risk of loss or damage shall be borne by the bidder at all times until the acceptance of goods, properly packed, by the Contract Entity.

Zuercher Response:

Zuercher cannot be responsible for Deliverables that are not under Zuercher's control on the MPD's premises. Therefore, risk of loss or damage for Deliverables provided by Zuercher shall be borne by Zuercher until delivery to the MPD's location. Thereafter, risk of loss or damage shall be borne by the MPD.

With reference to Section 8:

This pricing agreement/contract, specifications, and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this pricing agreement/contract. This pricing agreement/contract may not be modified or assigned unless approved in writing and signed by both parties.

Zuercher Response:

Zuercher has reviewed the RFP and all attachments, including this Bid/Pricing Agreement/Contract form, and has provided responses, alternative language, and/or exceptions where necessary. Upon award, Zuercher will negotiate in good faith with the MPD to reach a contract with mutually acceptable terms and conditions, which will need to include additional terms and conditions relative to implementation of a software project including but not limited to warranty, software license, and annual support. The RFP and its attachments, as modified by Zuercher's responses, will be incorporated by reference in the resulting contract, with the terms and conditions of the contract taking priority.

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Zuercher respectfully proposes that neither party may assign the contract without the written consent of the other party, which consent shall not be unreasonably withheld.

With reference to Section 9:

The parties assume and understand that the variables in the bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the bidder's costs will not alter the bidder's obligations under this pricing agreement/contract nor excuse performance or delay on the bidder's part.

Zuercher Response:

Zuercher agrees to include a total contract price that may not be exceeded unless otherwise mutually agreed to in writing by the Parties through a contract amendment or Change Order. Zuercher has proposed a firm fixed price project, and proposes to negotiate a payment schedule based on completion of major milestones. Zuercher's pricing may vary if there is any change in the scope, quantity, and/or schedule of the proposed deliverables.

For clarification, Zuercher's pricing will remain in effect during the negotiated contract period. Thereafter, pricing for additional Zuercher software licenses will be at Zuercher's then current pricing; fees for software support and maintenance will be subject to increase on an annual basis at a rate of 5%.

With reference to Section 10:

This pricing agreement/contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation, Provided, however, to the extent that the bidder has any commercially available reasonable alternative method of performing this pricing agreement/contract by purchase on the market or otherwise, the bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this pricing agreement/contract were destroyed or their delivery delayed because of an event described above.

Zuercher Response:

Zuercher proposes that if either party is delayed in performance due to an event of force majeure, including but not limited to complete or partial shutdown of a plant, unavailability of equipment or software from suppliers, default of a subcontractor, or any other event beyond a party's reasonable control, the project schedule will be extended for a period of time as may be reasonably necessary to compensate for such delay.

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Appendix A: Debarment and Judgment Affidavit

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or working on contracts issued by any government agency;

b. Have not within the five (5) year period preceding the submission of this proposal: i. Been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or Local government transaction or contract; ii. Been convicted of or had a civil judgment rendered against them for violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b), subparagraphs (i) and (ii) of this certification;

d. Have not within the five (5) year period preceding the submission of this proposal had one or more Federal, State, or Local government transactions terminated for cause or default.

Name: Blake Clark		Title: Chief Financial Officer
Authorized Signature:		Date: June 2, 2017

NOTICE OF
"OKLAHOMA TAXPAYER AND CITIZEN PROTECTIONACTOF 2007"

The State of Oklahoma enacted the "Oklahoma Taxpayer and Citizen Protection Act of 2007" which prohibits entities and persons entering into a contract with a public employer for the physical performance of services within this state unless said contractor/vendor has registered and participates in Status Verification System for the purpose of verifying the work eligibility status and information of all new employees hired on or after November 1, 2007. Included with this specification is a copy of the Immigration Affidavit that contractor/vendors will be required to submit with any contracts with a public employer for physical performance of services within the State of Oklahoma.

IMMIGRATION IDEMNIFICATION

The Contractor/vendor shall indemnify, defend, and hold harmless the City and its participating and affected public trusts against any and all losses, expenses, damages, costs, or attorney fees directly or indirectly resulting from the failure of the Contractor/Vendor, or any of its agents, representatives, subcontractor/vendors, materialmen or suppliers, to register or participate in the Status Verification System as set forth in the "Oklahoma Taxpayer and Citizen Protection Act of 2007" or the violation of said Act, or any suspension, termination, or invalidation of the Contract due to said failure or violation.

THE CITY OF MUSTANG IMMIGRATION AFFIDAVIT

The undersigned as Contractor/vendor or Contractor's Authorized Agent, being of lawful age and being first duly sworn on oath, hereby swears, affirms and states that the Contractor/Vendor has registered and participates in the Status Verification System as set forth in the "Oklahoma Taxpayer and Citizen Protection Act of 2007" to verify the work eligibility status of all new employees hired on or after November 1, 2007. This affidavit must be signed by the Contractor/Vendor, notarized, dated and completed by the Notary Public, and submitted prior to contract award.

STATE OF _____)
) ss.
COUNTY OF _____)

The undersigned, as Vendor/Contractor or its Authorized Agent hereby expressly adopts and affirmatively incorporates herein by reference the above recitation as the sworn statement of the Contractor/Vendor and the signatory,

Zuercher Technologies, LLC
Name of Individual, Partnership, Limited Liability Company, or Corporation hereinafter called "Contractor"

_____
Signature of Vendor/Contractor or Authorized Agent

Blake Clark, Chief Financial Officer
Type or print name and title of person who signed above

Signed and sworn to or affirmed before me on this_____ day of _____, 20____.

by _____ as the above named Contractor or Contractor's Authorized Agent. (insert name of person Signing above)

My Commission expires: SEE ATTACHED

_____ Notary Public

My Commission number: _____

This Affidavit required prior to contract award by 25 Okla. Stat. §§1312 and 1313 (Supp. 2007).

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On May 19, 2017 (*Date*) before me, Sean William Raburn (*Here Insert Name and Title of the Officer*),

personally appeared Blake Clark (*Name(s) of Signer(s)*),

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SEAN WILLIAM RABURN
Commission # 2114740
Notary Public - California
San Diego County
My Comm. Expires Jun 9, 2019

Signature _____ (*Signature of Notary Public*)

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: City of Mustang - Taxpayer Notice Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION STATEMENT

THIS FORM MUST BE COMPLETED BY THE BIDDER PRIOR TO PRICING AGREEMENT/CONTRACT AWARD.

INSTRUCTIONS: This document MUST be completed prior to pricing agreement/contract award. Failure to properly execute the signature portion on the bid/pricing agreement/contract form prior to pricing agreement/contract award will result in rejection of your bid. This form constitutes your bid and will be the pricing agreement/contract document under which you are to perform, should your bid be accepted, so it must be properly and completely executed. It is, therefore, essential that you are aware of its terms as well as those contained in the specifications.

For hard copy bids, return the bid/pricing agreement/contract form, along with all accompanying documents and specifications, to the attention of: Trisha Winham, City Clerk, The City of Mustang, 1502 N. Mustang Road, Mustang, OK 73064. All envelopes/packages containing proposals must be sealed, clearly marked on the outside "PROPOSAL FOR MAINTENANCE AND OPERATION OF WATER AND WASTEWATER SYSTEM," and include the following information legibly written or typed on the outside:

1. Name of Respondent
2. Due date of proposal as identified in the Request for Proposals.
3. Listing of contents enclosed (e.g., Cost Proposal)

Invitations to bid will be posted on the City's web site at www.cityofmustang.org . The specifications and RFP documents may be picked up at city hall in the city clerk's office.

THIS PRICING AGREEMENTICONTRACT is made and entered into, by and between Zuercher Technologies hereinafter referred to as "bidder" and The Mustang Improvement Authority, a Public Trust, hereinafter referred to as the "Contract Entity." WITNESSETH:

WHEREAS, the governing body of the Contract Entity has approved certain specifications and requested by notice that bids be submitted thereon; and

WHEREAS, this document, until executed by the Mayor of the Contract Entity, constitutes the bidder's proposal; and

NOW, THEREFORE, that in consideration of the covenants, agreements and representations as hereinafter set forth, it is mutually agreed by the parties that:

1. The bidder agrees to sell and deliver to the Contract Entity, the items of material and/or services specified in the submitted bid proposal, which is attached hereto and made a part of this pricing agreement/contract, or as listed below:

☐ Check here if bid prices are attached

Item Number	Description	Quantity	Unit	Unit Price	Total

2. The Bidder expressly warrants that all articles, material, and/or work covered in this pricing agreement/contract will conform to the specifications attached and hereby incorporated, as if set forth in full herein; and further warrants that the same shall be of good material and workmanship, and free from defects.

3. If any of the goods fail to meet the warranties contained in Paragraph 2, above, the bidder, upon notice from the Contract Entity, shall promptly correct or replace the same at the bidder's expense. If the bidder shall fail to so do, the Contract Entity may cancel this order as to all such goods, and in addition, may cancel the then remaining balance of this order. After notice to the bidder, all such goods will be held at the bidder's risk. The Contract Entity may, at the bidder's direction, make available such goods to be returned to the bidder at the bidder's risk, and all transportation charges, both to and from the Original destination, shall be paid by the bidder. Any payment for such good s shall be refunded by the bidder unless the bidder promptly corrects or replaces the same at the bidder's expense.

4. The Contract Entity agrees to pay to the bidder the price and amount in accordance with Paragraph 1 above, based on the quantity actually purchased, upon delivery to and acceptance by the Contract Entity, of the material and/or service[s] above described and upon the filing by the bidder, and approval by the Contract Entity, of a verified claim for the amount due.

5. The bidder agrees, in connection With the performance of work under this pricing agreement/contract:

   a. That the bidder will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The bidder shall take affirmative action to insure that employees are treated without regard to their race, creed. color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training. including apprenticeship. The bidder agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contract Entity setting forth the provisions of this section, and;
   b. That the bidder agrees to Include this non-discrimination clause in any subcontracts connected with the performance of this pricing agreement/contract

6. In the event of the bidder's non-compliance with the above non-discrimination clause, this pricing agreement/contract may be canceled or terminated by the Contract Entity. The bidder may be declared by the Contract Entity ineligible for further pricing

agreement[s]/contract[s] with the Contract Entity until satisfactory proof of intent to comply is made by the bidder.

7. The risk of loss or damage shall be borne by the bidder at all times until the acceptance of goods, properly packed, by the Contract Entity.

8. This pricing agreement/contract, specifications and any attachments constitutes the entire understanding and agreement of the parties upon the subject matter hereof. There is no agreement, oral or otherwise, which is not contained in or attached to this pricing agreement/contract. This pricing agreement/contract may not be modified or assigned unless approved in writing and signed by both parties.

9. The parties assume and understand that the variables in the bidder's cost of performance may fluctuate; consequently, the parties agree that any fluctuations in the bidder's costs will not alter the bidder's obligations under this pricing agreement/contract nor excuse performance or delay on the bidder's part.

10. This pricing agreement/contract shall be inoperative during such period of time that the aforesaid delivery or acceptance may be rendered impossible by reason of fire, Act of God or government regulation, Provided, however, to the extent that the bidder has any commercially reasonable alternative method of performing this pricing agreement/contract by purchase on the market or otherwise, the bidder shall not be freed of any obligations hereunder by this clause, even though the goods intended for this pricing agreement/contract were destroyed or their delivery delayed because of an event described above.

11. The shipping or receiving of any goods under this pricing agreement/contract shall not be deemed, or be a waiver of any right to damages for any prior failure to ship or receive any goods.

12. This pricing agreement/contract shall be governed by the laws of the State of Oklahoma.

13. The bidder shall be responsible for complying with all applicable federal, state and local laws.

The undersigned individual states that the Bidder will be bound by its bid, the specification, the terms and conditions of the pricing agreement/contract,* and the requirements for bidders. ***as modified by Zuercher's responses thereto and subject to formal contract negotiation between the Parties**

WITNESS the hands of the parties hereto:

>>>THIS FORM MUST BE COMPLETED BY THE BIDDER PRIOR TO PRICING AGREEMENT/CONTRACT AWARD >>>

Sign Here _____ Blake Clark, Chief Financial Officer

Signature of Individual Title

Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs this form, a letter of authorization or Corporate Seal is to be attached.

Zuercher Technologies, LLC - 4509 W. 58th Street, Sioux Falls, SD 57108

Printed Name and Address [Please Print] Zip Code

(605) 274-6061

Telephone Number and Fax Number if any

ANTICOLLUSION AFFIDAVIT

THIS FORM MUST BE COMPLETED PRIOR TO
PRICING AGREEMENT/CONTRACT AWARD

The undersigned individual, of lawful age, being duly sworn, upon his/her oath, deposes and says: That the undersigned individual has the lawful authority to execute the within and foregoing proposal for, and on behalf of, the bidder; that the bidder has not, directly or indirectly, entered into any agreement, express or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons, of any part of the pricing agreement/contract or any part of the subject matter of the bid or bids, or of the profits thereof, and that bidder has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with the bidder in the said bid or bids, until after the said sealed bid or bids are opened.

The undersigned individual further states that the bidder has not been a party to any collusion: among bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from bidding; or with any city/trust official, city/trust employee or city/trust agent as to the quantity, quality, or price in the prospective pricing agreement/contract; or any other terms of the said prospective pricing agreement/contract; or in any discussions between the bidders or city/trust official, city/trust employee or city/trust agent concerning the exchange of money or other thing of value for special consideration in the letting of a pricing agreement/contract. The bidder states that it has not paid, given or donated or agreed to pay, give or donate to any city/trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of pricing agreement/contract pursuant to this bid.

Witness the hands of the parties hereto:

The undersigned individual states that the Bidder will be bound by its bid, the specification, the terms and conditions of the pricing agreement/contract*, and the requirements for bidders. *as modified by Zuercher's responses thereto

>>> FORM TO BE COMPLETED BY THE BIDDER PRIOR TO PRICING AGREEMENT/CONTRACT AWARD<<<

Sign Here

Signature of Individual — Chief Financial Officer (Title)

Blake Clark
Printed Name of Individual

Zuercher Technologies 4509 W 58th Street, Sioux Falls, SD 57108

Company Name and Address [Please Print] Zip Code

Phone: 605-274-6061 Fax: 888-477-5591

Telephone Number and Fax Number if any

TO BE COMPLETED BY THE NOTARY:

State of *_____)

SS.

County of*_____)

[*State and County where notarized must be written in for bid to be considered.]

Signed and sworn to before me on this_____day of_____, 20___by

_____.

[Print the name of the individual who signed above]

My Commission Expires:

_____

SEE ATTACHED

Notary Public Signature

_____

Notary Public Printed Name

My Commission Number: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On May 19, 2017 before me, Sean William Raburn,
Date *Here Insert Name and Title of the Officer*

personally appeared Blake Clark
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SEAN WILLIAM RABURN
Commission # 2114740
Notary Public - California
San Diego County
My Comm. Expires Jun 9, 2019

Signature
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: City of Mustang - Anti-Collusion Affidavit Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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BIDDER'S WARRANTIES

A. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Mustang.

B. Respondent warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): Blake Clark

Title: Chief Financial Officer

Firm: Zuercher Technologies, LLC

Date: May 19, 2017

BUSINESS RELATIONSHIP AFFIDAVIT

The undersigned Respondent, of lawful age, being first duly sworn on oath, affirms and says that the Respondent is fully knowledgeable of Respondent's business relationship and associations. Respondent further states that the nature of any corporation, company, partnership, joint venture, or business relationship presently in effect or which existed within one (1) year prior to the date of this statement between Respondent and the architect, the engineer, the Mayor or Members of the City of Mustang or the Trustee of any Trust or Authority of which the City is beneficiary and which is a party to this Contract, or other party, including but not limited to any consultant or employee engaged to further the Project is as follows:

NONE

The Respondent further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer, agent, employee, partner or director of the Respondent and any officer or director, agent, employee, or partner of the architectural or engineering firm, or consultant or employee engaged to further the project, or other party to the Project or any official or trustee of any public entity which is a party to the Contract for the Project is as follows:

NONE

Respondent also states that the names of all persons having any such business relationships and the positions held within their respective companies or firms are as follows:

NONE

(If none of the business relationships hereinabove mentioned exist, Respondent shall so state by subscribing the word "NONE" in the blanks.)

ATTEST: (Corporate Seal)

_____
Secretary

Zuercher Technologies, LLC
Name of Corporation or Firm

By _____

Title Blake Clark, Chief Financial Officer

Date May 19, 2017

*On these lines, type or print the Name and Title of each person who signed above.

If Bidder's company is not incorporated, no corporate seal is required; however the following statement must be executed.

STATE OF _____)
) SS
COUNTY OF _____)

Subscribed and sworn before me this _____ day of _____, 20_____.

SEE ATTACHED
Notary Public

My Commission expires _____

My Commission number is _____

This Affidavit required by Title 61 Oklahoma Statutes Section 108.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of San Diego)

On May 19, 2017 before me, Sean William Raburn,
Date *Here Insert Name and Title of the Officer*

personally appeared Blake Clark
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SEAN WILLIAM RABURN
Commission # 2114740
Notary Public - California
San Diego County
My Comm. Expires Jun 9, 2019

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: City of Mustang - Business Relationship Affidavit Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer — Title(s): _____	☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer Is Representing: _____	Signer Is Representing: _____

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MUSTANG IMPROVEMENT AUTHORITY
MUSTANG MUNICIPAL BUILDING
1501 N. MUSTANG ROAD
MUSTANG, OKLAHOMA 73064

JULY 18, 2017
7:00 P.M.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. NEW BUSINESS

D. CONSENT AGENDA

These items are considered on the Consent Agenda so that members of the Improvement Authority by unanimous consent can designate routine agenda items to be approved by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Trustees that item will be removed and heard in regular order.

1. Approval of **07/03/2017** MIA Minutes
*2. Claims List for **FY 2017**
*3. Claims List for **FY 2018**
4. Approval of **Resolution No. 18-006** making changes in the Mustang Improvement Authority Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $11,615,000.
5. Approval of **Resolution No. 18-007** making changes in the Mustang Improvement Authority Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $825,000.
6. Approval of **Resolution No. 18-008** to Establish the New 2017 Note Fund Budget by making a Supplemental Appropriation to Increase the 2017-2018 Fiscal Year Budget by $827,000.

E. INFORMATION/REPORTS

1. Trustee Manager

2. Trustees

F. DISCUSSION ITEMS

None.

G. CITY ATTORNEY'S REPORT

None.

H. ADJOURNMENT

***Items Considered Concurrently on the City Council Agenda.**

MUSTANG IMPROVEMENT AUTHORITY
JULY 3, 2017

The Mustang Improvement Authority met in regular session on Monday, July 3, 2017, at 7:00 p.m. in the Mustang Municipal Building Council Chambers. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Thursday, June 29, 2017, at 4:00 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Chairman Adams called the meeting to order at **7:40 p.m.**

B. ROLL CALL

Trustees Present: **Riley**
Leete
Grider
Jones
Hagan
Schweinberg
Adams

Trustees Absent: **None**

C. NEW BUSINESS

None.

D. CONSENT AGENDA

1. Approval of **06/20/2017** MIA Minutes
*2. Claims List for **FY 2017**
*3. Claims List for **FY 2018**
*4. Approval to Turn **Past Due Utility Accounts** over to the Collection Agency.

MOTION was made by **Trustee Grider**, seconded by **Trustee Leete**, to approve Items D-1 through D-4 of the Consent Agenda.

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

E. INFORMATION/REPORTS

1. Trustee Manager

None.

2. Trustees

None.

F. DISCUSSION ITEMS

*1. **Discussion, Consideration and Possible Action** regarding Approval of Contract for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang.

MOTION was made by **Trustee Schweinberg**, seconded by **Trustee Grider**, to Approve the Contract with Severn Trent Environmental Services, Inc. for Operation, Maintenance, and Management of the Water and Wastewater Treatment Facilities for the City of Mustang..

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

2. **Discussion, Consideration and Possible Action** regarding Approval of **Resolution No. 18-003**, a Resolution of the Trustees of The Mustang Improvement Authority (the "Authority") authorizing the issuance of its Utility System and Sales Tax Revenue Note, Series 2017 (the "Note") in the aggregate principal amount of $11,615,000; waiving competitive bidding and authorizing the Note to be sold on a negotiated basis; approving and authorizing the execution of an Indenture authorizing the issuance and securing the payment of the Note; providing that the organizational document creating the Authority is subject to the provisions of the Indenture; ratifying and confirming a Lease Agreement, as amended, by and between the City of Mustang, Oklahoma (the "City") and the Authority whereby the City leases its water and sanitary sewer systems to the Authority; ratifying and confirming a Sales Tax Agreement by and between the City and the Authority pertaining to the year-to-year pledge of certain sales tax revenues; authorizing and directing the execution of the Note and other documents relating to the transaction including, but not by way of limitation, professional services agreements; and containing other provisions relating thereto.

MOTION was made by **Trustee Leete**, seconded by **Trustee Schweinberg**, to Approve Resolution No. 18-003 with Option C – 2.39% Interest Rate and 7 Year Call.

AYE: **Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams**
NAY: **None**

G. CITY ATTORNEY'S REPORT

*1. **Discussion, Consideration and Possible Action** regarding terms of Employment Agreement with City Attorney; and, **proposed Executive Session as Authorized by 25 Okla. Stat. §307(B)(1, 2).**

Council did not adjourn to Executive Session.

In reference to Item G-1 –

MOTION was made by **Trustee Schweinberg**, seconded by **Trustee Jones** to Approve the Employment Agreement with the City Attorney as discussed and presented in Executive Session.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

G. ADJOURNMENT

MOTION was made by **Trustee Grider**, seconded by **Trustee Schweinberg**, to adjourn.

AYE: Riley, Leete, Grider, Jones, Hagan, Schweinberg, Adams
NAY: None

Meeting was adjourned at **7:42 p.m.**

_____
Jay Adams, Chairman

Attest:

_____
Lisa Martin, Secretary

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68		GENERAL GOVERNMENT				
17-0462	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING SERVICES	6/2017	3107	159.00
17-0840	01-C0108	COWAN GROUP ENGINEERING, LL	89TH STREET IMPROVEMENTS	6/2017	3115	13,539.50
17-0674	01-E1106	EST ENGINEERING	ENGINEERING SERVICES	6/2017	39651	17,700.25
17-0055	01-I0015	TYLER TECHNOLOGIES, INC	INSITE TRANSACTION FEES	6/2017	025-194693	7,572.50
17-1387	01-R0078	RED PRAIRIE DESIGN GROUP, P	DESIGN & CONSTRUCTION	6/2017	201707125619	36,251.00
					DEPARTMENT TOTAL:	75,222.25
DEPARTMENT: 72		WATER				
17-0390	01-C0108	COWAN GROUP ENGINEERING, LL	ROCKWELL GROUND STORAGE T	6/2017	3108	15,120.00
17-0462	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING SERVICES	6/2017	3107	2,954.50
17-1865	01-C0135	THE CITY OF OKLAHOMA CITY	WATER PURCHASE	6/2017	201707135653	50,000.00
17-1866	01-C0135	THE CITY OF OKLAHOMA CITY	WATER PURCHASE	6/2017	201707135652	50,000.00
17-1977	01-C0135	THE CITY OF OKLAHOMA CITY	WATER PURCHASE	6/2017	201707135654	75,556.42
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	6/2017	201707125617	13,816.19
					DEPARTMENT TOTAL:	207,447.11
DEPARTMENT: 75		SEWER				
17-0839	01-C0108	COWAN GROUP ENGINEERING, LL	WWTP EXPANSION & MODIFICA	6/2017	3109	35,026.75
17-2001	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS USAGE	6/2017	201707135642	28.34
17-2022	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	6/2017	201707125617	1,624.01
17-1918	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	6/2017	201707125614	50.21
					DEPARTMENT TOTAL:	36,729.31
DEPARTMENT: 78		SANITATION				
17-0318	01-S0085	SILVER STAR CONSTRUCTION	MAINTENANCE CONTRACT	6/2017	24526	18,538.80
					DEPARTMENT TOTAL:	18,538.80
					FUND TOTAL:	337,937.47

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 70		ADMINISTRATION				
17-0462	01-C0108	COWAN GROUP ENGINEERING, LL	ENGINEERING SERVICES	6/2017	3107	79.50
					DEPARTMENT TOTAL:	79.50
					FUND TOTAL:	79.50
					GRAND TOTAL:	429,004.63

FUND: 68 - IMPROVEMENT AUTHORITY SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 68		GENERAL GOVERNMENT				
18-0037	01-B0024	BANCFIRST	2014B NOTE PAYMENT	7/2017	201707125622	17,930.42
18-0038	01-B0024	BANCFIRST	2014A NOTE PAYMENT	7/2017	201707125623	189,959.17
18-0043	01-B0120	NOTE FUND	4TH PENNY EXCESS	7/2017	201707125624	43,304.27
18-0085	01-D0005	STATE OF OKLAHOMA	INDUSTRIAL & ANNUAL STORM	7/2017	17070590316	447.71
18-0046	01-G0030	GENERAL FUND	TRANS. OPERATING FUNDS	7/2017	201707125625	245,000.00
18-0039	01-L0045	LIMITED PURPOSE FUND	3RD PENNY EXCESS	7/2017	201707125626	99,339.42
18-0042	01-M0210	MUSTANG IMPROVEMENT AUTHORI	TRANSFER CIP FEE	7/2017	201707125629	31,000.00
18-0044	01-S0205	STREET IMPROVEMENT FUND	12.5% FRANCHISE FEE	7/2017	201707125630	15,000.00
					DEPARTMENT TOTAL:	641,980.99
DEPARTMENT: 72		WATER				
18-0055	01-A0055	ASSOCIATION OF CENTRAL OKLA	BASIC, TRANS., WATER ASSE	7/2017	7086A	2,658.00
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	7/2017	201707125598	476.38
18-0153	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACTOR	7/2017	21390	84,946.66
					DEPARTMENT TOTAL:	88,081.04
DEPARTMENT: 75		SEWER				
18-0081	01-C0117	CLEARWATER ENTERPRISE, LLC	GAS SERVICES	7/2017	201707135644	28.34
18-0136	01-O0035	OKLAHOMA ELECTRIC COOPERATI	ELECTRIC SERVICE	7/2017	201707125598	55.99
18-0139	01-O0055	OG&E COMPANY	ELECTRIC SERVICE	7/2017	201707125635	5.01
18-0153	01-S0057	SEVERN TRENT SERVICES INC	PUBLIC WORKS CONTRACTOR	7/2017	21390	47,782.50
					DEPARTMENT TOTAL:	47,871.84
					FUND TOTAL:	777,933.87

MUSTANG IMPROVEMENT AUTHORITY

AGENDA ITEM COMMENTARY

1. **ITEM NO.** D-4

2. **MEETING DATE:** July 18, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-006 for a Budget Supplemental in the Mustang Improvement Authority Fund for the Fiscal Year 2017-2018.

4. **COUNCIL ACTION:** Approve/Deny

5. **INITIATOR:** Janet Watts, Finance Director

6. **BACKGROUND:**
   On July 3, 2017 the Trustees approved the incurrence of indebtedness by the Mustang Improvement Authority issuing its Utility System and Sales Tax Revenue Note, Series 2017 in the amount of $11,615,000 for capital projects.

   A supplemental appropriation to increase the MIA Fund in the amount of $11,615,000 to be appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:** $11,615,000

8. **STAFF COMMENTS:**

9. **STAFF SOURCE:** Janet Watts, Finance Director

10. **ORDINANCE /RESOLUTION NO. 18-006**

RESOLUTION 18-006

A RESOLUTION TO MAKE CHANGES IN THE MUSTANG IMPROVEMENT AUTHORITY FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $11,615,000.

WHEREAS, on July 3, 2017 the Trustees approved the incurrence of indebtedness by the Mustang Improvement Authority issuing its Utility System and Sales Tax Revenue Note, Series 2017 in the amount of $11,615,000 for capital projects;

WHEREAS, the Trustees desires to appropriate funds;

NOW THEREFORE, BE IT RESOLVED, by the Trustees that the following supplemental appropriation be made:

SUPPLEMENTAL APPROPRIATION

Revenues:	
2017 Note Proceeds (68-45116)	$11,615,000
Expenditures:	
2017 Issuance Costs (68-568-5776)	$ 265,300
2017 Capital Project (68-568-5940)	2,700,000
2017 Capital Project (68-568-5941)	500,000
2017 Capital Project (68-568-5942)	500,000
2017 Capital Project (68-568-5943)	3,000,000
2017 Capital Project (68-568-5944)	3,000,000
2017 Capital Project (68-568-5945)	234,700
2017 Capital Project (68-568-5946)	240,000
2017 Capital Project (68-568-5947)	250,000
2017 Capital Project (68-568-5948)	300,000
2017 Capital Project (68-568-5949)	300,000
2017 Capital Project (68-568-5950)	325,000
Total	$11,615,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Trustees on this **18th** day of **July 2017.**

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Chairman

ATTEST:

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City Clerk

MUSTANG IMPROVEMENT AUTHORITY

AGENDA ITEM COMMENTARY

1. **ITEM NO.** D-5

2. **MEETING DATE:** July 18, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-007 for a Budget Supplemental in the Mustang Improvement Authority Fund for the Fiscal Year 2017-2018.

4. **COUNCIL ACTION:** Approve/Deny

5. **INITIATOR:** Janet Watts, Finance Director

6. **BACKGROUND:**
   On July 3, 2017 the Trustees approved the incurrence of indebtedness by the Mustang Improvement Authority issuing its Utility System and Sales Tax Revenue Note, Series 2017 in the amount of $11,615,000 for capital projects.

   The 2017 Note payment transfer from the MIA to the new 2017 Note Fund (which accounts for the 2017 principal, interest, and administration payments) beginning September 1, 2017.

   A supplemental appropriation to increase the MIA Fund in the amount of $825,000 to be appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:** $825,000

8. **STAFF COMMENTS:**

9. **STAFF SOURCE:** Janet Watts, Finance Director

10. **ORDINANCE /RESOLUTION NO. 18-007**

RESOLUTION 18-007

A RESOLUTION TO MAKE CHANGES IN THE MUSTANG IMPROVEMENT AUTHORITY FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $825,000.

WHEREAS, on July 3, 2017 the Trustees approved the incurrence of indebtedness by the Mustang Improvement Authority issuing its Utility System and Sales Tax Revenue Note, Series 2017 in the amount of $11,615,000 for capital projects;

WHEREAS, the 2017 Note payment transfer from the MIA to the new 2017 Note Fund (which accounts for the 2017 principal, interest, and administration payments) beginning September 1, 2017;

WHEREAS, the Trustees desires to appropriate funds;

NOW THEREFORE, BE IT RESOLVED, by the Trustees that the following supplemental appropriation be made:

SUPPLEMENTAL APPROPRIATION

Revenues:		
2017 Note Restricted (68-45203)	$	825,000
Expenditures:		
Transfer 2017 Note Payment (68-568-5863)	$	825,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Trustees on this **18th** day of **July 2017**.

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Chairman

ATTEST:

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City Clerk

MUSTANG IMPROVEMENT AUTHORITY

AGENDA ITEM COMMENTARY

1. **ITEM NO.** D-6

2. **MEETING DATE:** July 18, 2017

3. **TITLE:**
   Discussion, Consideration and Possible Action to Approve Resolution No. 18-008 for a Budget Supplemental to Establish the New 2017 Note Fund for the Fiscal Year 2017-2018.

4. **COUNCIL ACTION:** Approve/Deny

5. **INITIATOR:** Janet Watts, Finance Director

6. **BACKGROUND:**
   On July 3, 2017 the Trustees approved the incurrence of indebtedness by the Mustang Improvement Authority issuing its Utility System and Sales Tax Revenue Note, Series 2017 in the amount of $11,615,000 for capital projects.

   The 2017 Note payment transfer from the MIA to the new 2017 Note Fund (which accounts for the 2017 principal, interest, and administration payments) beginning September 1, 2017.

   A supplemental appropriation to establish the 2017 Note Fund in the amount of $827,000 to be appropriated in fiscal year 2018.

7. **FINANCIAL IMPACT:** $827,000

8. **STAFF COMMENTS:**

9. **STAFF SOURCE:** Janet Watts, Finance Director

10. **ORDINANCE /RESOLUTION NO. 18-008**

RESOLUTION 18-008

A RESOLUTION TO ESTABLISH THE NEW 2017 NOTE FUND BUDGET BY MAKING A SUPPLEMENTAL APPROPRIATION TO INCREASE THE 2017-2018 FISCAL YEAR BUDGET BY $827,000.

WHEREAS, on July 3, 2017 the Trustees approved the incurrence of indebtedness by the Mustang Improvement Authority issuing its Utility System and Sales Tax Revenue Note, Series 2017 in the amount of $11,615,000 for capital projects;

WHEREAS, the 2017 Note payment transfer from the MIA to the new 2017 Note Fund (which accounts for the 2017 principal, interest, and administration payments) beginning September 1, 2017;

WHEREAS, the Trustees desires to appropriate funds;

NOW THEREFORE, BE IT RESOLVED, by the Trustees that the following supplemental appropriation be made:

SUPPLEMENTAL APPROPRIATION

Revenues:	
Interest (63-45141)	$ 2,000
Transfer from MIA (63-46868)	825,000
Total:	$ 827,000
Expenditures:	
2017 Principal (63-500-5752)	$ 516,000
2017 Interest (63-500-5753)	268,000
2017 Admin (63-500-5754)	1,700
Restricted Fund Balance (63-500-5555)	41,300
Total:	$ 827,000

This is to certify that the above and foregoing Resolution was dully **ADOPTED** and **APPROVED** by the Trustees on this **18th** day of **July 2017**.

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Chairman

ATTEST:

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City Clerk