



ABILENE CITY COMMISSION - REGULAR MEETING AGENDA
ABILENE PUBLIC LIBRARY, 209 NW FOURTH STREET
October 9, 2023 - 4:00 pm

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1. Call to Order
2. Roll Call: ____ Witt ____ Kollhoff ____ Rein ____ Miller ____ Marshall
3. Pledge of Allegiance
4. Approval of the Agenda for the October 9, 2023, City Commission Meeting
5. Consent Agenda - Consent Agenda items are considered routine business items. The consent agenda can be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.
 - a. Meeting Minutes for September 25, 2023, Regular Meeting
6. Public Comments and Communications
 - a. Public Forum: Persons who wish to address the City Commission regarding items outside the agenda may do so when called upon by the Mayor. Speakers will be allowed a three-minute time limit.
7. Business Items
 - a. Consider approval of Ordinance 23-3437, **AN ORDINANCE AMENDING CHAPTER 2, ARTICLES 2 AND 3 OF THE CITY CODE OF THE CITY OF ABILENE, KANSAS TO ADOPT THE STANDARD CODES KNOWN AS THE 2018 INTERNATIONAL BUILDING CODE, THE 2018 INTERNATIONAL RESIDENTIAL CODE, THE 2018 INTERNATIONAL EXISTING BUILDING CODE, THE 2018 INTERNATIONAL PLUMBING CODE, THE 2018 INTERNATIONAL MECHANICAL CODE, THE 2018 INTERNATIONAL FUEL GAS CODE, 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, 2017 NATIONAL ELECTRICAL CODE, AND THE 2018 INTERNATIONAL FIRE CODE, WITH CERTAIN OMISSIONS, CHANGES, AND ADDITIONS THERETO, AND TO ESTABLISH THE PROCEDURES FOR**

**APPEALING DECISIONS OF THE BUILDING OFFICIAL UNDER SUCH
ADOPTED CODES.** – City Inspector Steerman, Assistant Fire Chief Stuck

8. Items for discussion

- a. Kansas Airport Improvement Program (KAIP) Grant Applications, administered through the Kansas Department of Transportation (KDOT) Aviation Division for the Abilene Municipal Airport

9. Reports

- a. City Manager's Report

10. Recess of Regular Meeting

- a. Consider a motion to recess the October 9, 2023, City Commission Meeting. The City Commission Study Session will begin in 15 minutes, no sooner than 4:30 pm.



11. Call to Order – October 9, 2023, City Commission Study Session

12. October 9, 2023, City Commission Study Session Agenda

- a. SAM GIS Stormwater Proposal – Erin Allen, SAM GIS
- b. Purchasing Policy Review – Leann Johnson, Finance Director
- c. Software RFP – Leann Johnson, Finance Director

13. Consider a motion to adjourn the October 9, 2023, City Commission Meeting.

Future Meeting Reminders

*City Commission Regular Meeting, October 23, 2023, at 4 pm.

*City Commission Study Session, October 23, 2023 - 15 minutes following the adjournment of the regular meeting, will not start before 4:30 pm.

*City Commission Regular Meeting, November 13, 2023, at 4 pm.

*City Commission Study Session, November 13, 2023 - 15 minutes following the adjournment of the regular meeting, will not start before 4:30 pm.



Abilene City Commission Meeting Minutes
Abilene Public Library – 209 NW Fourth Street
September 25, 2023, @ 4:00 pm.
Abilene, Kansas

1. Call to Order

2. Roll Call – City Commission Present: Mayor Witt, Commissioners, Kollhoff, Rein, Miller, and Marshall.

Staff Present: City Manager Marsh, City Clerk Mohr, Finance Director Johnson, City Attorney Martin, Parks and Recreation Director Timbrook, Fire Chief Strunk, Police Chief Hatter, Convention and Visitors Bureau Director Roller-Weeks, Streets and Utilities Superintendent Hawk, City Inspector Steerman, Assistant Fire Chief Stuck, Administrative Manager-Public Works Hiatt, and Administrative Assistant Olson.

3. Pledge of Allegiance

Agenda

4. Approval of the Agenda for the September 25, 2023, City Commission Meeting

Motion by Commissioner Marshall, seconded by Commissioner Rein, to approve the agenda as presented. Roll call vote: Marshall YES, Rein YES, Miller YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0.

Consent Agenda

5. Consent Agenda - Consent Agenda items are considered routine business items. The consent agenda can be acted upon by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.

- a. Meeting Minutes for September 11, 2023, Regular Meeting
- b. Appointment of William Rose to the Planning Commission to fill a vacant unexpired term, expiring January 2025.
- c. Appointment of Penni Zelinkoff to the Planning Commission to fill a vacant unexpired term, expiring January 2024.

Motion by Commissioner Rein, seconded by Commissioner Miller, to approve the consent agenda as presented. Roll call vote: Rein YES, Marshall YES, Miller YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0.

6. Public Comments and Communications

- a. Public Forum: Persons who wish to address the City Commission regarding items outside the agenda may do so when called upon by the Mayor. Speakers will be allowed a three-minute time limit.

There were no public comments or communications.

7. Business Items

- a. Consider approval of Resolution No. 092523-1, **A RESOLUTION PROVIDING FOR AN ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS, TO ENSURE APPROPRIATE COMPENSATION FOR CITY EMPLOYEES AS COMPARED WITH THE COMPARABLE LABOR MARKET.**

Motion by Commissioner Marshall, seconded by Commissioner Miller, to approve Resolution No. 092523-1, **A RESOLUTION PROVIDING FOR AN ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS, TO ENSURE APPROPRIATE COMPENSATION FOR CITY EMPLOYEES AS COMPARED WITH THE COMPARABLE LABOR MARKET.** Roll call vote: Marshall YES, Miller YES, Rein YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0.

- b. Consider approval of a Lease Agreement with the Community Foundation of Dickinson County for the renovation of office space and relocating of offices to the Civic Center.

Motion by Commissioner Marshall, seconded by Commissioner Rein, to approve a Lease Agreement with the Community Foundation of Dickinson County for the renovation of office space and relocation of offices to the Civic Center. Roll call vote: Marshall YES, Rein YES, Miller YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0.

- c. Consider approval of Ordinance No. 23-3436, **AN ORDINANCE REZONING CERTAIN PROPERTY LOCATED WITHIN THE PARCEL GENERALLY DESCRIBED AS 2005 N. BUCKEYE AVE., FROM C-3, GENERAL COMMERCIAL DISTRICT TO R-3, HIGH-DENSITY RESIDENTIAL DISTRICT, AND AMENDING THE ZONING MAP OF THE CITY OF ABILENE, KANSAS.**

Tim Holm, Holm Automotive 2005 N. Buckeye Ave., commended this City Commission and former Commissions for their vision and forethought to develop this area.

Motion by Commissioner Rein, seconded by Commissioner Miller, to adopt Ordinance No. 23-3436, **AN ORDINANCE REZONING CERTAIN PROPERTY LOCATED WITHIN THE PARCEL GENERALLY DESCRIBED AS 2005 N. BUCKEYE AVE., FROM C-3, GENERAL COMMERCIAL DISTRICT TO R-3, HIGH-DENSITY RESIDENTIAL DISTRICT, AND AMENDING THE ZONING MAP OF THE CITY OF ABILENE, KANSAS.** Roll call vote: Rein YES, Miller YES, Marshall YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0.

8. Items for Discussion

a. Solar PV Design and Installation RFP

Motion by Commissioner Kollhoff to table this item until the next meeting. The motion failed due to a lack of a second.

Motion by Commissioner Kollhoff to recess into Executive Session to confer with legal counsel pursuant to K.S.A. 75-7319 for matters subject to attorney-client privilege for thirteen minutes. The regular meeting will resume at 4:30 pm. The motion failed due to a lack of a second.

Motion by Commissioner Marshall, seconded by Commissioner Miller, to table the solar discussion indefinitely and pursue a comprehensive energy services audit throughout the city in 2024 or 2025. Roll call vote: Marshall YES, Miller YES, Rein YES, Kollhoff NO, Witt YES. The motion carried, 4-1.

9. Reports

a. City Manager's Report

The next Comprehensive Plan Steering Committee Meeting is Tuesday, October 10, and the next Comprehensive Plan Community Meeting will be on October 24. Both will be at 6 pm in the library.

The 14th Street reconstruction is going well. They have started laying new pavement and working on the waterline in front of the high school. You can find the update on the Community Engagement Dashboard.

The City has a table for the Eisenhower Gala on October 14. If you would like to attend, please let me know by tomorrow morning.

Public Works will be doing levee slope mowing this week.

The RFP for selling the Historic Tax Credits for the Police Department remodel has been released and is due October 20.

10. Recess of Regular Meeting

- a.** Consider a motion to recess the September 25, 2023, City Commission Meeting.

Motion by Commissioner Marshall, seconded by Commissioner Rein, to recess the September 25, 2023, City Commission Meeting at 4:25 pm. Roll call vote: Marshall YES, Rein YES, Miller YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0. The City Commission Study Session will begin at 4:40 pm.

11. Call to Order – September 25, 2023, City Commission Study Session

The City Commission Study Session was called to order at 4:40 pm.

12. September 25, 2023, City Commission Study Session Agenda

- a.** Adoption of the 2018 Building and Fire Code

13. Adjournment

- a.** Consider a motion to adjourn the September 25, 2023, City Commission Meeting

Motion by Commissioner Marshall, seconded by Commissioner Miller, to adjourn the September 25, 2023, City Commission Meeting at 5:45 pm. Roll call vote: Marshall YES, Miller YES, Rein YES, Kollhoff YES, Witt YES. The motion was carried unanimously, 5-0.

(Seal)

Trevor D. Witt, Mayor

ATTEST:

Shayla L. Mohr
City Clerk



City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Commission Meeting Date: Monday, October 9, 2023

Session: Regular Meeting

Topic: Adoption of 2018 ICC and 2017 NEC codes

Department: Inspection/Fire Department

Staff Contact: Travis Steerman City Inspector/Jeremy Stuck Asst. Fire Chief

Background:

City of Abilene is under the 2009 International Building Code, 2009 Residential Code, 2009 International Existing Building Code, 2009 International Plumbing Code, 2009 International Mechanical Code, 2009 International Fuel Gas Code, 2009 International Property Maintenance code, 2009 International Fire Code, and the 2008 National Electrical code.

Adoption of the 2018 ICC and 2017 NEC versions with amendments will help residents and first responders with the rapidly changing new technologies being added to buildings and dwellings. Staff and Building Standard Board agrees that code cycles 2012 and 2015 should be skipped to facilitate new building projects. Staff and Building Standards Board has no plan of skipping any code cycle once adopted.

These codes and amendments have been brought and passed through the City of Abilene Building Standards Board.

Recommendation:

It is staff's recommendation to approve ordinance number and adopt the 2018 International Building Code, 2018 International Residential Code, 2018 International Existing Building Code, 2018 International Plumbing Code, 2018 International Mechanical Code, 2018 International Fuel Gas Code, 2018 International Property Maintenance Code, 2018 International Fire Code, and 2017 National Electrical Code.

Fiscal Note:

Staff will present list of significant codes changes from every code cycle year that is being skipped to get updated to 2018 codes. Staff will explain significant amendments and present all amendments to commission.

Funding Source:

Inspection Budget to cover cost of new code books

ORDINANCE NO. 23-3437

AN ORDINANCE AMENDING CHAPTER 2, ARTICLES 2 AND 3 OF THE CITY CODE OF THE CITY OF ABILENE, KANSAS TO ADOPT THE STANDARD CODES KNOWN AS THE 2018 INTERNATIONAL BUILDING CODE, THE 2018 INTERNATIONAL RESIDENTIAL CODE, THE 2018 INTERNATIONAL EXISTING BUILDING CODE, THE 2018 INTERNATIONAL PLUMBING CODE, THE 2018 INTERNATIONAL MECHANICAL CODE, THE 2018 INTERNATIONAL FUEL GAS CODE, 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, 2017 NATIONAL ELECTRICAL CODE, AND THE 2018 INTERNATIONAL FIRE CODE, WITH CERTAIN OMISSIONS, CHANGES, AND ADDITIONS THERETO, AND TO ESTABLISH THE PROCEDURES FOR APPEALING DECISIONS OF THE BUILDING OFFICIAL UNDER SUCH ADOPTED CODES.

BE IT ORDAINED, BY THE GOVERNING BODY OF THE CITY OF ABILENE, KANSAS:

SECTION 1. Section 2-201 of the City Code of the City of Abilene, Kansas is hereby amended to read as follows:

2-201. Standard building codes incorporated by reference. The following standard codes are hereby adopted and incorporated by reference, except as amended in this division:

- (a) The International Building Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-1, and excluding all of its appendices.
- (b) The International Residential Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-2, and excluding all of its appendices.
- (c) The International Existing Building Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-3, and excluding all of its appendices.
- (d) The International Plumbing Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-4, and excluding all of its appendices.
- (e) The International Mechanical Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-5, and excluding all of its appendices.
- (f) The International Fuel Gas Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-6, and excluding all of its appendices.

(g) The International Property Maintenance Code, 2018 Edition, promulgated and published by the International Code Council, except as amended in section 2-201-7, including Appendix A, but not any other of its appendices.

(h) The National Electric Code – NFPA 70, 2017 Edition, promulgated and published by the National Fire Protection Association, except as amended in section 2-201-8.

SECTION 2. New Section 2-201-1 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-1. Amendments to the International Building Code.

The International Building Code, adopted by Section 2-201, is hereby changed, altered, modified or otherwise amended as follows:

(1) Section 101.1 of the International Building Code is hereby changed to read as follows:

Section 101.1 Title. These regulations shall be known as the Building Code of the City of Abilene, Kansas, hereinafter known as “this code”.

(2) Section 105.2 of the International Building Code is hereby changed to read as follows:

Section 105.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authority for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

1. One story detached accessory structures provided the floor area does not exceed 200 square feet.
2. Detached pergolas and other detached structures which do not exceed 400 square feet, are entirely open and do not have solid roofs.
3. Fences not over 7 feet high.
4. Oil derricks.
5. Retaining walls that are not over 7 feet in height measured from grade on the low side to the top of the wall, unless supporting a surcharge or impounding class I, II or IIIA liquids.
6. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
7. Sidewalks, driveways and non-enclosed or covered decks not more than 30 inches above adjacent grade at any point, and not over any story or basement below and are not part of an accessory route.
8. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
9. Temporary motion picture, television and theater stage sets and scenery.
10. Prefabricated swimming pools accessory to a group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.

11. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
12. Swings and other playground equipment.
13. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support.
14. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.
15. Changes of occupancy to an equal or lesser hazard category as denoted in both Table 912.4 and Table 912.5 of the 2009 International Existing Building Code where no other work requiring a permit is being done.

(3) Section 109.2 of the International Building Code is hereby changed to read as follows:

Section 109.2 Schedule of Fees. On buildings or structures requiring a permit other than those owned by the city, a fee for each permit shall be paid as required, in accordance with the comprehensive fee schedule. Each inspection which is not deemed ready for inspection at the scheduled time shall be considered a failed inspection and subject to re-inspection. The re-inspection fee shall be paid within 10 calendar days of the date of the inspection causing the fee, and prior to a certificate of occupancy being issued for that project. Subsequent inspections for that permitted project shall not be conducted until all past due re-inspection fees have been paid. The Building Official shall have the authority to waive re-inspection fees as deemed necessary.

(4) Section 109.3 of the International Building Code is hereby changed to read as follows:

Section 109.3 Building Permit Valuations. The determination of value or valuation under any of the provisions of this code shall be made by the building official. The valuation shall be calculated by using the most recent version of Valuation Data Table as published by the International Code Council. The amount to be used for determining the building permit fee shall be the total value of all construction work for which the permit is issued including all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. No fee, other than that set forth above, shall be charged for new construction; although this does not preclude the building official from charging separate fees for sewer and water connections and sign installations. The governing body shall have the right to waive fees as it deems necessary.

(5) Section 109.4 of the International Building Code is hereby changed to read as follows:

Section 109.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee equal to the permit fee in addition to the required permit fees at the discretion of the Building Official.

- (6) Section 113 of the International Building Code is hereby changed to read as follows:

Section 113. Board of appeals. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

- (7) Section 406.3.2.1 of the International Building Code is hereby changed to read as follows:

Section 406.3.2.1 Dwelling unit separation. Separations shall comply with the following:

1. The private garage shall be separated from the dwelling unit and its attic by means of gypsum board, not less than ½ inch (12.7 mm) in thickness, applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms by not less than ⅝ inch (15.9 mm) type X gypsum board and ½ inch (12.7 mm) gypsum board applied to structures supporting the separation from habitable rooms above the garage. Door openings between a private garage and the dwelling unit shall be equipped with either solid wood doors or solid or honeycomb core steel doors not less than 1⅜ inches (34.9 mm) in thickness, or in compliance with section 716.5.3 with a fire protection rating of not less than 20 minutes. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted.

- (8) Section 903.4.2 of the International Building Code is hereby changed to read as follows:

Section 903.4.2 Alarms. Approved audible/visual devices shall be connected to every automatic sprinkler system. Such sprinkler water-flow devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Alarm devices shall be provided on the exterior of the building directly above the fire department connection or an approved location. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.

- (9) Section 1010.1.9.4 of the International Building Code is hereby changed to read as follows:

Section 1010.1.9.4 Locks and latches. Locks and latches shall be permitted to prevent the operation of doors where any of the following exists:

1. Places of detention or restraint.
2. In buildings in occupancy Group A having an occupant load of 300 or less, Group B, F, M and S, and in places of religious worship, the main exterior door or doors is permitted to be equipped with thumb turn operated locking devices from the egress side provided:

- 2.1. A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. This sign shall be in letters one inch high on a contrasting background.
- 2.2. Doors other than those regulated by Exception 2 in Group B, F, M and S, and in places of religious worship, having an occupant load of 500 or less, the secondary exterior door or doors is permitted to be equipped with thumb turn operated locking devices from the egress side.
- 2.3. Doors serving rooms or spaces accessory to group A occupancies not in the means of egress for the group A occupancy, are permitted to be equipped with thumb turn operated locking devices from the egress side.
- 2.4. The use of key operated or thumb turn locking devices is revocable by the building official for due cause.
3. Where egress doors are used in pairs, approved automatic flush bolts shall be permitted to be used, provided that the door leaf having the automatic flush bolts has no doorknob or surface mounted hardware. The unlatching of any leaf shall not require more than one operation.
4. Doors from individual dwelling units or sleeping units of Group R occupancies having an occupant load of 10 or less are permitted to be equipped with a night latch, dead bolt or security chain, provided such devices are openable from the inside without the use of a key or tool.
5. Fire doors after the minimum elevated temperature has disabled the unlatching mechanism in accordance with listed fire door test procedures.
6. Doors serving roofs not intended to be occupied shall be permitted to be locked preventing entry to the building from the roof.

(10) Section 1011.12 of the International Building Code is hereby changed to read as follows:

Section 1011.12 Stairway to roof. In buildings four or more stories above grade plane, one stairway shall extend to the roof surface, unless the roof has a slope steeper than four units vertical in twelve units horizontal (33 percent slope) or unless deemed not necessary by the building official. In buildings without an occupied roof, access to the roof from the top story shall be permitted to be by an alternating tread device.

(11) Section 1015.4 of the International Building Code is hereby changed to read as follows:

Section 1015.4. Opening limitations. Required guards shall not have openings that allow passage of a sphere 4½ inches (114 mm) in diameter from the walking surface to the required height.

Exceptions:

1. The triangular openings at the open side of a stair, formed by the riser, tread and bottom rail shall not allow passage of a sphere 6 inches (152 mm) in diameter.
2. At elevated walking surfaces for access to and use of electrical, mechanical and plumbing systems or equipment, guards shall not have openings that allow passage of a sphere 21 inches (533 mm) in diameter.
3. In areas that are not open to the public within occupancies in Group I-3, F, H or S and for alternating read devices and ships ladders, guards shall not have openings that allow passage of a sphere 21 inches (533 mm) in diameter.
4. In assembly seating areas, guards required at the end of aisles in accordance with Section 1029.17.4 shall not have openings that allow passage of a sphere 4½ inches (114 mm) in diameter up to a height of 26 inches (660 mm). From a height of 26 inches (660 mm) to 42 inches (1,067 mm) above the adjacent walking surfaces, guards shall not have openings that allow passage of a sphere 8 inches (203 mm) in diameter.

(12) Section 1015.8 of the International Building Code is hereby changed to read as follows:

Section 1015.8 Window openings. In occupancy groups R-2 and R-3, one and two family and multiple family dwellings, where the opening of the sill portion of an operable window is located more than 72 inches (1829 mm) above the finished grade or other surface below, the lowest part of the clear opening of the window shall be at a height not less than 18 inches (457.2 mm) above the finished floor surface of the room in which the window is located. Operable sections of windows located lower than 18 inches (457.2 mm) shall be limited to a 4-inch (101.6 mm) opening or be supplied with approved guards when more than 72 inches (1829 mm) above the finished grade or surface below.

(13) Section 1030.1 of the International Building Code is hereby changed to read as follows:

Section 1030.1 General. In addition to the means of egress required by this chapter, provisions shall be made for emergency escape and rescue in group R as applicable in Section 101.2 and Group I-1 occupancies. Basements and sleeping rooms below the fourth story shall have at least one exterior emergency escape and rescue opening in accordance with this section. Such openings shall open directly into a public street, public alley, yard or court.

Exception:

In other than Group R-3 occupancies, buildings equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2 may have the required above grade egress windows fixed in a closed position as long as the required ventilation is maintained.

- (14) Section 1030.2 of the International Building Code is hereby changed to read as follows:

Section 1030.2 Minimum size. Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet.

- (15) Chapter 11 of the International Building Code is hereby deleted.

- (16) Section 2701.1 of the International Building Code is hereby changed to read as follows:

Section 2701.1 Scope. This chapter governs the electrical components, equipment and systems used in buildings and structures covered by this code. Electrical components, equipment and systems shall be designed and constructed in accordance with the provisions of the National Electrical Code as adopted in Section 2-201.

- (17) Section 2702.1.3 of the International Building Code is hereby changed to read as follows:

Section 2702.1.3 Installation. Emergency and standby power systems shall be installed in accordance with this code, the National Electrical Code, NFPA 110 and NFPA 111.

- (18) Section 2902.1 of the International Building Code is hereby changed to read as follows:

Section 2902.1 Minimum number of fixtures. Plumbing fixtures shall be provided in the minimum numbers as shown in Table 2902.1 based on the actual use of the building or space. Uses not shown in Table 2902.1 shall be considered individually by the code official. The number of occupants for purposes of this section and section 2902.2 shall be determined by this code or may be determined by the code official for specific occupancies. Individual fixtures may be waived by the code official when specific conditions warrant.

SECTION 3. New Section 2-201-2 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-2. Amendments to the International Residential Code.

The International Residential Code, adopted by Section 2-201, is hereby changed, altered, modified or otherwise amended as follows:

- (1) Section R101.1 of the International Residential Code is hereby changed to read as follows:

Section R101.1 Title. These regulations shall be known as the Residential Code for one- and two-family dwellings of the City of Abilene, Kansas, and hereinafter known as “this code”.

- (2) Section R105.2 of the International Residential Code is hereby changed to read as follows:

Section R105.2 Work exempt from permit. Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of this code or any other law or ordinances of this jurisdiction.

Building:

1. One story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
2. Detached pergolas and other detached structures which do not exceed 400 square feet, are entirely open and do not have solid roofs.
3. Fences not over 7 feet high.
4. Retaining walls that are not over 7 feet in height measured from grade on the low end to the top of the wall, unless supporting a surcharge.
5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
6. Sidewalks and driveways.
7. Porches, decks and similar uses that are not more than 30 inches from floor to grade at any point and are not roofed or enclosed.
8. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
9. Swings and other playground equipment.
10. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.

Electrical:

Repairs and Maintenance:

A permit shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating and ventilation appliances.
2. Portable cooling units or portable evaporative coolers.
3. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
4. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
5. Self-contained refrigeration systems containing 10 pounds or less of refrigerant that are actuated by motors of 1 horsepower or less.
6. Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

- (3) Section R107.3 of the International Residential Code is hereby changed to read as follows:

Section R107.3 Temporary power. The building official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the National Electrical Code as adopted in Section 2-201.

- (4) Section R108.2 of the International Residential Code is hereby changed to read as follows:

Section R108.2 Schedule of Permit Fees. On buildings or structures requiring a permit, a fee for each permit shall be paid as required, in accordance with the comprehensive fee schedule.

For each re-inspection beyond the first re-inspection, fee shall be determined by the comprehensive fee schedule.

Each inspection which is not deemed ready for inspection at the scheduled time shall be considered a failed inspection and subject to re-inspection. The re-inspection fee shall be paid within 10 calendar days of the date of the inspection causing the fee, and prior to a certificate of occupancy being issued for that project. Subsequent inspections for that permitted project shall not be conducted until all past due re-inspection fees have been paid. The Building Official shall have the authority to waive re-inspection fees as deemed necessary.

- (5) Section R108.3 of the International Residential Code is hereby changed to read as follows:

Section R108.3 Building Permit Valuations. The determination of value or valuation under any of the provisions of this code shall be made by the building official. The valuation shall be calculated by using the most recent version of Valuation Data Table as published by the International Code Council. The amount to be used for determining the building permit fee shall be the total value

of all construction work for which the permit is issued including all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. No fee, other than that set forth above, shall be charged for new construction; although this does not preclude the building official from charging separate fees for sewer and water connections and sign installations. The governing body shall have the right to waive fees as it deems necessary.

- (6) Section R108.6 of the International Residential Code is hereby changed to read as follows:

Section R108.6 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee equal to the permit fee in addition to the required permit fees at the discretion of the Building Official.

- (7) Section R112 of the International Residential Code is hereby changed to read as follows:

Section R112. Board of appeals. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

- (8) Section R302.5.1 of the International Residential Code is hereby changed to read as follows:

Section R302.5.1 Opening Protection. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1 $\frac{3}{8}$ inches (35mm) in thickness, solid or honeycomb core steel doors not less than 1 $\frac{3}{8}$ inches (35mm) thick, or 20 minute fire rated doors.

- (9) Section R303.1 of the International Residential Code is hereby changed to read as follows:

Section R303.1 Habitable Rooms. All habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.

Exceptions:

1. Where not required by section R310 and where supply and return air is provided to the room, glazed openings need not be provided for ventilation.

2. Artificial light may be substituted for glazed openings at a rate of 6 foot candles (65 lux) over the entire room at a height of 30 inches (762 mm) above the floor where such openings are not required by section R310.

(10) Section R303.4 of the International Residential Code is hereby deleted.

(11) Section R310.1 of the International Residential Code is hereby changed to read as follows:

Section R310.1 Emergency escape and rescue opening required. Basements, habitable attics and every sleeping room shall have not less than one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way, or to a yard or court that opens into a public way.

Exception: Storm shelters and basements used only to house mechanical equipment not exceeding a total floor area of 200 square feet.

(12) Section R310.2.1 of the International Residential Code is hereby changed to read as follows:

Section R310.2.1 Minimum opening area. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height opening shall be not less than 24 inches and the net clear width shall be not less than 20 inches.

(13) Section R310.2.3 of the International Residential Code is hereby changed to read as follows:

Section R310.2.3 Window wells. The minimum horizontal area of the window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened. Guards or covers shall be provided to safeguard against falls into the window well.

Exception:

The ladder or steps required by Section R310.2.1 shall be permitted to encroach a maximum of 6 inches into the required dimensions of the window well.

(14) Section R311.7.5.1 of the International Residential Code is hereby changed to read as follows:

Section R311.7.5.1 Risers. The maximum riser height shall be 8 inches (203 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not

exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm). Risers shall be vertical or sloped from the underside of the nosing of the tread above at an angle not more than 30 degrees (0.51 rad) from the vertical. Open risers are permitted provided that the opening between the treads does not permit the passage of a 4-inch diameter (102 mm) sphere.

Exception:

The opening between adjacent treads is not limited on stairs with a total rise of 30 inches (762 mm) or less.

- (15) Section R312.1.3 of the International Residential Code is hereby changed to read as follows:

Section R312.1.3 Guard opening limitations. Open guardrails shall have intermediate rails or an ornamental pattern such that a sphere 4½ inches (102 mm) in diameter cannot pass through.

Exceptions:

1. The open space between the intermediate rails or ornamental pattern of guardrails in areas of commercial and industrial-type occupancies which are not accessible to the public may be such that a sphere 12 inches (305 mm) in diameter cannot pass through.
2. The triangular openings formed by the riser, tread and bottom element of a guardrail at the open side of a stairway may be of such size that a sphere 6 inches (152 mm) in diameter cannot pass through.

- (16) Section R312.2.1 of the International Residential Code is hereby changed to read as follows:

Section 312.2.1 Window Sills. In dwelling units, where the opening of an operable window is located more than 72 inches (1829 mm) above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 18 inches (457 mm) above the finished floor of the room in which the window is located. Operable sections of windows shall not permit openings that allow passage of a 4-inch diameter (102 mm) sphere where such openings are located within 18 inches (457 mm) of the finished floor unless such windows are provided with approved guards.

- (17) Section R313 of the International Residential Code is hereby deleted.

- (18) Section R507.9.2 of the International Residential Code is hereby deleted.

- (19) Chapter 11 of the International Residential Code is hereby deleted.

- (20) Section M1503.6 of the International Residential Code is hereby changed to read as follows:

Section M1503.6 Makeup Air Required. Where one or more gas, liquid or solid fuel burning appliance that is neither direct vent nor uses a mechanical draft venting system is located within a dwelling unit's air barrier, exhaust hood systems capable of exhausting in excess of 400 cubic feet per minute shall be provided with makeup air at a rate approximately equal to the difference between the maximum exhaust rate and 400 cubic feet per minute. Such makeup air systems shall be equipped with a means of closure and shall automatically be controlled to start and operate simultaneously with the exhaust system.

- (21) Section P2603.5.1 of the International Residential Code is hereby changed to read as follows:

Section P2603.5.1 Sewer Depth. Building sewers shall be a minimum of 34 inches below grade unless insulated.

- (22) Section E3601.6.2 of the International Residential Code is hereby changed to read as follows:

Section E3601.6.2 Service disconnect location. The service disconnecting means shall be installed on the outside of a building or structure at a readily accessible location nearest the service location. Each occupant shall have access to the disconnect serving the dwelling unit in which they reside.

- (23) New Section E3703.2.A of the International Residential Code is hereby added to read as follows:

Section E3703.2.A Receptacles. All receptacles located in one and two family dwellings and their attached and detached garages, and their storage buildings shall be connected with wire size of 12 AWG or larger.

- (24) Section E3901.11 of the International Residential Code is hereby deleted.

- (25) Section E3902.2 of the International Residential Code is hereby changed to read as follows:

Section E3902.2 Garage and Accessory Building Receptacles. All 125 volt, single phase, 15 or 20 ampere receptacles installed in garages and grade level portions of unfinished accessory buildings used for storage or work areas shall have ground fault circuit interrupter protection for personnel.

Exception: Receptacles that are not readily accessible.

- (26) Section E3902.16 of the International Residential Code is hereby changed to read as follows:

Section E3902.16 Arc Fault Circuit Interrupter Protection. All branch circuits that supply 120 volt, single phase, 15 and 20 ampere receptacle outlets in

bedrooms shall be protected by a combination type arc fault circuit interrupter installed to provide protection of the entire branch circuit.

(27) Section E3902.17 of the International Residential Code is hereby deleted.

(28) Notwithstanding any provision of this code to the contrary, the city shall not require the installation and maintenance of residential fire sprinkler systems in single-family dwellings, dwellings of 2 units or less, or manufactured homes.

SECTION 4. New Section 2-201-3 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-3. Amendments to the International Existing Building Code.

The International Existing Building Code, adopted by Section 2-201, is hereby changed, altered, modified and otherwise amended as follows:

(1) Section 101.1 of the International Existing Building Code is hereby changed to read as follows:

Section 101.1 Title. These regulations shall be known as the Existing Building Code of the City of Abilene, Kansas, herein after known as “this code”.

(2) Section 108.2 of the International Existing Building Code is hereby changed to read as follows:

Section 108.2 Schedule of Permit Fees. On buildings or structures requiring a permit, a fee for each permit shall be paid as required, in accordance with the comprehensive fee schedule.

For each re-inspection beyond the first re-inspection shall be determined by the comprehensive fee schedule.

Each inspection which is not deemed ready for inspection at the scheduled time shall be considered a failed inspection and subject to re-inspection. The re-inspection fee shall be paid within 10 calendar days of the date of the inspection causing the fee, and prior to a certificate of occupancy being issued for that project. Subsequent inspections for that permitted project shall not be conducted until all past due re-inspection fees have been paid. The Building Official shall have the authority to waive re-inspection fees as deemed necessary.

(3) Section 108.3 of the International Existing Building Code is hereby changed to read as follows:

Section 108.3 Building Permit Valuations. The determination of value or valuation under any of the provisions of this code shall be made by the Building Official. The valuation shall be calculated by using the most recent version of Valuation Data Table as published in the International Code Council Building Safety Journal Magazine. The amount to be used for determining the building permit fee shall be

the total value of all construction work for which the permit is issued including all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. No fee, other than that set forth above, shall be charged for new construction; although this does not preclude the building official from charging separate fees for sewer and water connections and sign installations.

The governing body shall have the right to waive fees as it deems necessary.

- (4) Section 108.4 of the International Existing Building Code is hereby changed to read as follows:

Section 108.4 Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee equal to the permit fee in addition to the required permit fees.

- (5) Section 112 of the International Existing Building Code is hereby changed to read as follows:

Section 112. Board of appeals. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

- (6) Section 505.2 of the International Existing Building Code is hereby deleted.

- (7) Section 702.4 of the International Existing Building Code is hereby deleted.

- (8) Section 807.1 of the International Existing Building Code is hereby changed to read as follows:

Section 807.1 New installations. All newly installed electrical equipment and wiring relating to work done in any work area shall comply with the materials and methods requirements of Chapter 4.

Exception:

Electrical equipment and wiring in newly installed partitions and ceilings shall comply with all applicable requirements of the National Electrical Code as adopted in Section 2-201.

- (9) Section 807.3.4 of the International Existing Building Code is hereby changed to read as follows:

Section 807.3.4 Ground Fault Circuit Interruption. Newly installed receptacle outlets shall be provided with ground fault circuit interruption as required by the National Electrical Code as adopted in Section 2-201.

- (10) Section 807.3.7 of the International Existing Building Code is hereby changed to read as follows:

Section 807.3.7 Clearance for equipment. Clearance for electrical service equipment shall be provided in accordance with the National Electrical Code as adopted in Section 2-201.

- (11) Section 1007.1 of the International Existing Building Code is hereby changed to read as follows:

Section 1007.1 Special occupancies. Where the occupancy of an existing building or part of an existing building is changed to one of the following special occupancies as described in the National Electrical Code, the electrical wiring and equipment of the building or portion thereof that contains the proposed occupancy shall comply with the applicable requirements of the National Electrical Code as adopted in Section 2-201 whether or not a change of occupancy group is involved:

1. Hazardous locations
2. Commercial garages, repair and storage
3. Aircraft hangers
4. Gasoline dispensing and service stations
5. Bulk storage plants
6. Spray application, dipping and coating processes
7. Health care facilities
8. Places of assembly
9. Theatres, audience areas of motion picture and television studios, and similar locations
10. Motion picture and television studios and similar locations
11. Motion picture projectors
12. Agricultural buildings

- (12) Section 1007.2 of the International Existing Building Code is hereby changed to read as follows:

Section 1007.2 Unsafe conditions. Where the occupancy of an existing building or part of an existing building is changed, all unsafe conditions shall be corrected without requiring that all parts of the electrical system be brought up to the current edition of the National Electrical Code as adopted in Section 2-201.

- (13) Section 1007.3 of the International Existing Building Code is hereby changed to read as follows:

Section 1007.3 Service upgrade. Where the occupancy of an existing building or part of an existing building is changed, electrical service shall be upgraded to meet the requirements of the National Electrical Code as adopted in Section 2-201, for the new occupancy.

- (14) Section 1007.4 of the International Existing Building Code is hereby changed to read as follows:

Section 1007.4 Number of electrical outlets. Where the occupancy of an existing building or part of an existing building is changed, the number of electrical outlets shall comply with the National Electrical Code as adopted in Section 2-201, for the new occupancy.

- (15) Sections 105.1.1 and 105.1.2 of the International Existing Building Code are hereby deleted.

SECTION 5. New Section 2-201-4 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-4. Amendments to the International Plumbing Code.

The International Plumbing Code, adopted by Section 2-201, is hereby changed, altered, modified or otherwise amended as follows:

- (1) Section 101.1 of the International Plumbing Code is hereby changed to read as follows:

Section 101.1 Title. These regulations shall be known as the Plumbing Code of the City of Abilene, Kansas, and hereinafter referred to as “this code.”

- (2) Section 106.6.2 of the International Plumbing Code is hereby changed to read as follows:

Section 106.6.2 Fee schedule. The fees for all plumbing work requiring permit shall be in accordance with the comprehensive fee schedule.

For each re-inspection beyond the first re-inspection fee shall be in accordance with the comprehensive fee schedule.

Each inspection which is not deemed ready for inspection at the scheduled time shall be considered a failed inspection and subject to re-inspection. The re-inspection fee shall be paid within 10 calendar days of the date of the inspection causing the fee, and prior to a certificate of occupancy being issued for that project. Subsequent inspections for that permitted project shall not be conducted until all past due re-inspection fees have been paid. The Building Official shall have the authority to waive re-inspection fees as deemed necessary.

- (3) Section 106.6.3 of the International Plumbing Code is hereby changed to read as follows:

Section 106.6.3 Fee refunds. The code official shall authorize the refunding of fees as follows:

1. The full amount of any fee paid hereunder that was erroneously paid or collected.
2. Not more than 100% of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (4) Section 108.4 of the International Plumbing Code is hereby changed to read as follows:

Section 108.4 Violation penalties. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than five hundred (\$500) dollars or by imprisonment not exceeding six months, or by both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.

- (5) Section 108.5 of the International Plumbing Code is hereby changed to read as follows:

Section 108.5 Stop work orders. Upon notice from the code official, work on any plumbing system that is being done contrary to the provisions of this code or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than one (\$1) dollars or more than five hundred (\$500) dollars, or by imprisonment not exceeding six months, or by both such fine and imprisonment.

- (6) Section 109 of the International Plumbing Code is hereby changed to read as follows:

Section 109. Board of appeals. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

- (7) Section 305.4.1 of the International Plumbing Code is hereby changed to read as follows:

Section 305.4.1 Sewer depth. Building sewers that connect to private sewage disposal systems shall be a minimum of 34 inches below finished grade at the point

of septic tank connection. Building sewers shall be a minimum of 34 inches below grade.

- (8) Section 306.5 of the International Plumbing Code is hereby added to read as follows:

Section 306.5 Excavation in public way. No person shall excavate or cause excavation to be made in any street, alley, or public highway in the City of Abilene, Kansas without first obtaining authorization therefore from the city engineer. After inspection, all trenches or excavations located in the traveled way of streets, alleys, or public reservations shall be backfilled according to “City of Abilene Standard Specifications” available at the city engineer's office.

- (9) Section 306.6 of the International Plumbing Code is hereby added to read as follows:

Section 306.6 Protection. All excavation of public grounds shall be protected at all times by approved barricades, warning devices and signing. All protective and warning devices shall meet city specifications and the “Manual on Uniform Traffic Control Devices.”

- (10) Section 403.1 of the International Plumbing Code is hereby changed to read as follows:

Section 403.1 Minimum number of fixtures. Plumbing fixtures shall be provided in the minimum numbers as shown in Table 403.1 based on the actual use of the building or space. Uses not shown in Table 403.1 shall be considered individually by the code official. The number of occupants for purposes of section 403 shall be determined by the International Building Code or may be determined by the code official for specific occupancies. Individual fixtures may be waived by the code official when specific conditions warrant.

- (11) Section 502.1 of the International Plumbing Code is hereby changed to read as follows:

Section 502.1 General. Water heaters shall be installed in accordance with the manufacturer's installation instructions. Oil fired water heaters shall conform to the requirements of this code and the International Mechanical Code adopted in Section 2-201. Electric water heaters shall conform to the requirements of this code and the provisions of the National Electrical Code as adopted in Section 2-201. Gas fired water heaters shall conform to the requirements of the International Fuel Gas Code as adopted in Section 2-201.

- (12) Section 701.8 of the International Plumbing Code is hereby added to read as follows:

Section 701.8 Prohibited connection. No roof drains, surface water, subsurface drainage including interior and exterior foundation drains, or sump pumps, shall be connected to the sanitary sewer system.

(13) Section 701.9 of the International Plumbing Code is hereby added to read as follows:

Section 701.9 Connection to public sewer. No house, building, or premises shall be connected to the public sewer without permit issued by the administrative authority. All work of laying pipe shall be done by a licensed drainlayer or licensed plumber, in either case, licensed by the City of Abilene, Kansas. All connections to the public sewers shall be made through approved methods and materials only.

(14) Section 903.1 of the International Plumbing Code is hereby changed to read as follows:

Section 903.1 Roof extension. All open vent pipes that extend through a roof shall be terminated at least 12 inches above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 7 feet (2,134 mm) above the roof.

SECTION 6. New Section 2-201-5 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-5. Amendments to the International Mechanical Code.

The International Mechanical Code, adopted by Section 2-201, is hereby changed, altered, modified and otherwise amended as follows:

(1) Section 101.1 of the International Mechanical Code is hereby amended to read as follows:

Section 101.1 Title. These regulations shall be known as the Mechanical Code of City of Abilene, Kansas, hereinafter referred to as “this code.”

(2) Section 106.5.2 of the International Mechanical Code is hereby amended to read as follows:

Section 106.5.2 Fee schedule. The fees for mechanical work shall be determined per the comprehensive fee schedule.

For each re-inspection beyond the first re-inspection shall be determined per the comprehensive fee schedule.

Each inspection which is not deemed ready for inspection at the scheduled time shall be considered a failed inspection and subject to re-inspection. The re-inspection fee shall be paid within 10 calendar days of the date of the inspection causing the fee, and prior to a certificate of occupancy being issued for that project. Subsequent inspections for that permitted project shall not be conducted until all past due re-inspection fees have been paid. The Building Official shall have the authority to waive re-inspection fees as deemed necessary.

- (3) That Section 106.5.3 of the International Mechanical Code is hereby amended to read as follows:

Section 106.5.3 Fee refunds. The code official shall authorize the refunding of fees as follows:

1. The full amount of any fee paid hereunder which was erroneously paid or collected.
2. Not more than 100% of the permit fee paid when no work has been done under a permit issued in accordance with this code.
3. Not more than 100% of the plan review fee paid where an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan review effort has been expended.

The code official shall not authorize the refunding of any fee paid, except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (4) Section 108.4 of the International Mechanical Code is hereby amended to read as follows:

Section 108.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair mechanical work in violation of the approved construction documents or directive or the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500 or by imprisonment not exceeding 180 days, or by both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.

- (5) Section 108.5 of the International Mechanical Code is hereby amended to read as follows:

Section 108.5 Stop work orders. Upon notice from the code official that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$1 or more than \$500.

- (6) Section 109 of said International Mechanical Code is hereby changed to read as follows:

Section 109. Board of appeals. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

- (7) Section 301.10 of the International Mechanical Code is hereby changed to read as follows:

Section 301.10 Electrical. Electrical wiring, controls and connections to equipment and appliances regulated by this code shall be in accordance with the National Electrical Code as adopted in Section 2-201.

- (8) Section 505.4 of the International Mechanical code is hereby changed to read as follows:

Section 505.4 Makeup air required. Exhaust hood systems capable of exhausting in excess of 400 cubic feet per minute shall be provided with makeup air at a rate approximately equal to the difference between the exhaust air rate and 400 cubic feet per minute where other systems exist that may be affected by the exhaust hood system. Such makeup air systems shall be equipped with a means of closure and shall be automatically controlled to start and operate simultaneously with the exhaust system.

SECTION 7. New Section 2-201-6 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-6. Amendments to the International Fuel Gas Code.

The International Fuel Gas Code, adopted by Section 2-201, is hereby changed, altered, modified and otherwise amended as follows:

- (1) Section 101.1 of the International Fuel Gas Code is hereby changed to read as follows:

Section 101.1 Title. These regulations shall be known as the International Fuel Gas Code, of the City of Abilene, Kansas, hereinafter referred to as the International Fuel Gas Code or “this code.”

- (2) Section 106.6.2 of the International Fuel Gas Code is hereby changed to read as follows:

Section 106.6.2 Schedule of Fees. On buildings or structures requiring a permit other than those owned by the city, a fee for each permit shall be paid as required, in accordance with the comprehensive fee schedule. Each inspection which is not deemed ready for inspection at the scheduled time shall be considered a failed inspection and subject to re-inspection. The re-inspection fee shall be paid within 10 calendar days of the date of the inspection causing the fee, and prior to a certificate of occupancy being issued for that project. Subsequent inspections for

that permitted project shall not be conducted until all past due re-inspection fees have been paid. The Building Official shall have the authority to waive re-inspection fees as deemed necessary.

- (3) Section 106.6.3 of the International Fuel Gas Code is hereby changed to read as follows:

Section 106.6.3 Fee refunds. The code official shall authorize the refunding of fees as follows:

1. The full amount of any fee paid hereunder that was erroneously paid or collected.
2. Not more than 100% of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The code official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

- (4) Section 108.4 of the International Fuel Gas Code is hereby changed to read as follows:

Section 108.4 Violation penalties. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than five hundred (\$500) dollars or by imprisonment not exceeding six months, or by both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.

- (5) Section 109 of the International Fuel Gas Code is hereby changed to read as follows:

Section 109. Board of appeals. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

SECTION 8. New Section 2-201-7 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-7. Amendments to the International Property Maintenance Code.

The International Property Maintenance Code, adopted by Section 2-201, is hereby changed, altered, modified and otherwise amended as follows:

- (1) Section 101.1 of the International Property Maintenance Code is hereby changed to read as follows:

Section 101.1 Title. These regulations shall be known as the International Property Maintenance Code, of the City of Abilene, Kansas, hereinafter referred to as the International Property Maintenance Code or “this code.”

- (2) Section 102.3 of the International Property Maintenance Code is hereby changed to read as follows:

Section 102.3 Application of other codes. Repairs, alterations, additions to a structure, or changes of occupancy, shall be done in accordance with the International Building, Residential, Plumbing, Mechanical, Fuel Gas, Existing Building or National Electrical Codes as applicable and as adopted by the City of Abilene, Kansas.

- (3) Section 103.5 of the International Property Maintenance Code is hereby deleted.

- (4) Section 106.4 of the International Property Maintenance Code is hereby changed to read as follows:

Section 106.4 Penalty. Any person, firm, or corporation who shall violate any provision of this code shall, upon conviction thereof, be subject to a fine of not more than five hundred dollars (\$500.00) or imprisonment for a term not to exceed six months, or by both fine and imprisonment, at the discretion of the court. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate offense.

- (5) Section 109.1 of the International Property Maintenance Code is hereby changed to read as follows:

Section 109.1 Imminent danger. When, in the opinion of the code official, there is imminent danger of failure or collapse of a building or structure that endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials including major sewage backups, or operation of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The code official shall cause to be posted at each entrance to such structure a notice reading as follows: “This Structure Is Unsafe And Its Occupancy Has Been Prohibited By The Code Official.” It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

- (6) Section 111 of the International Property Maintenance Code is hereby changed to read follows:

Section 111. Appeals and variances. Appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

In addition to any other authority granted to the board, said board may grant to the owners of the real property, variances from the obligation to comply with the minimum standards set forth within this code. Requests for variances and proceedings thereon shall be conducted in the same manner as appeals. The board shall not grant a variance as authorized by this Section unless it shall make specific written findings of fact that:

- a. The strict enforcement of the minimum standards would result in unreasonable or unnecessary hardship upon the owner;
- b. The granting of the variance will not adversely affect the rights of adjacent property owners or residents;
- c. The variance desired will not adversely affect the public health, safety, morals, order, convenience, property or general welfare; and
- d. Granting the variance desired will not be opposed to the general spirit and intent of the code.

- (7) Section 112.4 of the International Property Maintenance Code is hereby changed to read as follows:

Section 112.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not more than five hundred dollars (\$500.00) or imprisonment for a term not to exceed one hundred eighty (180) days, or by both fine and imprisonment, at the discretion of the court. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate offense.

- (8) Section 202 of the International Property Maintenance Code is hereby changed to add the following definition:

Family: Either (a) an individual or two (2) or more persons related by blood, marriage, or adoption, or under foster care established by governmental action, living together as a single housekeeping unit; or (b) a group of not more than four (4) persons some of which are not related by blood, marriage or adoption, living together as a single housekeeping unit. There shall be a rebuttable presumption that (5) or more people living together as a single housekeeping unit are not a family.

- (9) Section 202 of the International Property Maintenance Code is hereby changed to amend the following definition:

Dwelling Unit: A single unit providing complete, independent living facilities for one (1) family, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(10) Section 302.4 of the International Property Maintenance Code is hereby deleted.

(11) Section 302.8 of the International Property Maintenance Code is hereby deleted.

(12) Section 304.14 of the International Property Maintenance Code is hereby changed to read as follows:

Section 304.14 Insect Screens. During the period from April 1 to December 1, every door, window and other outside opening used or required for ventilation purposes serving any building containing habitable rooms, food preparation areas, food service areas, or any areas where products used in food for human consumption are processed, manufactured, packaged, or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch.

(13) Section 304.18.1 of the International Property Maintenance Code is hereby changed to read as follows:

Section 304.18.1 Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units and guestrooms shall tightly secure the door. Locks on means of egress doors shall be in accordance with section 702.3.

(14) Section 402.1 of the International Property Maintenance Code is hereby changed to read as follows:

Section 402.1 Habitable Spaces. Every habitable space shall have at least one (1) window of approved size facing directly to the outdoors or to a court. The minimum total window area, measured between stops, for every habitable space shall be five (5) square feet, except when artificial light and ventilation may be provided in accordance with the provisions of the building or residential code. Whenever walls or other portions of a structure face a window of any room and such obstructions are located less than three (3) feet from the window and extend to a level above that of the ceiling of the room, such a window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

(15) Section 402.2 of the International Property Maintenance Code is hereby changed to read as follows:

Section 402.2 Common halls and stairways. Every common hall and stairway, other than in one and two-family dwellings, shall be capable of being lighted at all times with at least a 60-watt standard incandescent light bulb or equivalent (sufficient

natural light shall serve as an equivalent) for each 200 square feet (19 square meters) of floor area, provided that the spacing between lights shall not be greater than 30 feet (9,144 mm). Every exterior stairway shall be illuminated with a minimum of one foot candle (11 lux) at floors, landings, and treads.

- (16) Section 404.2 of the International Property Maintenance Code is hereby changed to read as follows:

Section 404.2 Minimum room widths. A habitable room, other than a kitchen, shall not be less than 7 feet (2,133mm) in any plan dimension. Kitchens shall have a clear passageway of not less than 2 feet (762mm) between counter fronts and appliances or counter fronts and walls.

- (17) Section 404.3 of the International Property Maintenance Code is hereby changed to read as follows:

Section 404.3 Minimum Ceiling Heights. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a clear ceiling height of not less than 7 feet (2134 mm).

Exceptions:

1. Beams, girders or similar obstructions spaced not less than 4 feet on center and projecting not more than 6 inches below the required ceiling height.
2. Basement rooms having a ceiling height of not less than 6 feet 8 inches with not less than 6 feet 4 inches of clear height under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least 7 feet over not less than one third of the minimum required floor area. In calculating the floor area of such rooms, only those portions of the floor area with a ceiling height of at least 5 feet or more shall be included.

- (18) Section 404.4.1 of the International Property Maintenance Code is hereby changed to read as follows:

Section 404.4.1 Room Area. Every habitable room shall contain at least 70 square feet.

- (19) Section 404.5 of the International Property Maintenance Code is hereby changed to read as follows:

Section 404.5 Overcrowding. The number of persons occupying a dwelling unit shall not create conditions that, in the opinion of the code official, endanger the life, health, safety or welfare of the occupants.

- (20) Sections 404.5.1 and 404.5.2 of the International Property Maintenance Code are hereby deleted.

(21) Section 506.3 of the International Property Maintenance Code is hereby deleted.

(22) Section 602.3 of the International Property Maintenance Code is hereby changed to read as follows:

Section 602.3 Heat Supply. Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guest room on terms, either express or implied, to furnish heat to the occupants thereof shall supply sufficient heat during the period from October 1 to May 15 to maintain a room temperature of not less than 65 degrees Fahrenheit (18 degrees Celsius) in all habitable rooms, bathrooms and toilet rooms during the hours between 6:30 a.m. and 10:30 p.m. of each day and not less than 60 degrees Fahrenheit (16 degrees Celsius) during other hours. The temperature shall be measured at a point 3 feet (914mm) above the floor and 3 feet (914mm) from the exterior walls.

(23) Section 602.4 of the International Property Maintenance Code is hereby changed to read as follows:

Section 602.4 Occupiable work spaces. Every enclosed occupied work space shall be supplied with sufficient heat during the period from October 1 to May 15 to maintain a temperature of not less than 65 degrees Fahrenheit (18 degrees Celsius) during all working hours. The temperature shall be measured at a point 3 feet (914 mm) above the floor and 3 feet (914 mm) from the exterior walls.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

(24) Section 604.2 of the International Property Maintenance Code is hereby changed to read as follows:

Section 604.2 Service. The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the National Electrical Code as adopted in Section 2-201. Dwelling units shall be served by a three wire, 120/240 volt, single phase electrical service having a rating of not less than 60 amperes.

(25) Section 702.4 of the International Property Maintenance Code is hereby changed to read as follows:

Section 702.4 Emergency escape openings. Every sleeping room located in a basement in an occupancy in Use Group I-1 or R shall have at least one openable window or exterior door approved for emergency egress or rescue; or shall have access to not less than two approved independent exits.

Exception:

Buildings equipped throughout with an automatic fire suppression system may have fixed windows in accordance with the International Building Code as adopted by the City of Abilene.

An approved emergency escape or rescue window shall have a minimum clear opening width and height of 18 inches, a minimum total clear openable area of 4 square feet, and a maximum sill height above floor level of 48 inches. Permanently installed step(s) may be used to attain maximum sill height. Such step(s) must have a minimum tread of 12 inches and a maximum riser height of 16 inches. Emergency escape or rescue windows wells shall be a minimum of 24 inches measured from the exterior wall of the structure to the inside of the well and shall be at least as wide as the window.

- (26) Section 703.3 of the International Property Maintenance Code is hereby changed to read as follows:

Section 703.3 Maintenance. The required fire-resistance rating of fire-resistance rated construction, including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings, and spray applied fire-resistant materials applied to structural members and joint systems, shall be maintained.

- (27) Section 704.2.1.3 of the International Property Maintenance Code is hereby changed to read as follows:

Section 704.2.1.3 Installation near cooking appliances and bathrooms. Newly installed or battery powered replacement smoke detectors shall not be installed within 20 feet of a cooking appliance or within 3 feet of the opening of a bathroom that contains a tub or shower unless either would prevent placement of a smoke alarm required by this code.

- (28) Section 704.6.1.4 of the International Property Maintenance Code is hereby deleted.

SECTION 9. New Section 2-201-8 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-201-8. Amendments to the National Electric Code.

The National Electrical Code, adopted by Section 2-201 is hereby changed, altered, modified and otherwise amended as follows:

- (1) Article 210.12 of the National Electrical Code is hereby changed to read as follows:

Article 210.12 Arc Fault Circuit Interrupter Protection.

- a. *Definition.* An arc-fault circuit interrupter is a device intended to provide protection from the effects of arc faults by recognizing characteristics unique to arcing and by functioning to de-energize the circuit when an arc fault is detected.

- b. *Dwelling Unit Bedrooms, Sleeping Rooms, Guest Rooms And Dormitories.* All branch circuits that supply 125 volt, single phase, 15 and 20 ampere receptacle outlets installed in dwelling unit bedrooms, sleeping rooms, guest rooms and dormitories shall be protected by an arc-fault circuit interrupter(s) of the combination type.

- (2) Article 300.5(C) of the National Electrical Code is hereby amended to read as follows:

Article 300.5(C) Underground Cables Under Buildings. Underground cable installed under a building shall be in a raceway.

- (3) Article 334.10 of the National Electrical Code is hereby amended to read as follows:

Article 334.10 Uses Permitted. Type NM, Type NMC, and Type NMS cables shall be permitted to be used in the following, except as prohibited in 334.12:

- 1. One- and two-family dwellings and their attached or detached garages, and their storage buildings.
- 2. Multi-family dwellings permitted to be of Type III, IV and V construction.
 - A) Type NM. Type NM cable shall be permitted as follows:
 - (1) For both exposed and concealed work in normally dry locations except as prohibited in section 334.10(3).
 - (2) To be installed or fished in air voids in masonry block or tile walls.
 - B) Type NMC. Type NMC cable shall be permitted as follows:
 - (1) For both exposed or concealed work in dry, moist, damp or corrosive locations, except as prohibited by 334.10(3).
 - (2) In outside and inside walls of masonry block or tile.
 - (3) In a shallow chase in masonry, concrete or adobe protected against nails or screws by a steel plate at least 1/16inch thick and covered with plaster, adobe or similar finish.
 - C) Type NMS. Type NMS cable shall be permitted as follows:
 - (1) For both exposed and concealed work in normally dry locations except as prohibited by 334.10(3).
 - (2) To be installed or fished in air voids in masonry block or tile walls.

- (4) Article 334.12 of the National Electrical Code is hereby amended to read as follows:

Article 334.12 Uses Not Permitted.

- A) Types NM, NMC and NMS. Types NM, NMC and NMS cables shall not be permitted as follows:
 - (1) In any structure not specifically permitted in 334.10(1)
 - (2) As service entrance cable
 - (3) In hoistways or on elevators or escalators
 - (4) Embedded in poured concrete or aggregate
- B) Types NM and NMS. Type NM and NMS cables shall not be used under the following conditions or in the following locations:

- (1) Where exposed to corrosive fumes or vapors.
 - (2) Where embedded in masonry, concrete, adobe, fill or plaster.
 - (3) In a shallow chase in masonry, concrete, or adobe and covered with plaster, adobe or similar finish.
 - (4) Where exposed or subject to excessive moisture or dampness.
- (5) Article 334.104 of the National Electrical Code is hereby amended to read as follows:
- Article 334.104 Conductors.* The 600-volt insulated conductors shall be sizes 14 AWG through 2 AWG copper conductors or sizes 12 AWG through 2 AWG aluminum or copper-clad aluminum conductors. The communications conductors shall comply with Part V of Article 800. All receptacles installed in uses permitted in Article 334.10 shall be connected with wire size of 12 AWG or larger.
- (6) Articles 406.4(D)(4), 406.4(D)(5) and 406.4(D)(6) of the National Electrical Code are hereby deleted.
- (7) *Board of appeals.* Notwithstanding any provisions of this code to the contrary, appeals of orders, decisions or determinations made by the code official relative to the application and interpretation of this code shall be heard and decided by the building standards board.

SECTION 10. Existing Section 2-202 of the City Code of the City of Abilene, Kansas is hereby amended to read as follows:

2-202. Appeals.

- (a) The building standards board shall serve as a board of appeals to hear any appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the codes in this chapter.
- (b) Any appeal to be heard by the board must be filed within ten (10) calendar days from the date of the code official's decision prompting the appeal. Such appeal must be filed in the city clerk's office on a form provided by the city clerk. The appeal shall be heard by the board not more than twenty-one (21) calendar days after such appeal is filed in the city clerk's office.
- (c) An application for appeal shall be based on a claim that the true intent of the applicable code or the rules legally adopted there under have been incorrectly interpreted, the provisions of the applicable code do not fully apply, or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of any codes duly adopted or amended by this chapter.
- (d) All decisions and findings of the board shall be rendered in writing to the building official with a duplicate copy being furnished to the other affected parties.

- (e) If any party remains aggrieved after any decision of the board, the aggrieved party may appeal the matter to the governing body within seven days of the date of the decision.
- (f) A member of the board shall not participate in any hearings or vote on any matter in which that member has a direct or indirect financial interest, or is engaged as a contractor, or is engaged in the preparation of plans and specifications, or in which that member has any personal interest.
- (g) The secretary of the board shall keep a record of each meeting so that the record shows clearly the basis for each decision made by the board.

SECTION 11. Section 2-301 of the City Code of the City of Abilene, Kansas is hereby amended to read as follows:

2-301. Standard code incorporated by reference. The standard code known as the International Fire Code, 2018 Edition, promulgated and published by the International Code Council, is hereby incorporated by reference herein and made a part of this article, except as amended in section 2-301-1, including Appendices C, D, and I, but not any other of its appendices.

SECTION 12. New Section 2-301-1 of the City Code of the City of Abilene, Kansas is hereby established to read as follows:

2-301-1. Amendments to the International Fire Code.

The International Fire Code, adopted by Section 2-301, is hereby changed, altered, modified or otherwise amended as follows:

- (1) Section 101.1 of the International Fire Code shall read as follows:

Section 101.1 Title. These regulations shall be known as the Fire Code of the City of Abilene, hereinafter known as “this code.”

- (2) Section 109 of the International Fire Code is hereby deleted.
- (3) Section 110.4 of the International Fire Code is hereby deleted.
- (4) Section 112.4 of the International Fire Code is hereby changed to read as follows:

Section 112.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to the penalties outlined in Section 2-304.

- (5) Section 403.5 of the International Fire Code is hereby changed to read as follows:

Section 403.5 Group E Occupancies. An approved fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group E occupancies and for buildings containing both Group E and an atrium. Group E occupancies shall comply with Sections 403.5.1 through 403.5.3 and Kansas State Fire Marshal Administrative Regulations.

- (6) Section 405.2 of the International Fire Code is hereby changed to read as follows:

Section 405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with drill procedures.

Exception:

Fire and Evacuation drills shall be conducted in Group E public and private schools and educational institutions, except community college, colleges and universities, as required by the Kansas Office of the State Fire Marshal.

- (7) Section 903.4.2 of the International Fire Code is hereby changed to read as follows:

Section 903.4.2 Alarms. Approved audible/visual devices shall be connected to every automatic sprinkler system. Such sprinkler water-flow devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Alarm devices shall be provided on the exterior of the building directly above the fire department connection or an approved location. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.

- (8) Section 904.12.5.3 of the International Fire Code is hereby changed to read as follows:

Section 904.12.5.3 Fusible link and sprinkler head replacement. Fusible links and automatic sprinkler heads shall be replaced at least annually, and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions. Replaced links and heads shall be left on site with the required service tag for verification by the fire code official.

Exception: Frangible bulbs are not required to be replaced annually.

- (9) Section 1010.1.9.4 of the International Fire Code is hereby changed to read as follows:

Section 1010.1.9.4 Locks and latches. Locks and latches shall be permitted to prevent the operation of doors where any of the following exists:

1. Places of detention or restraint.

2. In buildings in occupancy Group A having an occupant load of 300 or less, Group B, F, M and S, and in places of religious worship, the main exterior door or doors is permitted to be equipped with thumb turn operated locking devices from the egress side provided:
 - 2.1. A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. This sign shall be in letters one inch high on a contrasting background.
 - 2.2. Doors other than those regulated by Exception 2 in Group B, F, M and S, and in places of religious worship, having an occupant load of 500 or less, the secondary exterior door or doors is permitted to be equipped with thumb turn operated locking devices from the egress side.
 - 2.3. Doors serving rooms or spaces Accessory to Group A occupancies not in the means of egress for the Group A occupancy, are permitted to be equipped with thumb turn operated locking devices from the egress side.
 - 2.4. The use of the key-operated or thumb turn locking device is revocable by the fire code official for due cause.
3. Where egress doors are used in pairs, approved automatic flush bolts shall be permitted to be used, provided that the door leaf having the automatic flush bolts has no doorknob or surface mounted hardware. The unlatching of any leaf shall not require more than one operation.
4. Doors from individual dwelling units or sleeping units of Group R occupancies having an occupant load of 10 or less are permitted to be equipped with a night latch, dead bolt or security chain, provided such devices are openable from the inside without the use of a key or tool.
5. Fire doors after the minimum elevated temperature has disabled the unlatching mechanism in accordance with listed fire door test procedures.
6. Doors serving roofs not intended to be occupied shall be permitted to be locked, preventing entry to the building from the roof.

(10) Section 1011.12 of the International Fire Code is hereby changed to read as follows:

Section 1011.12 Stairway to roof. In buildings four or more stories above grade plane, one stairway shall extend to the roof surface, unless the roof has a slope steeper than four units vertical in twelve units horizontal (33 percent slope) or unless deemed not necessary by the building official. In buildings without an occupied roof, access to the roof from the top story shall be permitted to be by an alternating tread device.

(11) Section 1015.4 of the International Fire Code is hereby changed to read as follows:

Section 1015.4. Opening limitations. Required guards shall not have openings that allow passage of a sphere 4 ½ inches (114 mm) in diameter from the walking surface to the required height.

Exceptions:

1. The triangular openings at the open side of a stair, formed by the riser, tread and bottom rail shall not allow passage of a sphere 6 inches (152 mm) in diameter.
2. At elevated walking surfaces for access to and use of electrical, mechanical and plumbing systems or equipment, guards shall not have openings that allow passage of a sphere 21 inches (533 mm) in diameter.
3. In areas that are not open to the public within occupancies in Group I-3, F, H or S and for alternating read devices and ships ladders, guards shall not have openings that allow passage of a sphere 21 inches (533 mm) in diameter.
4. In assembly seating areas, guards required at the end of aisles in accordance with Section 1029.17.4 shall not have openings that allow passage of a sphere 4½ inches (114 mm) in diameter up to a height of 26 inches (660 mm). From a height of 26 inches (660 mm) to 42 inches (1,067 mm) above the adjacent walking surfaces, guards shall not have openings that allow passage of a sphere 8 inches (203 mm) in diameter.

(12) Section 1030.1, Exemption 1, of the International Fire Code is hereby deleted.

(13) Section 1103.5.1 of the International Fire Code is hereby deleted.

SECTION 13. Existing Sections 2-201, 2-202, and 2-301 are hereby repealed.

SECTION 14. This ordinance shall be in full force and effect from and after January 1, 2024, following its adoption and publication once in the official city newspaper by the following summary:

Ordinance No. 23-3437 Summary

On October 9, 2023, the City Commission passed Ordinance No. 23-3437. The ordinance amends Chapter II, Article 2 of the City Code of the City of Abilene, Kansas by amending Section 2-201 to adopt the standard codes known as the 2018 International Building Code, the 2018 International Residential Code, the 2018 International Existing Building Code, the 2018 International Plumbing Code, the 2018 International Mechanical Code, the 2018 International Fuel Gas Code, the 2018 International Property Maintenance Code and the 2017 National Electrical Code with certain omissions, changes, and additions thereto, as described in new Sections 2-201-1, 2-201-2, 2-201-3, 2-201-4, 2-201-5, 2-201-6, 2-201-7, 2-201-8; and amending Section 2-202 to address the procedures for appeals of orders, decisions or determinations made by the building official. The ordinance also amends Chapter II, Article 3 by amending Section 2-301 to adopt the standard code known as the 2018 International Fire Code, with certain omissions, changes, and additions, thereto, as described in new Section 2-301-1. The ordinance shall be in full force and effect from and after January 1, 2024. A complete copy of the ordinance is available online at www.abilenecityhall.com or in the office of the City Clerk, 419 N. Broadway Street in Abilene, Kansas, free of charge. This summary is certified by the City's legal counsel.

APPROVED AND PASSED by the Governing Body of the City of Abilene, Kansas, this 9th day of October, 2023.

Trevor D. Witt, Mayor

Attest:

Shayla L. Mohr, City Clerk

The publication summary set forth above is certified this 9th day of October, 2023.

Aaron O. Martin, Legal Counsel



City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Commission Meeting Date: Monday, October 9, 2023

Session: Regular Meeting

Topic: Kansas Department of Transportation (KDOT) Aviation Grant Applications

Department: Airport

Staff Contact: Leann Johnson, City Staff Liaison; Jim Price, Chairman of Airport Board

Background: The Kansas Airport Improvement Program (KAIP) is administered through the KDOT Division of Aviation and is designed to assist airport sponsors in improving and maintaining the state's system of public-use airports. (KSA 75-5061) Eligible projects address safety and preservation concerns, and developmental needs identified in the Kansas Airport System Plan (KASP). KASP makes recommendations of the role for each airport in Kansas to the National Plan of Integrated Airport System (NPIAS). The FAA primarily categorizes airports as Commercial Service, Reliever Service, or General Aviation. There are a total of 2,564 General Aviation airports in the U.S. and Kansas has 69 airports classified as General Aviation, including Abilene's Municipal Airport. This designation is crucial to maintain, as an airport must be included in the NPIAS to be eligible for Federal funding assistance through the Federal Airport Improvement Program. Staff desire to submit 3 grant applications through the KAIP for issuance in 2024.

1. Replacement and upgrade of the Rotating Beacon, eligible as a Facilities Navigational Project (\$36,190)
2. Replacement and upgrade of the Automated Weather Observation System III (AWOS), eligible as a Facilities Navigational Project. (\$122,284)
3. Begin constructing a Hangar to replace the one destroyed in 2020, eligible as a Modernization Vertical Development Project. (\$466,962)

All sponsors accepting KAIP grants commit to keeping their airport open to public-use for a minimum of ten years. Funding ratios for our requests are 90/10 for the Facilities Navigational Projects and 50/50 for the Modernization Vertical Development Project.

Recommendation:

Approve submitting the KDOT Grants on behalf of the Abilene Municipal Airport to the Aviation division which are due by October 31.

Fiscal Note:

FY2024-
10% match of \$36,190 (\$3,619)
10% match of \$122,284 (\$12,284)
50% match of \$466,962 (\$233,481)

Funding Source:

Airport Fund for AWOS and Beacon
Insurance Proceeds for Hangar

Kansas Airport Improvement Program (KAIP)
Application Form

☒ FY 2024
☐ Emergency

Applicant/Sponsor: City of Abilene, Kansas

Airport Identifier: K78

Project Category: ☐ Design/Planning ☐ Modernization ☒ Equipment ☐ Preservation

Total Project Costs: \$122,284 (90/10 match)

Project Description: AWOS

The Abilene Municipal Airport (Airport) is a public-use facility, owned and operated by the City of Abilene, Kansas, which serves as an aviation gateway for Abilene to the State of Kansas and nationally. It consists of a single 4,100-foot concrete runway. The Airport is important in the local economy, primarily serving smaller business, recreational and personal flying. In addition, the Airport serves a valuable role in the medical response time for patients in need of critical care by accommodating air ambulance services. Due to the geography of Kansas and rural distribution of the state population, the speedy access to emergency medical care is paramount to the State of Kansas and its citizens. Not only does the Airport serve the business and recreational needs of the Central Kansas Region, but it also provides access to the Nation's air transport network, community benefits and generates economic activity. The Airport is seeking \$218,000 to remove and replace the Automated Weather Observation System III (AWOS).

The AWOS was originally installed in 2010 on the southern portion of the Airport's property. The AWOS provides information concerning the current weather conditions at the Airport. The primary concern of the aviation community is safety, and weather conditions often threaten their safety. AWOS units are automated sensor suites that are designed to serve aviation and meteorological observation needs for safe and efficient aviation operations, weather forecasting and climatology.

An AWOS system measures the following parameters:

- Barometric pressure and altimeter setting (in inches of Mercury)
- Wind speed and wind gusts (in knots)
- Wind direction and variable wind direction (in compass degrees)
- Temperature and dew point (in degrees Celsius)
- Altimeter setting and density altitude
- Visibility and variable visibility (in miles)
- Cloud ceiling height (in feet)
- Precipitation accumulation (in inches) and type (rain, snow and sometimes drizzle)

- Thunderstorm detection (via cloud-to-ground lightning detector)

The AWOS allows incoming pilots to tune in on our frequency to find what the current conditions are of the above parameters in order to determine the best direction and conditions to make a safe landing.

The City of Abilene is the Dickinson County seat located in a rural region of North-Central Kansas. The Airport is located approximately one mile south-southwest of the Abilene downtown business district, and serves a county population of 18,402, including 6,460 citizens residing within the city limits. The Airport's AWOS is over thirteen years old. It has been experiencing frequent breakdowns requiring more maintenance and repair throughout the year from physical damage due to weather and mechanical wear due to age. The Airport's contracted certified technician has been doing well to keep it up and going. Unfortunately, he has difficulty finding replacement parts for the maintenance. The manufacturing company that furnished the current unit sold out years ago, and the new company uses updated technology and equipment that is not compatible with our current installed equipment. The AWOS provides necessary and important information concerning the current weather conditions of the Airport. The primary concern of the aviation community is safety, and weather conditions often threaten their safety. AWOS units are automated sensor suites that are designed to serve aviation and meteorological observation needs for safe and efficient aviation operations, weather forecasting and climatology. As a rural farming community, the AWOS is important to local farmers and businesses as it is an accurate report of the current weather for forecasting. The National Weather System utilizes information from AWOS to fine-tune forecasts as well as determine actual severe weather conditions.

The City of Abilene's Municipal Airport is one of eighty airports in the state of Kansas that are part of the National Plan of Integrated Airport System (NPIAS). The NPIAS identifies airports and airport developments necessary to anticipate and meet present and future requirements supporting civil needs. The FAA primarily categorizes airports as Commercial Service, Reliever Service, or General Aviation. One of the specific criteria for identifying an airport's role in a category is if the airport has an AWOS or not. Communities with an airport that do not receive scheduled commercial service or do not meet the requirements for classification as a Commercial Service or Reliever Airport may be included in the NPIAS as General Aviation if the airport accounts for enough aviation activity. This includes having at least 10 local-based aircraft, and is at least 20 miles from the nearest NPIAS airport. There are a total of 2,564 General Aviation airports in the United States, and Kansas has 69 airports classified as General Aviation airports, including Abilene's Municipal Airport. The Airport supplements the local communities by providing access to

markets within a State or immediate region. Most of the flying at local airports is by piston aircraft supporting business and personal needs. The Airport accommodates flight training, emergency services and charter passenger service. This designation is important as an airport must be included in the NPIAS to be eligible for Federal funding assistance through the Federal Airport Improvement Program.

The FAA will not allow airports to operate newly-installed non-Federal systems until they have been commissioned by the Non-Federal Program (NFP). Minimum requirements are set for the in Title 14 CFR Part 171 or the latest version of AC 150/5220-16, Non-Federal AWOS. Commissioning requirements include:

- Installing only an AWOS that has received FAA approval for non-Federal use in the National Airspace System.
- Hiring an FAA-approved non-Federal technician to maintain the system.
- The only certified technician in our region is Jerry Miller.
- Agree to follow Non-Federal Program operations and maintenance practices.
- Agree to allow the Non-Federal Program to conduct regular inspections of the system.
- The system must pass a Non-Federal Program commissioning inspection.

To avoid any costly mistakes, we will make contact with a Non-Federal Program Liaison before purchasing, installing or operating a new non-Federal system.

The Airport is here to support the community and surrounding area with aeronautical resources, equipment and programs. Updating and replacing the AWOS aligns with this mission by providing not only pilots with important weather information but also provides our rural community with this critical information.

Kansas Airport Improvement Program (KAIP)
Application Form

☒ FY 2024
☐ Emergency

Applicant/Sponsor: City of Abilene, Kansas

Airport Identifier: K78

Project Category: ☐ Design/Planning ☐ Modernization ☒ Equipment ☐ Preservation

Total Project Costs: \$36,190 (90/10 match)

Project Description: Rotating Beacon

The Abilene Municipal Airport (Airport) is a public-use facility, owned and operated by the City of Abilene, Kansas, which serves as an aviation gateway for Abilene to the State of Kansas and nationally. It consists of a single 4,100-foot concrete runway. The Airport is important in the local economy, primarily serving smaller business, recreational and personal flying. In addition, the Airport serves a valuable role in the medical response time for patients in need of critical care by accommodating air ambulance services. Not only does the Airport serve the business and recreational needs of the Central Kansas Region, but it also provides access to the Nation's air transport network, community benefits and generates economic activity. The Airport is seeking \$75,000 to replace the rotating light beacon, also known as an Airport Beacon. The current beacon, installed in 1962, is at the end of its life cycle, uses an absorbent amount of electricity to run and has become increasingly maintenance-prone. The Airport will utilize the funds to upgrade the beacon with modernized LED equipment that will use significantly less electrical output and increase longevity.

The City of Abilene is the Dickinson County seat located in a rural region of North-Central Kansas. The Airport is located approximately one mile south-southwest of the Abilene downtown business district, and serves a county population of 18,402, including 6,460 citizens residing within the city limits. The Interstate 70 and Kansas Highway 15 interchange is located approximately two miles north of the airport providing access to ground transportation connectivity for the Central Kansas region eastward all the way to Maryland, westward to Utah, directly north to Nebraska and south to Oklahoma.

Airport Beacons are like lighthouses for pilots, used as a navigational aid to identify the location of the Airport at night and in bad weather conditions. They display flashes of white and green light according to uniform standards of the International Civil Aviation Organization (ICAO). These flashes will indicate not only the location but also the type of airport.

Airport Beacons are required along with runway edge lighting by the Federal Aviation Administration's AC 150/5300-13A. A few of the notable specifications for Airport Beacons are they have to be painted with aviation gloss orange and white; they should be inspected daily for functionality; the glass in the beacon must be inspected twice a month to ensure it is clear; the electrical components and connections must be inspected annually; and the lamp should be replaced every 30,000 hours. A trend in airport beacon technology is the

shift from traditional incandescent lights to energy-efficient LED lights. Transitioning the Airport Beacon to LED lights will offer numerous advantages such as longer life, lower power consumption and reduced maintenance costs. Another development in the future of airport beacons is the adoption of remote monitoring and control systems. Replacing the aging beacon with a more modernized piece of equipment would allow airport personnel to monitor the beacon's performance from a central location, ensuring the lights are functioning correctly and promptly addressing issues. This would also enable the adjustment of the beacon's intensity or color patterns in response to changing weather conditions, providing better guidance to pilots.

**Kansas Airport Improvement Program (KAIP)
Application Form**

☒ FY 2024
☐ Emergency

Applicant/Sponsor: City of Abilene, Kansas

Airport Identifier: K78

Project Category: ☐ Design/Planning ☒ Modernization ☐ Equipment ☐ Preservation

Total Project Costs: \$466,962 (50/50 match)

Project Description: Hangar

The Abilene Municipal Airport (Airport) is a public-use facility, owned and operated by the City of Abilene, Kansas, which serves as an aviation gateway for Abilene to the State of Kansas and nationally. It consists of a single 4,100-foot concrete runway. The Airport is important in the local economy, primarily serving smaller business, recreational and personal flying. In addition, the Airport serves a valuable role in the medical response time for patients in need of critical care by accommodating air ambulance services. Due to the geography of Kansas and the rural distribution of the state population, the speedy access to emergency medical care is paramount to the State of Kansas and its citizens. Not only does the Airport serve the business and recreational needs of the Central Kansas Region, but it also provides access to the Nation's air transport network, community benefits and generates economic activity. The Airport is seeking \$466,962 to build up to a 10-plane hangar to replace the hangar that was destroyed in a wind storm in 2020. The City has not had a public hangar available for visiting planes or rental to the local community since the destruction of the one we had. We have funds available from the insurance claim, which unfortunately was not enough to build a complete replacement. We have been working with the FAA with priority projects necessary for compliance before they would help with Hangar design and rebuild. We are removing obstructions, obtained an AGIS Survey this past summer and will be displacing the threshold because of the railroad that runs southwest of the airport property.

The City of Abilene is the Dickinson County seat located in a rural region of North-Central Kansas. The Airport is located approximately one mile south-southwest of the Abilene downtown business district, and serves a county population of 18,402, including 6,460 citizens residing within the city limits.

The conventional-type hangar was originally constructed in 1963. It was a 10-plane hangar. At one time prior to the hangar being blown down, we had up to 24 registered local-based planes with hangar leases from the City's hangar and property leases for the construction of private hangars. As of the most recent FAA

audit, we are now down to 14 registered local-based planes. If funding is awarded we will spend the funds to replace to the most capacity plane hangar possible to utilize the current footings and concrete from the previous hangar to build at least a 4-unit, up to 10-unit if funds allow. The City of Abilene's Municipal Airport is one of eighty airports in the state of Kansas that are part of the National Plan of Integrated Airport System (NPIAS). The NPIAS identifies airports and airport developments necessary to anticipate and meet present and future requirements supporting civil needs. The FAA primarily categorizes airports as Commercial Service, Reliever Service, or General Aviation. One of the specific criteria for identifying an airport's role in a category is if the airport has an AWOS or not. Communities with an airport that do not receive scheduled commercial service or do not meet the requirements for classification as a Commercial Service or Reliever Airport may be included in the NPIAS as General Aviation if the airport accounts for enough aviation activity. This includes having at least 10 local-based aircraft and is at least 20 miles from the nearest NPIAS airport. There are a total of 2,564 General Aviation airports in the United States, and Kansas has 69 airports classified as General Aviation airports, including Abilene's Municipal Airport. The Airport supplements the local communities by providing access to markets within a State or immediate region. Most of the flying at local airports is by piston aircraft supporting business and personal needs. The Airport accommodates flight training, emergency services and charter passenger service. This designation is important as an airport must be included in the NPIAS to be eligible for Federal funding assistance through the Federal Airport Improvement Program.

The Airport is here to support the community and surrounding area with aeronautical resources, equipment and programs. Building a hangar to replace the one we lost aligns with this mission by providing not only pilots with a safe haven but provides necessary accommodations for our local community pilots.



11. Call to Order – October 9, 2023, City Commission Study Session

12. October 9, 2023, City Commission Study Session Agenda

- a. SAM GIS Stormwater Proposal – Erin Allen, SAM GIS
- b. Purchasing Policy Review – Leann Johnson, Finance Director
- c. Software RFP – Leann Johnson, Finance Director

13. Consider a motion to adjourn the October 9, 2023, City Commission Meeting.

Future Meeting Reminders

*City Commission Regular Meeting, October 23, 2023, at 4 pm.

*City Commission Study Session, October 23, 2023 - 15 minutes following the adjournment of the regular meeting, will not start before 4:30 pm.

*City Commission Regular Meeting, November 13, 2023, at 4 pm.

*City Commission Study Session, November 13, 2023 - 15 minutes following the adjournment of the regular meeting, will not start before 4:30 pm.



City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Public Works Director

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Council Meeting Date: Monday, October 9, 2023

Session: Study Session

Topic: Surveying & Mapping, LLC (SAM) - Proposal for Storm Water Mapping and Inspection

Department: Public Works

Staff Contact: Administrative Manager Jennie Hiatt

Background:

In 2018 Midland GIS Solutions was hired to survey and map the City of Abilene's water distribution system and trees and again in 2019 to survey and map the sewer system.

Surveying & Mapping, LLC was founded in Austin, Texas in 1994. SAM assumed ownership of all recurring and in-progress contracts made by Midland GIS Solutions on August 1, 2020.

SAM will accurately GPS locate and map the storm water network within the City of Abilene and integrate the data into our existing GIS program and web-based GIS site developed to maintain and manage the utility infrastructure assets within Abilene.

Mapping and inspecting the city's stormwater network is important as stormwater directly impacts the quality of our community, environment, waterways, and neighborhoods.

The annual website maintenance fee of \$3,600 will remain unchanged following the integration of the storm water mapping into the city's Integrity GIS website.

Attachments: Proposal and Draft Agreement

Recommendation:

Approve the proposal presented by SAM to complete the storm water mapping and inspections within the City of Abilene.

Fiscal Note:

\$45,000 (\$60 per structure)

Funding Source:

Storm Drainage –
Special Projects - 027-000-530260

SURVEYING AND MAPPING, LLC.
PROFESSIONAL SERVICES AGREEMENT

For

ABILENE, KS

PROJECT NAME

Storm Water Mapping and Inspection

Prepared for:

Jennie Hiatt
Administrative Manager
City of Abilene
PO Box 519
Abilene, KS 67410

By:

Kirk Larson, Director of GIS Operations
Surveying And Mapping, LLC.
501 N Market Street
Maryville, MO 64468
(660)562-0050

Submittal Date:
October 6, 2023

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT made and entered into by and between the City of Abilene, KS (hereafter referred to as "CLIENT") and Surveying And Mapping, LLC, (SAM, LLC), whose place of business is located at 501 North Market, Maryville, Missouri, (hereafter referred to as the "COMPANY").

PURPOSE AND INTENT

This agreement covers the data collection, creation and construction of a storm water utility GIS program for The City of Abilene, KS including the development of utility features in accordance with the attached Scope of Services in ATTACHMENT A for a GIS Implementation Program.

WITNESSETH

WHEREAS, the COMPANY shall provide all qualified personnel and materials as required for the implementation of a utility GIS program for the CLIENT, and;

WHEREAS, the COMPANY has prior experience in this and/or other related mapping projects and therefore has a complete understanding of the needs and purpose of this utility GIS program and;

WHEREAS, the CLIENT desires to utilize the GIS services of the COMPANY;

NOW HERewith, the COMPANY agrees to execute this program and provide the services as outlined in the attached specifications known as ATTACHMENT A, herein made a part of this agreement.

SECTION ONE- GENERAL PROVISIONS

- I.1 Whenever the term "CLIENT" is used, it shall mean The City of Abilene, Kansas.
- I.2 Whenever the term "COMPANY" is used, it shall mean Surveying And Mapping, LLC.
- I.3 Whenever the term "GIS" is used, it shall mean Geographic Information System.
- I.4 Whenever the term "ATTACHMENT A" is used, it shall mean the ATTACHMENT A – Scope of Services Document dated September 1, 2023 presented to Abilene by SAM, LLC.
- I.5 This contract between The City of Abilene and SAM, LLC shall be deemed a Kansas contract and shall be governed by the Laws of the State of Kansas. It is specifically understood by the parties that this contract is not a contract with the State of Kansas. The COMPANY shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or any resulting agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, COMPANY, or corporation, without the previous written approval of the CLIENT.
- I.6 At the conclusion of this contract or in the event this agreement terminates, all work products of any kind and description shall become the property of the CLIENT.

- 1.7 Whenever the term "AGREEMENT", is used, it shall mean this document and all attachments and addendum and shall constitute the full agreement and complete contract between the parties except as amended according to Section 10.
- 1.8 COMPANY agrees to save and hold harmless the CLIENT and its agents, servants, and employees of, and from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting, or to result, from any of the COMPANY's business or operations resulting from any act or omission of the COMPANY's agents, servants or employees.
- 1.9 COMPANY shall comply with all applicable laws, ordinances, codes, and regulations, including all applicable OSHA regulations, in the performance of this contract. If the COMPANY is contacted by any federal, state, county, or CLIENT agency, or any private agency, regarding any aspect of this AGREEMENT, the COMPANY shall promptly contact the CLIENT and shall not respond to the agency without being expressly authorized by the CLIENT to do so.

SECTION TWO - ADDITIONAL PROVISIONS

- 2.1 The Administrative Manager shall designate the employees to be trained on the GIS program. Training provided by the COMPANY shall be sufficient to familiarize the CLIENT'S designated employees to operate and work within the GIS program.
- 2.2 The COMPANY shall, at the request of the CLIENT, prepare and present to the CLIENT, a progress report for each phase of the project.
- 2.3 During the term of this agreement and at all times COMPANY provides services to CLIENT, COMPANY shall have in effect commercial general liability insurance, automobile liability insurance and workers compensation and employers' liability insurance in those amounts set forth on the Certificate of Liability Insurance attached hereto.
- 2.4 COMPANY shall provide to the CLIENT, as Certificate Holder, a current certificate of insurance reflecting those coverage's set forth on the attached certificate that will remain in effect at all times COMPANY provides services to the CLIENT under this AGREEMENT.

SECTION THREE - SCOPE OF SERVICES

- 3.1 COMPANY agrees to perform the Scope of Services outlined in Attachment A of this AGREEMENT. Attachment A is hereby incorporated into this AGREEMENT.

SECTION FOUR - PROSECUTION OF WORK AND COMPLETION

- 4.1 The COMPANY shall commence the work to be performed under ATTACHMENT A of this AGREEMENT after acceptance and project schedule approval by the CLIENT and COMPANY.
- 4.2 The COMPANY shall carry on the GIS Implementation program without interruption and shall make available to the CLIENT all work that has been completed and approved by the CLIENT to be used by the CLIENT during and at the completion of this contract agreement.
- 4.3 Final delivery of all approved items for each phase as identified in ATTACHMENT A shall be made to the CLIENT by the COMPANY within four (4) months from the commencement date defined in the project schedule.

- 4.4 No extension time shall be granted to the COMPANY unless the request for an extension is made in writing fifteen (15) days prior to the expiration date of this contract. The request must be approved by the CLIENT and must be based on one or more of the following:
- 4.4.1 Acts of nature that directly affects the COMPANY's ability to perform.
 - 4.4.2 Acts of government agencies that may affect the COMPANY'S performance.
 - 4.4.3 Circumstances beyond the control of the COMPANY and not due to any negligence on the part of the COMPANY or its employees (fire, floods, emergencies, or delay brought about by others, etc.)

SECTION FIVE – FEES FOR SERVICE AND METHOD OF PAYMENT

- 5.1 For the performance of the AGREEMENT by the COMPANY, the CLIENT shall pay the COMPANY the rate as listed below for the scope of work and deliverables in ATTACHMENT A of this agreement on a maximum of 750 storm water structures. This agreement has a not to exceed cost of \$45,000.00 Structures in excess of 750 will require a separate or supplemental agreement between the COMPANY and CLIENT. Fee Schedule will be itemized as follows:
- | | | |
|-------|-----------------------------|-----------------------|
| 5.1.1 | Storm Water Utility Network | \$60.00 per structure |
|-------|-----------------------------|-----------------------|
- 5.2 CLIENT reserves the right to request additional work and changes where unforeseen conditions require changes and work beyond the scope of services in ATTACHMENT A. Additional work requested by CLIENT or recommended by the COMPANY, that is not part of ATTACHMENT A of the AGREEMENT shall require a supplemental agreement and must be approved by both the CLIENT and COMPANY prior to performing any additional work or changes, or incurring any additional costs therefore.
- 5.3 Any change in compensation shall be covered in the supplement agreement. COMPANY shall not be compensated for additional work beyond ATTACHMENT A when the CLIENT has not given prior written approval to the COMPANY.
- 5.4 All work performed under this AGREEMENT will be invoice by the COMPANY to the CLIENT on a monthly basis throughout the duration of the project. The CLIENT shall remit payment on invoices submitted by the COMPANY within 30 calendar days.
- 5.5 Invoices unpaid after 45 days may be subject to a monthly service charge of 1.5% on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the invoice date, COMPANY may institute collection action and CLIENT shall pay all costs of collection, including reasonable attorney's fees.

SECTION SIX - OWNERSHIP AND DISTRIBUTION OF MATERIAL

- 6.1 Ownership of all data and materials created for the performance of this agreement as identified in ATTACHMENT A involved herein shall belong to the CLIENT.
- 6.2 No copyright of any nature shall be granted to the COMPANY by the CLIENT relative to any material or product resulting from this agreement and GIS Implementation program.
- 6.3 One-Time or subsequent requests for electronic data files and/or web-based GIS access will not be provided or distributed to any third party without the CLIENT'S written consent. COMPANY

reserves the right to charge any third party for time and materials associated with preparation and delivery of the CLIENT'S data.

SECTION SEVEN - CLIENT RESPONSIBILITIES

- 7.1 CLIENT will be responsible for public communication to citizens within the project's geographical boundaries. Prior to commencement of the project, CLIENT will provide to the COMPANY with a document signed by an authorized CLIENT agent briefly explaining the project and stating the appropriate contact method for the CLIENT.
- 7.2 CLIENT will be responsible for ensuring all desired employees are present for the project kick-off meeting when the COMPANY'S Project Manager comes on-site for the Kick-Off Meeting. It is the CLIENT'S responsibility to communicate to any employees not present at the Kick-Off meeting.
- 7.3 CLIENT will designate the employees who will receive training on the GIS program and will ensure they are present for the training provided by the COMPANY. Additional or Subsequent training requests are considered supplemental services.
- 7.4 CLIENT will be responsible for any and all costs associated with obtaining GIS data from 3rd parties for the purpose of integrating into the GIS program developed by the COMPANY.
- 7.5 Specifically, in regards to water curb-box shut-offs; The CLIENT will be responsible for pre-locating and marking the water curb stop shut-off features prior to the COMPANY GPS locating those specific features. The COMPANY will not be responsible for the investigation or location of water curb stop shut-offs. The COMPANY will GPS locate the water curb stop shut-offs that have been pre-located and marked by the CLIENT.
- 7.6 CLIENT shall, at the request of the COMPANY, uncover and provide access to features documented in the report provided by the COMPANY within 90 days of notifications by the COMPANY. In the event the CLIENT does not uncover or make accessible those features within 90 days of notification by the COMPANY, the COMPANY reserves the right to treat additional field work as it pertains to the features listed in the report provided by the COMPANY, as supplemental services complying with the guidelines in Section 5 of this agreement. COMPANY reserves the right to adjust the final deliverable date as defined in Section 4 in accordance with any delays on the part of the CLIENT in excess of 90 days.
- 7.7 CLIENT will be responsible for completing and returning draft and check plot maps to the COMPANY within 45 days of receipt. COMPANY reserves the right to adjust the final deliverable date as defined in Section 4 in accordance with any delays on the part of the CLIENT in returning draft and check plot maps to the COMPANY.
- 7.8 CLIENT will be responsible for hardware and software updates and set-up to CLIENT-end personal computers, tablets, and smart phones as COMPANY's maintenance and development responsibilities to the CLIENT only apply to server-end (COMPANY-end) software and systems. CLIENT responsibilities include making necessary web browser updates and general device maintenance to maximize the performance of the CLIENT's web-based GIS program.
- 7.9 CLIENT designates the Administrative Manager as the internal staff member who will serve as the main project contact for the COMPANY, oversee and accept the completed work by the COMPANY

for the CLIENT as work proceeds and is completed under this AGREEMENT.

SECTION EIGHT – COMPANY PERSONNEL AND RESPONSIBILITIES

- 8.1 The COMPANY shall use competent employees in the performance of this contract. All employees must have sufficient skill and experience to properly perform the work assigned.
- 8.2 COMPANY Employees with the responsibility of carrying out highly technical portions of this contract shall have sufficient education, training or experience in such work to perform it properly and satisfactorily in the manner outlined in these specifications.
- 8.3 It is understood and agreed that all personnel, except as provided elsewhere in this agreement, shall be employees of the COMPANY. It is understood and agreed that the CLIENT may require the COMPANY to remove from the project any person the CLIENT considers being incompetent or negligent in the performance of his or her duties or who is guilty of misconduct, and such person shall not be re-employed on the project.
- 8.4 The COMPANY assigns Ethan Herbek, as the project manager for this project. The project manager will administer the scope of services as defined in ATTACHMENT A, schedule the installation of the GIS for the CLIENT, confirm that the utility GIS mapping system is operational, and provide training.

SECTION NINE - TERMINATION OF CONTRACT

- 9.1 If, for any reason, the COMPANY shall fail to fulfill its obligation in a timely and proper manner under this contract, or, if the COMPANY shall violate any of the covenants, agreements, or stipulations of this contract, or, if a petition in bankruptcy or for reorganization under the Bankruptcy Code is filed by or against the COMPANY, or an order is entered adjudicating the COMPANY bankrupt or insolvent, or a trustee, receiver or custodian is appointed for the COMPANY, or an assignment for the benefit of creditors of the COMPANY is made, the CLIENT shall thereupon have the right to terminate this agreement on ten (10) days written notice by the CLIENT.

SECTION TEN - CONTRACT AMENDMENTS OR ADDITIONS

- 10.1 No amendments or additions shall be made to these technical specifications without a written and signed agreement by both the CLIENT and the principal or principals of the COMPANY under this AGREEMENT.
- 10.2 Matt Sorensen and Kirk Larson are the appointed individuals with the COMPANY that have the authority to make amendments or additions to the AGREEMENT.
- 10.3 The Administrative Manager will oversee and accept the completed work by the COMPANY for the CLIENT as work proceeds under this AGREEMENT.

**SURVEYING AND MAPPING, LLC AND ABILENE, KANSAS PROFESSIONAL
SERVICE AGREEMENT**

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. The effective date of the AGREEMENT shall be the last date entered below.

THE CITY OF ABILENE, KANSAS

APPROVED BY: _____

Printed/Typed Name: _____

Title: _____ Date: _____

Attest: _____

Printed/Typed Name: _____

Title: _____ Date: _____

Surveying And Mapping, LLC

APPROVED BY: _____



Printed/Typed Name: _____ Kirk Larson

Title: _____ Director of GIS Operations Date: _____ October 6, 2023

Attachment A: SAM, LLC



Surveying & Mapping, LLC (SAM)

September 1, 2023

SUBMITTED TO:
Abilene, Kansas

PROPOSAL FOR:
Storm Water Mapping and Inspection

Proposal Contact: Erin Allen
Office: 660.562.0050 | Direct: 660.215.7091 | erin.allen@sam.biz

SAM, LLC GIS Office
www.sam.biz | 501 North Market | Maryville, MO 64468
Office: 660.562.0050



Attachment A: SAM, LLC

SAM, LLC

501 North Market Street, Maryville, MO 64468

Ofc 660.562.0050

Fax 660.582.7173

info@sam.biz

www.sam.biz

September 1, 2023

Jennie Hiatt

Administrative Manager

City of Abilene

PO Box 519

Abilene, KS 67410

Dear Jennie,

Surveying And Mapping, LLC (SAM) respectfully submits this proposal to Abilene to accurately GPS locate and map the city's storm water network. SAM will integrate this data into the existing comprehensive GIS program and web-based GIS site developed for Abilene for use in maintaining and managing your utility infrastructure assets.

The following characteristics make SAM uniquely capable of overseeing this project:

- SAM offers complete utility asset management solutions, from accurate GPS data collection and GIS mapping to web-based and mobile GIS solutions with editing capabilities for easy and efficient system maintenance.
- SAM has provided GPS and GIS services to more than 500 cities and utilities in the Midwest. Our dedicated field staff has GPS located **more than one million utility assets** for seamless GIS integration for use in utility maintenance daily workflow management and engineering models.
- SAM will dedicate an experienced project team of GPS Field Staff, GIS Technicians, GIS Specialists and Analysts, Programmers, Professional Land Surveyors and ArcGIS Server developers to ensure project efficiency and overall product quality.
- SAM has implemented hundreds of GIS programs across the country. Our unique combination of RTK Survey-grade GPS field services, program design and implementation are why more than 70% of our annual GIS revenue comes from repeat and referral customers.

Thank you for the opportunity to present our company for this very important project for Abilene. Our team of professionals has the experience and capabilities to make your GIS program successful and stands ready to continue our partnership with Abilene in that success.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Erin Allen', is written over a large, light gray diagonal watermark that says 'Attachment A'.

Erin Allen

Business Development Manager

SAM, LLC

Surveying And Mapping, LLC

Founded in Austin, Texas in 1994 and celebrating 26 years of providing quality services and deliverables, **Surveying And Mapping, LLC (SAM)** has expanded from its initial offering of professional land surveying services, to providing a complete suite of geospatial solutions and specialized construction phase services. With a guiding principle of providing only the highest quality services to our clients, SAM continually looks for opportunities to expand our geographic reach, introduce additional services and broaden the markets we serve.

To achieve this goal, SAM has acquired some of the most experienced and professional consulting firms across the United States, including our most recent addition to the SAM family of companies **Midland GIS Solutions**, a full service GIS development firm. Over the last 20 years, Midland GIS has grown through a vision that long-term GIS success is dependent on the highest level of accuracy, proper database design and the ability to ensure each and every department within an organization can benefit from their GIS.

Today, delivering GIS services as a single company, SAM has established a technical infrastructure to support and host web-based and mobile asset management programs, along with custom GIS applications. With these tools, SAM ensures that every client, regardless of size and resources, can implement an enterprise GIS program to manage everything from land parcels, transportation infrastructure, and utility assets to workorders in a secure, user-friendly website built on the latest Esri® technology.

SAM's complete geospatial approach gives us the tools and skills to develop efficient and customized solutions for projects of any scale. This gives our clients the benefit of a single point of contact for a comprehensive set of GIS, surveying and mapping products. The size of our available workforce means we are able to use these tools effectively to accomplish even large-scale projects on accelerated schedules. With our focus on quality and timely delivery, we are proud to have a high rate of repeat business and positive client referrals.

GIS Services

SAM specializes in geospatial services for water & sewer, electric utilities, and transportation infrastructure. With specialized teams of full-time, trained GPS field technicians, utilizing precision-accurate GPS equipment and cutting-edge Esri software, our staff is dedicated to accurately locating assets and completing inspections and condition assessments for the sole purpose of GIS data integration.

- GPS Field Mapping
- Utility/Infrastructure Data Collection
- Asset Management Programs
- Utility Inspections
- GIS Data Development
- Data Conversion

- Consulting
- SL-RAT Sewer Acoustic Inspection
- GIS Mapping
- Custom Programming
- Web-Based, Mobile GIS Programs
- Maintenance & Support

- Parcel Mapping
- Specialized Training
- 911 (NG911) GIS Services
- Vegetation Management

Professional Services



Geographic Information System (GIS) Services



Professional Land Surveying



Building Information Modeling (BIM)



Aerial Mapping & Photogrammetry



Subsurface Utility Engineering & Utility Coordination



Airborne, Mobile & Terrestrial LiDAR

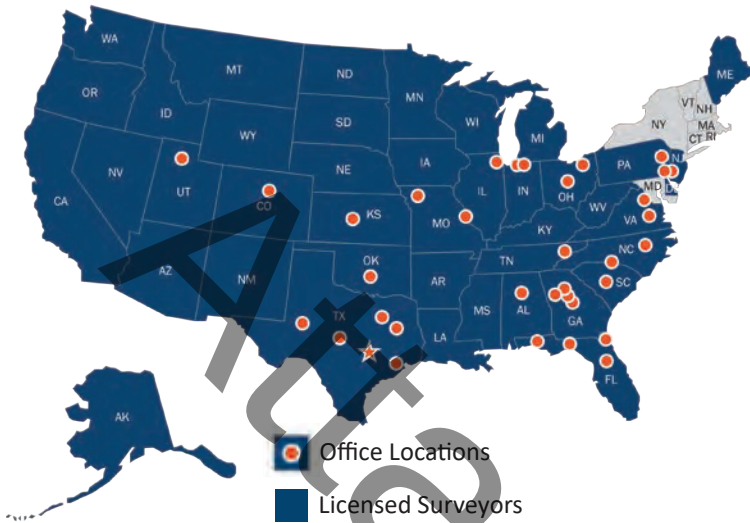


Construction Phase Services

Attachment A: SAM, LLC

Firm Profile | Abilene, Kansas

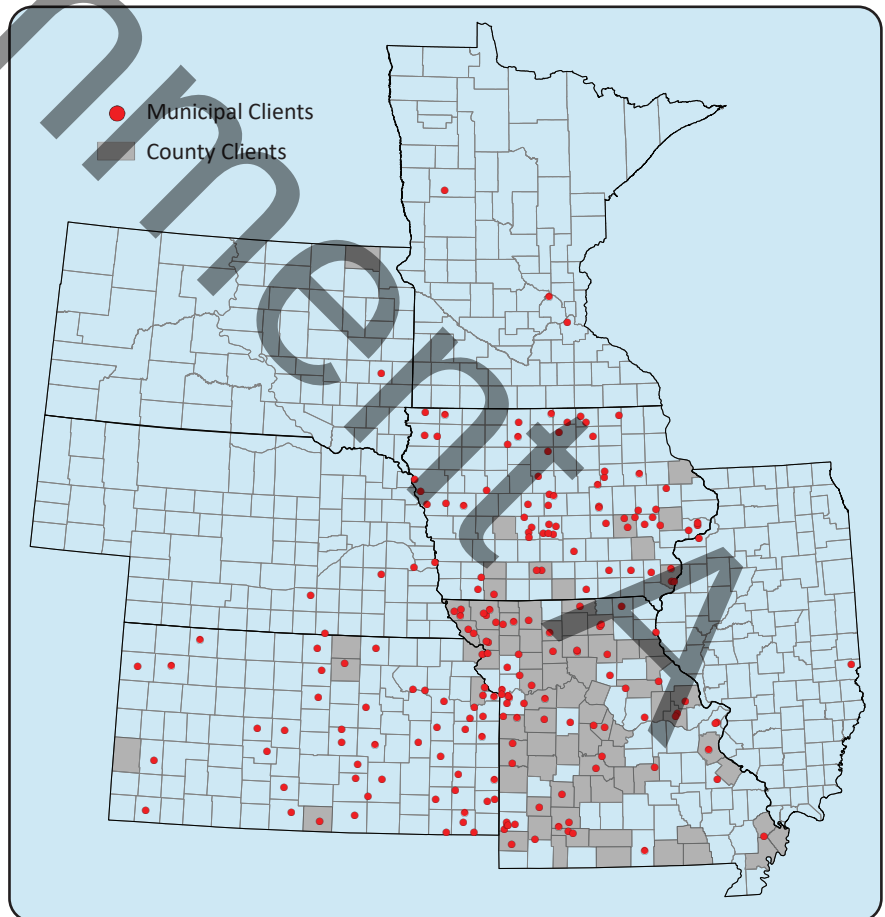
Geographic Range of SAM



Office Locations

- Austin, TX (Headquarters)
- Atlanta, GA (2)
- Birmingham, AL
- Brodheadsville, PA
- Charlotte, NC
- Chicago, IL
- Chipley, FL
- Columbia, SC
- Columbus, OH (2)
- Dallas, TX
- Denver, CO
- Gainesville, VA (NoVA)
- Houston, TX
- Kansas City, KS
- Knoxville, TN
- Macon, GA
- Maryville, MO
- Midland, TX
- Moorestown, NJ
- Nashville, TN
- Niceville, FL
- Orlando, FL
- Pensacola, FL
- Philadelphia, PA
- Raleigh, NC
- Richmond, VA
- St. Louis, MO
- Salt Lake City, UT
- San Antonio, TX
- Tallahassee, FL
- Tyler, TX
- Youngstown, OH

The inset map shows the 7-state region SAM regularly serves and is a testament to our experience in GIS and GPS mapping, data development and utility asset management solutions throughout the Midwest. Whether a community of 500, or a metropolitan city of 150,000+, SAM has the experience, equipment and manpower to serve you. SAM has designed and implemented over 225 successful utility GIS projects in this area, many of which are hosted on the Integrity GIS platform.



SAM is pleased to be a part of the Esri Partner Network and although we focus most of our GIS development, customization, and implementation efforts on Esri-based applications, we can easily handle data from, interface with, and deliver data to other GIS and CAD systems.

Attachment A: SAM, LLC

Abilene, Kansas | Statement of Qualifications

For over 20 years, SAM has designed reliable GIS programs on a foundation of the highest accuracy possible and our philosophy of **"Everything GIS. Done Right."**. This ensures every project is uniquely designed to accommodate individual client needs and future plans. SAM is consistently hired by clients based on qualifications, as demonstrated by our long-standing experience.

CAPACITY TO ACCOMPLISH WORK

SAM has teams of full-time, trained GPS field technicians, each led by a GPS field crew chief, dedicated to accurately locating utilities and completing inspections for the sole purpose of GIS data integration. GPS field crews at SAM travel throughout the Midwest providing GPS utility collection services on a daily basis. Our service area extends more than 500 miles from our GIS office in Maryville, Missouri and typically includes all of Missouri, Iowa, Kansas, Nebraska, Minnesota and Illinois.

All GPS field and technical staff at SAM are highly trained in all areas of GPS field collection and utility inspections and utilize precision-accurate GPS equipment and cutting-edge Esri software. Additionally, field staff have completed OSHA and Federal Traffic Safety training.

In addition to our knowledgeable field staff, SAM also maintains the professional staff and capacity to provide technical support to more than 100 clients on an annual basis. We provide service and support to our clients long after the implementation of their GIS data and software solutions. Municipal and utility clients also rely on SAM to periodically maintain their utility GIS program with GPS field updates. We are confident in our ability to provide exceptional GIS data collection services on projects of all sizes and complexities, while providing timely and outstanding technical support to each and every client.



Attachment A: SAM, LLC

Statement of Qualifications | Abilene, Kansas

TECHNOLOGY

Since 2005, SAM has been an Esri Silver Business Partner and licensed reseller. This partnership ensures that our staff is trained and experienced in the latest GIS software available. Esri is the worldwide leader in GIS software platforms and we are proud to employ these technologies to develop every GIS program with the SAM name on it. Our professional staff specializes in a wide-range of GIS technologies and performs GIS development with Esri software and integration with third-party software platforms on a daily basis.

GPS field crews at SAM are experts in data collectors and Global Positioning Systems (GPS), both Real-Time Kinematic (RTK) survey-grade and mapping-grade technologies. Our GPS data collection division boasts a fleet of state-of-the-art, reliable technologies to support the efforts of our crews.

Our programmers and technicians are skilled in numerous programming languages specific to spatial data and asset management functionality. SAM personnel routinely take advantage of the latest training opportunities for GIS software and GPS technology, all significant steps toward efficiency in GIS data collection and development. This commitment to providing the very best in GIS has earned SAM the trust of countless organizations, and an extensive list of references and supporters around the region. This diverse technology expertise additionally ensures our team can consult on compatibility and integration issues with third-party software platforms and external data sources.



WEB SERVICE INFRASTRUCTURE

Above and beyond the in-house technology for GIS development and GPS data collection, SAM has a significant back-end server infrastructure at our GIS office in Maryville, Missouri. This system is designed to host and support hundreds of web-based and mobile GIS mapping programs. The web service team at SAM supports and securely maintains hundreds of independent web-based GIS and asset management programs for clients across the Midwest.

SAM maintains a secured, climate-controlled server room with a dedicated 50 MB upload and 50 MB download speed fiber connection. Websites and data are hosted in a virtual VMware ESXi environment run on a cluster of Dell PowerEdge R640 web servers and a Dell SAN SC4020 storage array. The server room is connected to a gas-powered generator to keep web servers up and running in case of a power outage. In addition, SAM provides an off-site backup service for all hosted data, which could be accessed if a catastrophic event affected our web servers. Our top priority is to ensure 24/7/365 access to your GIS data.

Programming Expertise

SQL
Visual Basic
.NET
HTML
Java
JavaScript
C#
Python
Geocortex®

GPS Technology

Sokkia
Topcon
Trimble
Leica
Carlson
Juniper
Allegro
Collector for ArcGIS

Esri Technology

ArcGIS 10.x
ArcGIS Pro
ArcGIS Enterprise
ArcGIS Extensions
ArcGIS Online

Attachment A: SAM, LLC

Abilene, Kansas | Statement of Qualifications

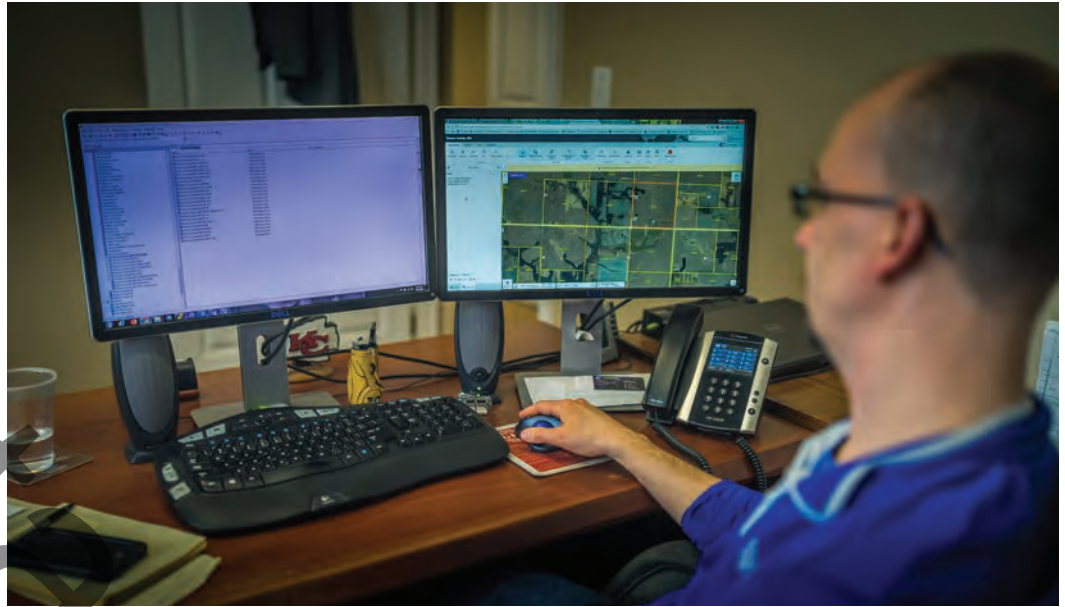
COST CONTROL & TIME MANAGEMENT

With over 250 successful data collection projects, the management team at SAM takes pride in our ability to consistently set costs and project schedules for our clients. **Throughout the history of the company, there has not been a single change order to our pricing.**

Additionally, every project has been delivered to our clients by the negotiated deadlines.

This is only possible with leadership that has several years of combined experience

and a strong team of professionals who routinely develop and deploy state-of-the-art GIS programs.



With the extensive capacity of data our team consistently processes, efficiency is paramount. Our professionals constantly weigh the benefits of building automated programs to improve and streamline GIS development tasks, while avoiding those automated pitfalls that reduce or hinder our staff's ability to effectively recognize issues in the construction of good, clean spatial data.

Cost control issues are very important to our clients and SAM has a unique understanding of the skill set, technology and level of effort necessary to provide our clients with successful solutions. The use of the latest in GPS technology and software programs, research, development efforts, field standards and protocols enables SAM to deliver **everything GIS, done right** the first time.

SAM Esri Certifications



Attachment A: SAM, LLC

Statement of Qualifications | Abilene, Kansas

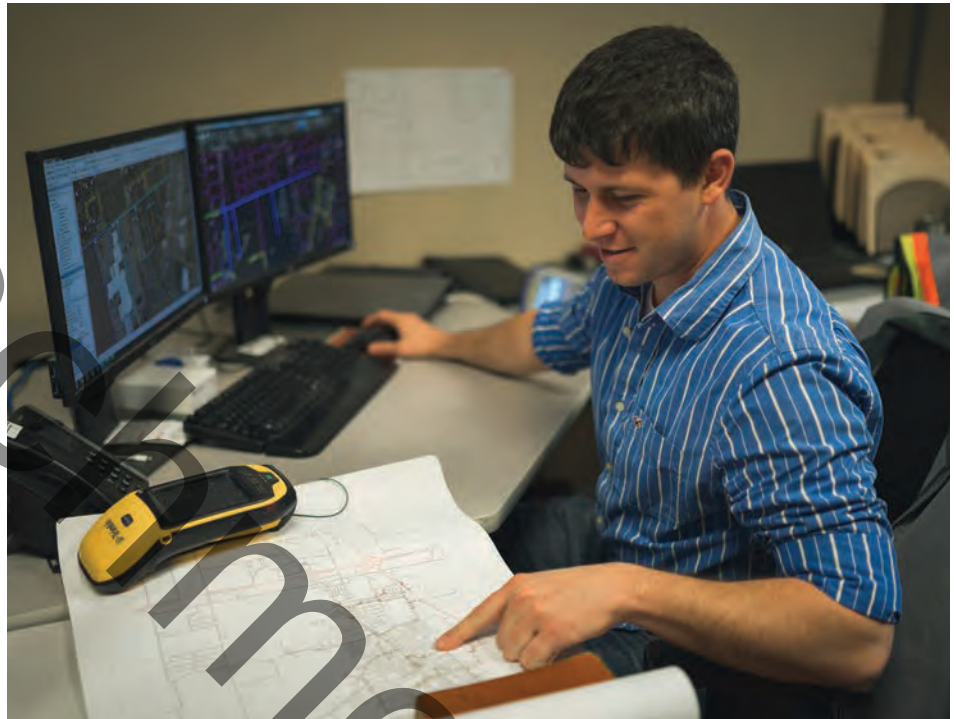
QUALITY ASSURANCE / QUALITY CONTROL

Effective Quality Assurance and Quality Control (QA/QC) procedures are crucial to the success and overall integrity of every project. Through the combined efforts of our project team, an emphasis on QA/QC is always a priority and each task executed has a system of checks and balances established for all personnel to follow. Elements of QA/QC can range from data collection checklists and GPS tolerance controls to analyzing network connectivity within the software environment.

As part of the QA/QC process, SAM will conduct a redundancy check on five (5) percent of the features previously shot during the project. After GPS locating the features a second time, SAM will compile and process the results against all data sets and verify that the required accuracy tolerance is being met.

Check plots are a crucial and unique step required in all SAM projects.

Although every effort is made to investigate, locate and properly map each asset, the input and feedback of the utility personnel is imperative to the approval of final data. Our project management team works with client staff to ensure we handle each piece of data properly and clients have the final say in how data is represented. Our efforts to ensure the highest quality products and services include:



- Custom QA/QC ArcGIS tools
- “Heads-up” QA/QC against base data or aerial photography
- Digital and hard-copy checks against field notes and as-built drawings
- Five (5)% redundancy check of all GPS collected data
- Printed check plots for review by the city
- Assurance that end product shows complete connectivity

SAM's GIS Resume



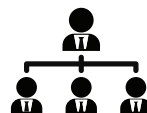
Geospatial firm
since 1994



Esri & GISP
certified Staff



Esri partnership
since 2005



National firm of
1,300+ staff



500+ GIS
clients nationally



Leaders in GIS
implementation

Attachment A: SAM, LLC

Abilene, Kansas | Specialized Experience

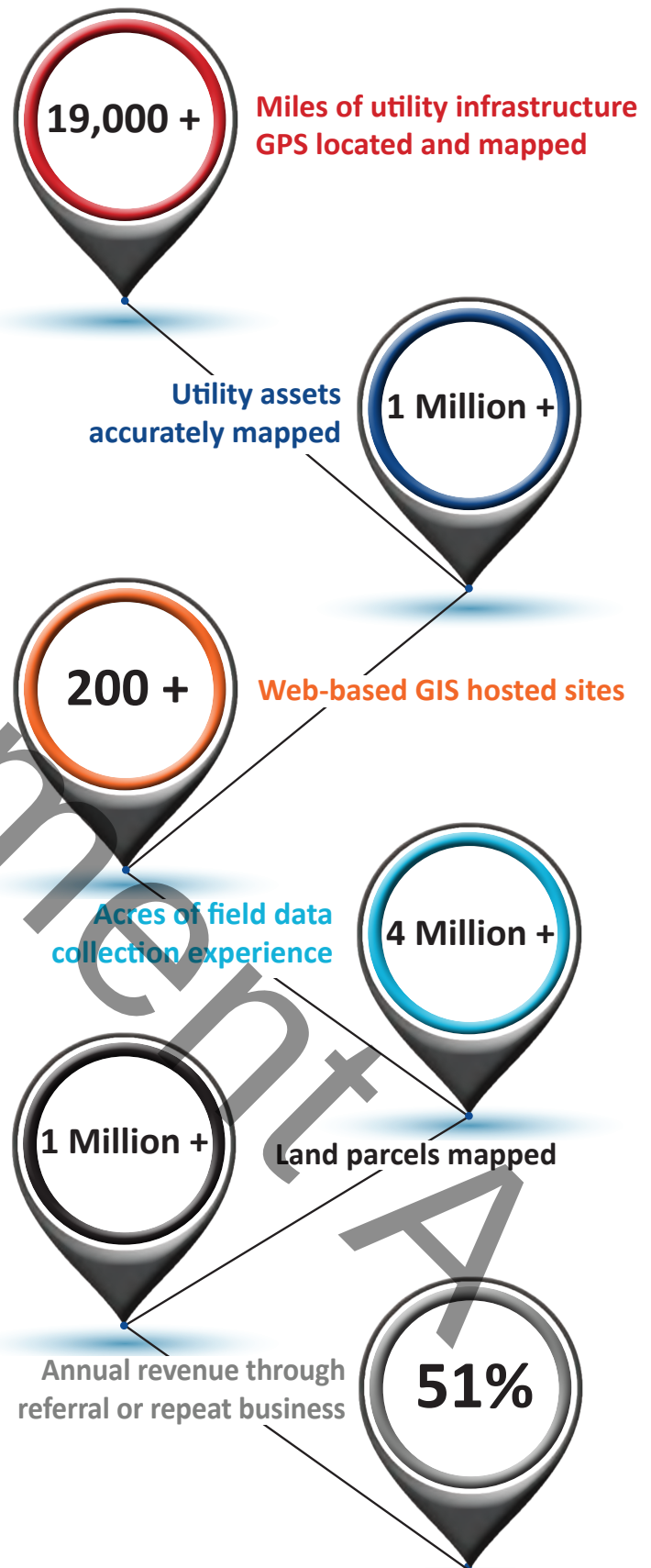
In the last five (5) years alone, the expert field crews of SAM have GPS mapped more than **625,000 assets**. This includes over **10,000 miles** of utility infrastructure across **2.2 million acres** of land. We have also built more than 200 web-based asset management and GIS programs.

As a full-service professional GIS firm, SAM provides a solid geospatial foundation for all of our clients to ensure the accuracy, integrity and longevity of their GIS programs. We provide exceptional GPS data collection on all projects, completing them on schedule with outstanding technical support. SAM is unsurpassed for project quality and meeting aggressive deadlines.

In addition to specializing in GPS data collection, SAM has worked with more counties in the Midwest than any other firm to accurately map over **one (1) million parcels** for countywide GIS development. On GIS development projects, our trained staff integrates the best aerial photography available into the digital mapping program. For utility data collection projects, our skilled technicians integrate county parcel and ownership data, planning and zoning information, state layers and much more.

The successful outcome of any GIS project requires a “**field to finish**” approach that starts with accurate collection of field data and leads to a GIS program that provides long-term solutions. SAM has set best practices for the following project-related activities in which we specialize:

- GPS data collection
- GIS mapping
- Parcel development
- Aerial photography integration
- Safety and procedures
- Establishing work sectors and timelines
- Public notification
- Geodatabase design
- Website maintenance
- Quality assurance and quality control
- Project status reports
- Inspections and condition assessment



OTTAWA, KANSAS

POPULATION 12,600
2013 - 2015



UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING

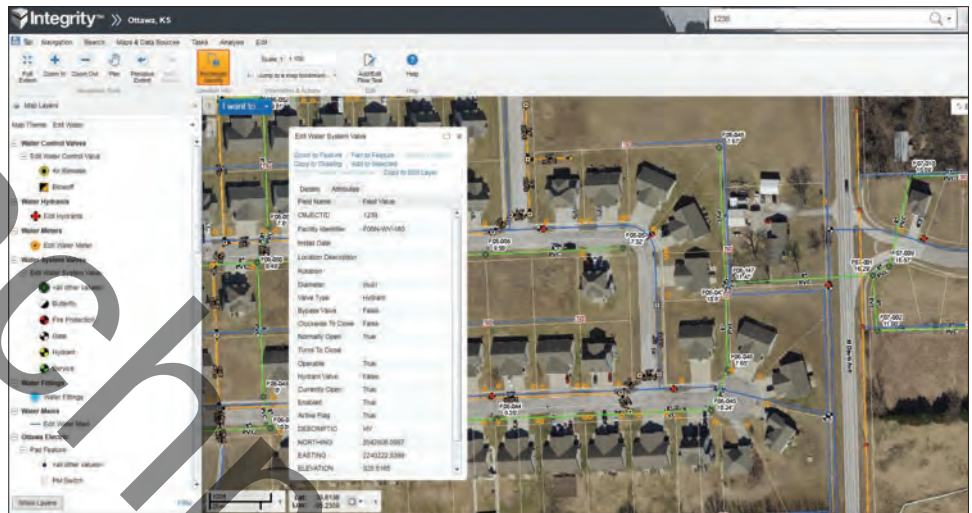


WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT



MAINTENANCE
& SUPPORT

The City of Ottawa, KS has a population of approximately 12,600 and is part of the Kansas City Metropolitan Area, located southwest of the city. Prior to 2013 the city had an in-house GIS program that was originally constructed with a combination of field work done by summer interns and digitized points that were not field verified. As the city moved toward utilizing the data out in the field, the inaccuracy and incompleteness of the data became evident to city staff. Familiar with GIS, the city understood the benefits and uses of the technology and decided to select a third party to revamp their GIS program with accurate utility data. In 2013, the City of Ottawa selected SAM to begin the overhaul of this GIS program. SAM began by GPS locating and mapping their water utility network and implemented a



PROJECT CONTACT

Dennis Tharp | Director of Utilities
dtharp@ottawaks.gov | 785.214.4260

- Water GPS Mapping
- Storm & Sewer GPS Mapping
- Storm & Sewer Inspections
- Electric GPS Inventory
- Integrity™ GIS Website with Mobile Capabilities

Once SAM had successfully completed the GPS mapping for the city's water network and implementation of the web GIS program, Ottawa was able to quickly recognize the benefit of the new accurate program. Over the next couple years, Ottawa contracted SAM to expand the program to the other city utilities. SAM utilized RTK survey-grade GPS technology (+/- 2 cm) to locate the water, storm sewer and sanitary sewer networks. Top-side inspections were performed on the storm and sanitary systems in order to gather all attribute information and update the city's inspection records for regulatory compliance. Mapping-grade techniques (+/- 4 inch) were used in the GIS survey of the primary and secondary electric networks. A full inventory was taken of all electrical gear and attributes.

The city manages all of their accurate GIS information on the Integrity™ GIS website. This program was built by SAM and offers mobile capabilities that allow Ottawa staff to view, analyze, edit, maintain and manage all GIS data.

TOPEKA, KANSAS

POPULATION 126,587
2014 - 2015



UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING



WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT



MAINTENANCE
& SUPPORT

In 2013, the City of Topeka, Kansas moved forward with pursuing a large-scale GPS location project in an effort to identify and map the city's storm water network and begin the process of separating their combined sewer and storm water system. Located along the Kansas River in northeast Kansas, the city of more than 125,000 residents is divided into 11 storm water drainage districts. In early 2014, SAM was selected based on qualifications to GPS locate and map the storm water features in the three (3) largest drainage districts. In 2015, SAM was awarded a contract with the City of Topeka to GPS locate and map storm water and sewer features in the remaining eight (8) drainage basins.

Utilizing RTK survey-grade GPS methods, SAM located the city's storm water facilities contained within the defined project limits. SAM located and collected attribute data for manholes, inlets, junctions, boxes and outfalls. GPS field staff also collected combined sewer utility features and provided condition assessment ratings for the top, frame, cone, chimney, barrel section, bottom, channel and invert of the sewer manholes and other attributes.

In addition to accurately locating the storm water and sewer features, the technical staff at SAM created a utility geodatabase, integrated aerial photography and county GIS data, and also inserted new GIS data into Cityworks®, the city's work order management system. SAM utilized a "Facility ID" to link back to the Cityworks® program upon completion of each storm water basin. SAM developed the workflow for this aspect of the project to ensure a smooth transition between using the existing data and the newly collected data in the work order program.



PROJECT CONTACT

Sylvia Davis
WPC Utility Manager
sdavis@topeka.org
785.368.1640

- RTK Survey-grade GPS Data Collection
- Storm Water GPS Mapping
- Utility Inspection and Inventory
- Integration with Cityworks® System



COLBY, KANSAS

POPULATION 5,361
2015, 2018



UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING



WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT

PROJECT CONTACT

Tyson McGreer
City Manager
manager@cityofcolby.com
785.460.4410

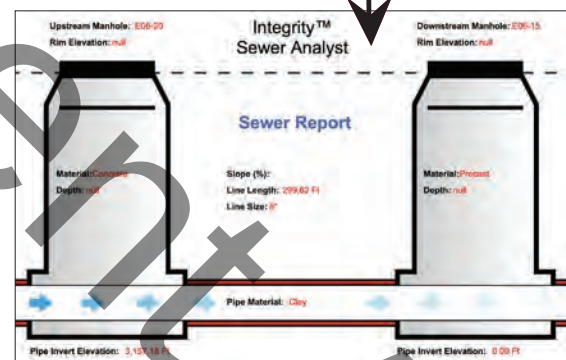
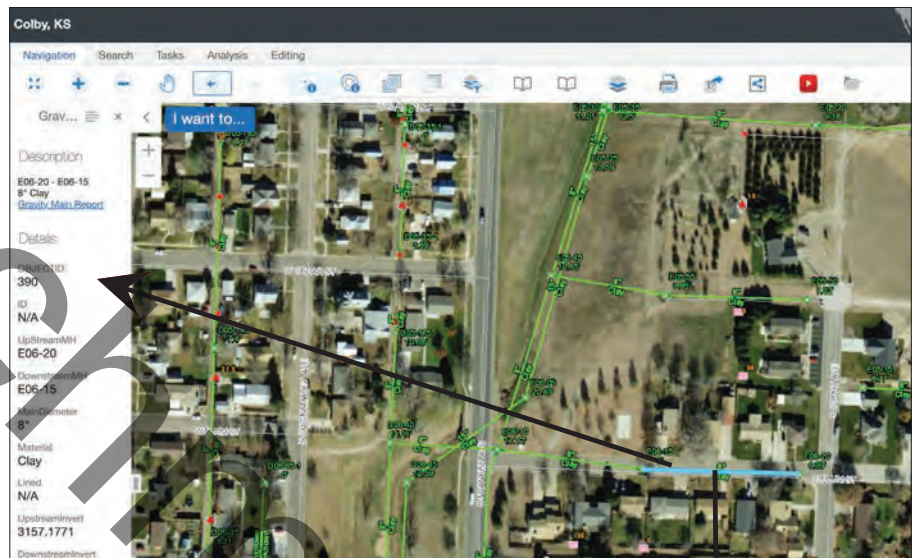
Located in northwest Kansas, Colby was interested in transferring their CAD drawings into an active and web-based GIS program. SAM was selected based on qualifications to provide Colby, a city of 5,300, with a city-wide GIS program.

Beginning with electric and water in 2015, SAM not only located and mapped the city's infrastructure, but also collected inventory and inspection data that was integrated into the GIS for asset management capabilities within Integrity™. Integrity is SAM's web-based and mobile software solution to edit, maintain and analyze GIS data to create built-in workflows for daily operations and utility asset management for municipal government. With a multi-user environment complete with HTML5 technology, the city can quickly access their mapping data on any computer or mobile device.

- Inventory of all Utility Attributes
- Utility GIS Mapping and Inspections
- Web-based Integrity™ GIS Implementation
- Web-based Asset Management

In 2018, Colby contracted again with SAM to map the sanitary sewer network. Inspection of all sewer attributes were completed and imported into the GIS program. Altogether the projects in Colby consisted of nearly 15,000 asset.

After the completion of the utility projects, Colby has accurate GPS mapping of all networks and asset management functionality within the Integrity™ system to track activities such as water main breaks, leaks, transformer change-out and sanitary sewer cleaning and rehab.

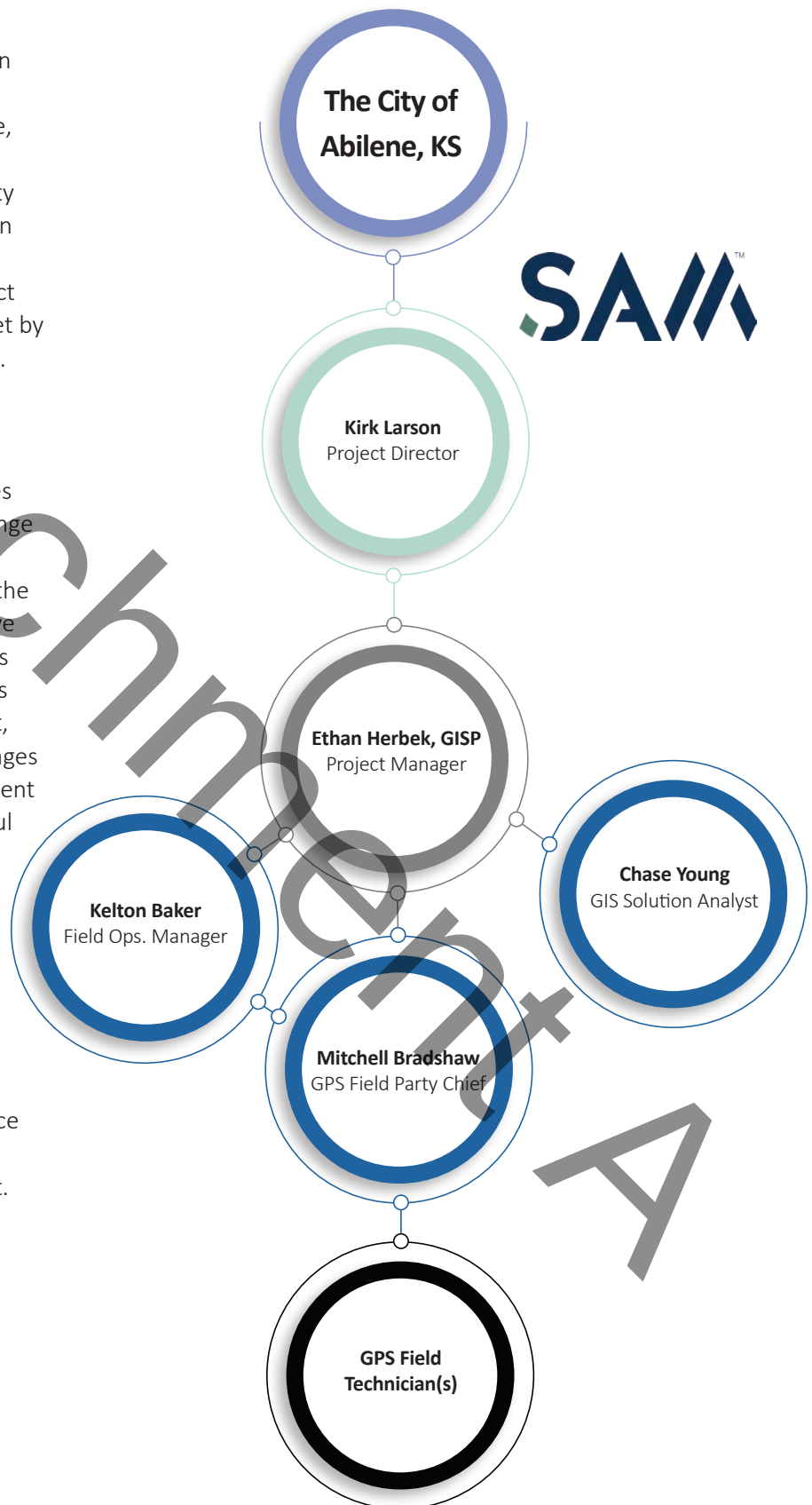


The “client-focused” approach and experience in project management has been the cornerstone of success for SAM in a market that does not expect, but rather demands, a high level of service. Therefore, the proposed team members for this project have a unique combination of utility infrastructure knowledge and experience in project management, data collection, QA/QC procedures and GIS mapping. All project requirements and specifications will be met by the key personnel identified in this section.

PROJECT MANAGEMENT

The completion of hundreds of utility GIS projects by SAM across the Midwest proves the firm’s dedication to information exchange and open communication throughout the project to reach a successful outcome. At the foundation of this approach is our proactive management philosophy, which anticipates challenges, revolves around listening and is committed to partnering. On every project, SAM utilizes a team approach and encourages open communication channels with the client and their stakeholders to reach a successful outcome.

Project Manager, Ethan Herbek, will oversee all aspects of this data collection and GIS mapping project. This includes the kick-off meeting and geodatabase design, establishing cost controls and providing final deliverable and training. Internal metrics and procedures are in place for projects of all sizes and complexities to ensure that timelines and budgets are met.



Kirk Larson • Project Director • KIRK.LARSON@SAM.BIZ

EXPERIENCE

- SAM: 18 years
- Professional: 30 years

EDUCATION

B.S. Geography, NWMSU-
Maryville, MO

PROJECT MANAGEMENT

- 200+ municipal & utility GPS projects
- Coordinates resources & project schedules
- Administers cost controls
- Serves as contract administrator

Kirk Larson is a Director of GIS Operations at SAM. Since 2005, Kirk has overseen the development and implementation of more than 200 municipal and utility GPS projects. His experience includes working in local government as a GIS Coordinator and in the private sector in various project management roles.

As Project Director, Kirk is responsible for working closely with various levels of client personnel and stakeholders to solidify the scope of work and contractual obligations. On a daily basis, Kirk assists with project management tasks and ensures that project staff, technical planning, project schedules, budgeting, client communication and quality control expectations are being met and/or exceeded.

Kirk's unique understanding and knowledge of utility asset management and GPS field collection positions him as an expert in those fields. To share this expertise and successful approach to similar projects, Kirk attends and presents at numerous industry events on an annual basis that focus on sustaining and growing municipalities and utility companies throughout the Midwest.

Ethan Herbek, GISP • Project Manager • ETHAN.HERBEK@SAM.BIZ

EXPERIENCE

- SAM: 19 years
- Professional: 19 years

EDUCATION

B.S. Geography/GIS Minor,
NWMSU- Maryville, MO

CERTIFICATIONS

- GIS Professional (GISP) #71950
- National Association of Sewer Service Companies (NASSCO) – Completed Pipeline, Lateral and Manhole Assessment Certification Programs
- OSHA Certified in Occupational Safety and Health Training & Confined Spaces and Traffic Control for Field Engineering & Surveying

Ethan Herbek is experienced in GIS data development and GPS field data collection, serving in multiple management roles that include Municipal Project Supervisor, Field Supervisor, Utility GIS Specialist and Quality Control Manager. Ethan is capable of supervising and conducting all aspects of municipal GIS projects, from geodatabase design and GPS field data collection to GIS data integration and training.

On a daily basis, Ethan coordinates and manages GPS field personnel and GIS technicians. Ethan is also responsible for final geodatabase design to ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan. Ethan oversees and monitors all safety procedures and supervises day-to-day quality control during the GIS data creation portion of each data collection and asset inventory project.

As Project Manager, Ethan will be responsible for the overall daily management of field data collection and GPS field personnel. Ethan will ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan for the city. He will lead/attend on-site project meetings, integrate new data within the existing geodatabase and ensure that any web services are updated as well.

Kelton Baker • Field Operations Lead • KELTON.BAKER@SAM.BIZ

EXPERIENCE

- SAM: 4 years
- Professional: 10 years

EDUCATION

B.S. GIS, NWMSU - Maryville, MO

TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support

Mr. Baker serves as the Field Operations Lead for all feature data collection projects in SAM's GIS division. He has served in a variety of capacities, including cadastral mapping, map layout and design, data integration, utility data layer development, field operations management, and mobile mapping data acquisition. He is an expert in GPS hardware and software. Kelton has experience in high voltage transmission ROW mapping and power pole analysis and classification. Integrating acquired data through field collection and research, Kelton has experience in both digitizing and analysis of various utility data using ArcGIS applications and tools.

Prior to joining SAM, Mr. Baker served in the Missouri Air National Guard as an Aircraft Loadmaster. Mr. Baker performed duties to ensure the safe and efficient delivery of cargo and personnel to a wide variety of environments. Throughout every project, Mr. Baker is in constant communication with field crews to ensure all on-site operations are on schedule and running as expected.

Chase Young • Lead GIS Technician • CHASE.YOUNG@SAM.BIZ

EXPERIENCE

- SAM: 9 years
- Professional: 9 years

EDUCATION

B.S. GIS, NWMSU - Maryville, MO

TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support protocols
- Geodatabase design / maintenance
- Esri ArcGIS Desktop and Pro

As a Lead GIS Technician, Chase Young will serve as the lead GIS technician on data development of secondary municipal layers and utility data, Chase has served in multiple capacities since joining SAM including GPS field technician, crew chief as well as Phase Manager. Chase is responsible for GIS mapping assets and utilities, data conversion and integration, quality control and quality assurance and provides technical support to clients on a daily basis.

Throughout the project Chase will work with the GIS Project Manager and GPS field staff to accurately map field collected data and attribute information into the city's GIS mapping program.

Mitchell Bradshaw • GPS Field Crew Chief

EXPERIENCE

- SAM: 9 years
- Professional: 9 years

TECHNICAL EXPERTISE

- RTK survey-grade GPS- Sokkia GRX1 and GRX 2, Topcon HiPer SR
- Mapping-grade GPS – Trimble Geo7X and R2
- Carlson SurvCE & PC, Collector, ArcPAD

Mitchell Bradshaw has more than nine (9) years of GPS field data collection and utility inspection experience with SAM. His knowledge in GPS data collection procedures and quality control measures ensures accuracy and efficiency on every project. As GPS Field Crew Chief, Mitchell trains all GPS Field Technicians in utilizing RTK survey-grade and mapping-grade GPS equipment. He is knowledgeable at identifying key components of all utility networks. Knowing critical asset types is essential in developing a clean and accurate geodatabase.

Mitchell will lead a GPS field crew to collect utility infrastructure data for the project. He will oversee data collection and inspections and field check all collected data prior to processing that information in the office. Mitchell will maintain communication with city staff when providing on-site GPS and GIS services.

Attachment A: SAM, LLC

Project Approach | Abilene, Kansas

PROJECT KICK-OFF

SAM will provide an on-site kick-off meeting and geodatabase design workshop with Abilene to start the project. The kick-off meeting is essential to developing open communication with the client and will help establish the guidelines and procedures of SAM for coordinating the project. The following important topics will be discussed and determined at the kick-off meeting:

COLLECT EXISTING DATA

SAM will acquire copies of existing and available mapping records, such as relevant GIS data, AutoCAD drawings, hard-copy utility maps, as-built information and historical utility drawings for use as reference during the project. All hard-copy maps will be scanned and returned to the city in a timely manner.

SAFETY AND PROCEDURES

SAM will review safety and field procedures during the kick-off meeting to ensure the safety of field staff, city staff and the citizens of Abilene throughout the data collection phase of the project. SAM follows a strict safety and procedures manual and requires all SAM employees to attend internal quarterly safety meetings to review procedures and concerns.

At all times, field staff will be wearing the required Class II traffic safety vests and all field vehicles will be clearly marked with company information and have the required safety lights for operation while in public right-of-way. GPS field personnel have acquired OSHA training and certification for "Traffic Control for Field Engineering & Surveyors" and "Confined Spaces". Proper traffic control signage will be utilized when necessary while operating in public right-of-way. If required, due to traffic concerns, SAM will operate during non-peak hours to obtain field locates and inspections. If SAM staff has concerns about their safety, the appropriate city staff or local law enforcement will be contacted.



PROJECT TIMELINE AND MILESTONES

SAM will review and discuss the anticipated project timeline and milestones with Abilene during the kick-off meeting. Any level of responsibility required of the city (i.e. providing existing data, pre-locating utilities, etc.) will be discussed and taken into consideration when finalizing the overall project timeline. Internal and external cost controls, along with any modifications to the proposed project schedule at the request of the city will be discussed during the kick-off meeting.

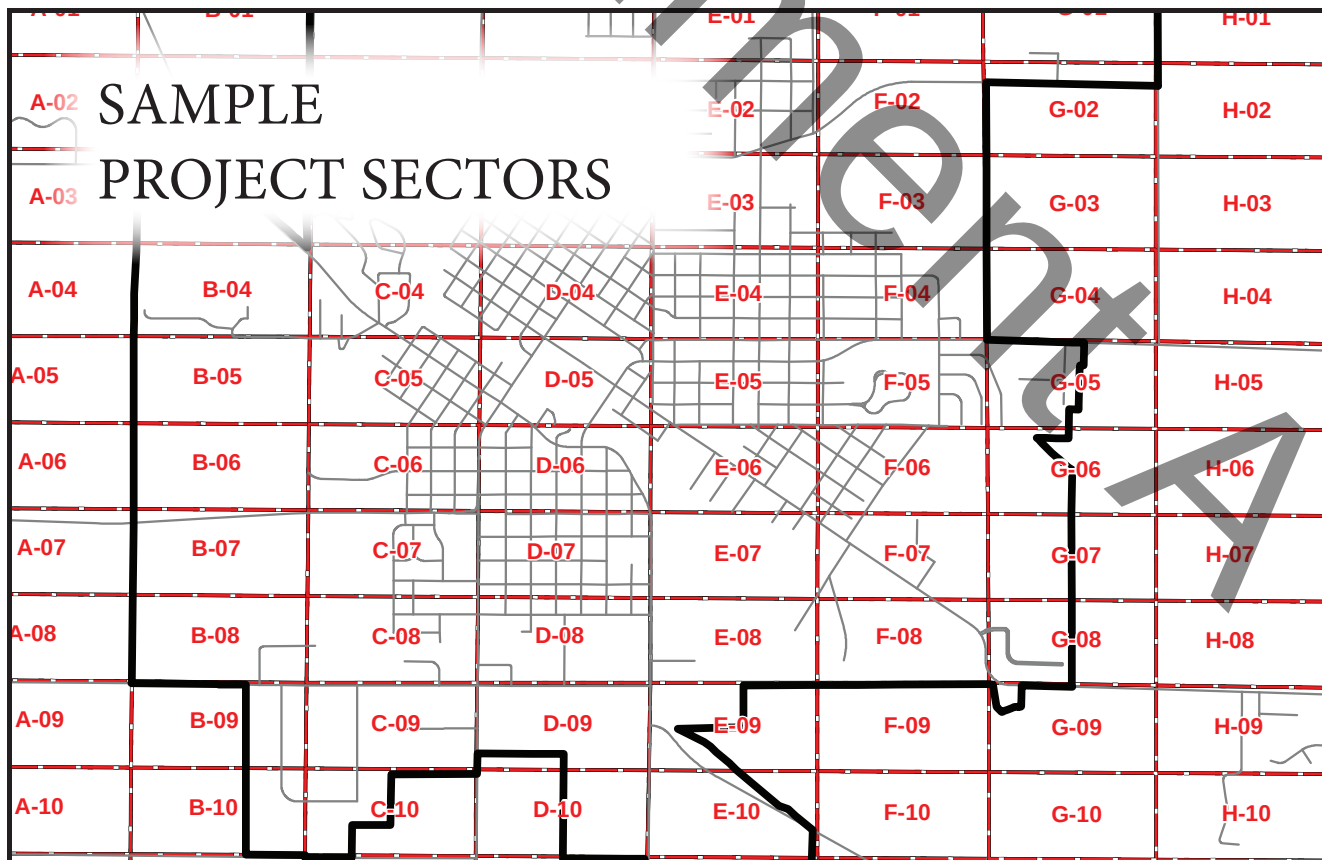
WORK SECTOR DEFINITION

SAM will work with city staff to define a grid and identify work sectors for the entire project area. The creation of these work sectors serves two very distinct and important roles during the project. First, the project sectors will be utilized by SAM field staff as a quality control measure. Field staff will work within each sector and complete all locates and inspections required prior to moving on the next sector. This allows for an efficient method of data collection and translates into cost savings and overall project quality.

Another benefit of working within project sectors is to provide city staff with an effective method to track progress and know exactly what part of the city SAM field staff is working in. The work sectors also facilitate preplanning during morning meetings for traffic control, city staff assistance and project reports to Abilene.

PUBLIC NOTIFICATION

SAM will work with city staff to ensure proper citizen notification. It has been our experience on similar projects that informing citizens about the field work will help to alleviate any concerns local residents may have. Notifications at City Hall, utility billing offices and the local newspaper or public access channel (if available) is highly recommended. SAM field staff will carry an informational letter on letterhead from Abilene describing the project and the proper contact information in the event there are concerns from the public. It is also recommended that local law enforcement be notified about the project and that SAM field staff will be working in the area.



GEODATABASE DESIGN WORKSHOP

The most critical aspect of developing a functional GIS program is the development of the geodatabase. A geodatabase is a logical single-file format for organizing spatial data and corresponding datasets.

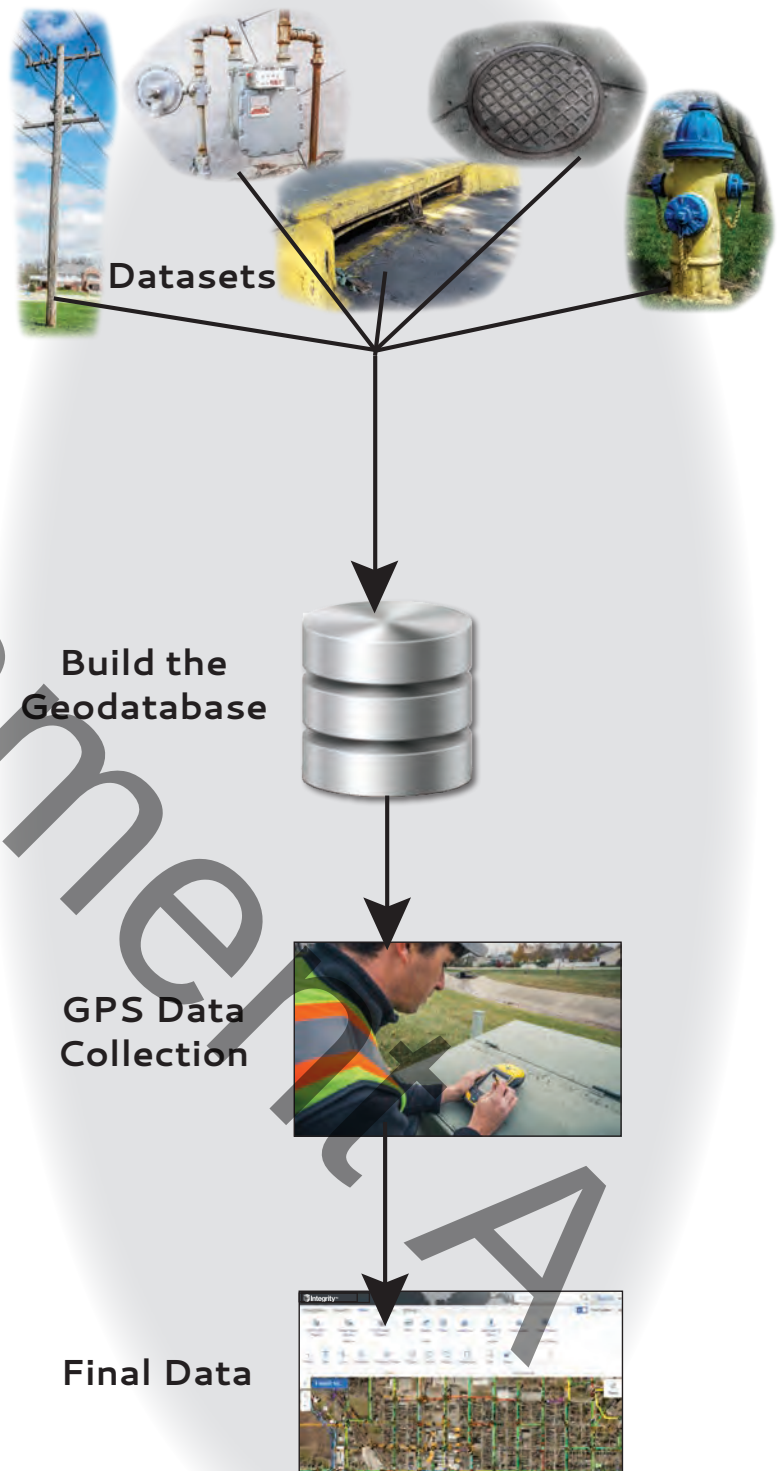
When creating the overall design of the geodatabase for Abilene, SAM will take into consideration the best model and structure to meet the needs of the city. The geodatabase will also be based on previous models from SAM, the published Esri utility model and future GIS needs, as identified by Abilene. Developing an accurate and functional geodatabase will enable users to:

- Store all GIS-related data in a centralized location
- Apply rules and relationships to the data
- Create a consistent and accurate database of spatial data
- Define relationship classes and topological enforcement rules
- Work in an environment that supports multi-user access and editing

Custom domains (pre-defined menus) will be built for each layer during the geodatabase design. These domains will be added to the custom field inspection application from SAM to ensure that field staff will collect clean and consistent data throughout the utility project. These domains will also be utilized by city staff for future management of the geodatabase to help simplify the editing and data management processes.

The upfront design process by SAM enables field personnel to collect data in a rule-based environment. This minimizes field coding errors by predefining attribute tables used in the field and maintains consistency in the data collection process.

Geodatabase Design



GPS Data Collection

SAM routinely utilizes Real-Time Kinematic (RTK) survey-grade and mapping-grade GPS technologies to locate utility infrastructure. RTK survey-grade technology is utilized for locating utility assets associated with sanitary sewer, storm water, gas and water features, resulting in centimeter-level accuracy (+/- 2 centimeters) and accurate elevations for sanitary sewer and storm water. Mapping-grade GPS equipment is utilized for locating electric and fiber utility infrastructure and provides decimeter-level accuracy (+/- 4 inches).



For this project, SAM will utilize RTK survey-grade GPS methods to locate the city's storm water utility networks contained in the defined project limits. GPS surveys will be referenced to the Kansas State Plane Coordinate System to allow for direct insertion into the Abilene GIS program. Horizontal (x,y) and vertical (z) coordinates will be obtained in the field for all utility features. Captured features through GPS surveys will include all features designated by Abilene during the planning phase of the project.

After thorough investigation by SAM field staff, a report containing all utility features to be located that were not found, or determined to be inaccessible, will be submitted to Abilene. SAM will work with city staff to locate utility features during the clean-up phase of the project. This will allow SAM to collect features in a quicker and more efficient manner, translating into cost savings for Abilene and minimizing the impact on city staff.

DATA CONSISTENCY

SAM will employ our customized data collection field application that has been successfully used on other similar projects. All field data will be predefined for field staff to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS controller unit to allow for quick and easy identification and navigation of the utility features.

DATA SECURITY & BACK UP

SAM will download and process the GPS field data for insertion into the project geodatabase. All data will be downloaded, transferred and backed up nightly via the internet to the SAM GIS office in Maryville, MO.

Every safeguard has been implemented to ensure that hardware or software failure does not interfere or risk our accurate data collection efforts in the field.

GPS REDUNDANCY CHECK

SAM will GPS locate five (5) percent of the features previously shot during the project. This process is part of the SAM standard field protocol and will be employed during the Abilene project. SAM will compile and process the results against the original dataset and verify the required accuracy tolerance is being met.



Storm Water Network GPS Data Collection

Horizontal (x,y) coordinates and vertical (z) elevations will be obtained in the field for the storm water facilities. Aboveground utility features will be collected at sub-centimeter horizontal and vertical accuracies.

STORM WATER STRUCTURES TO BE LOCATED:

- Manholes
- Boxes
- Inlets
- Outfalls
- Junctions

Inlets that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods. All data will be coded in reference to method of collection.

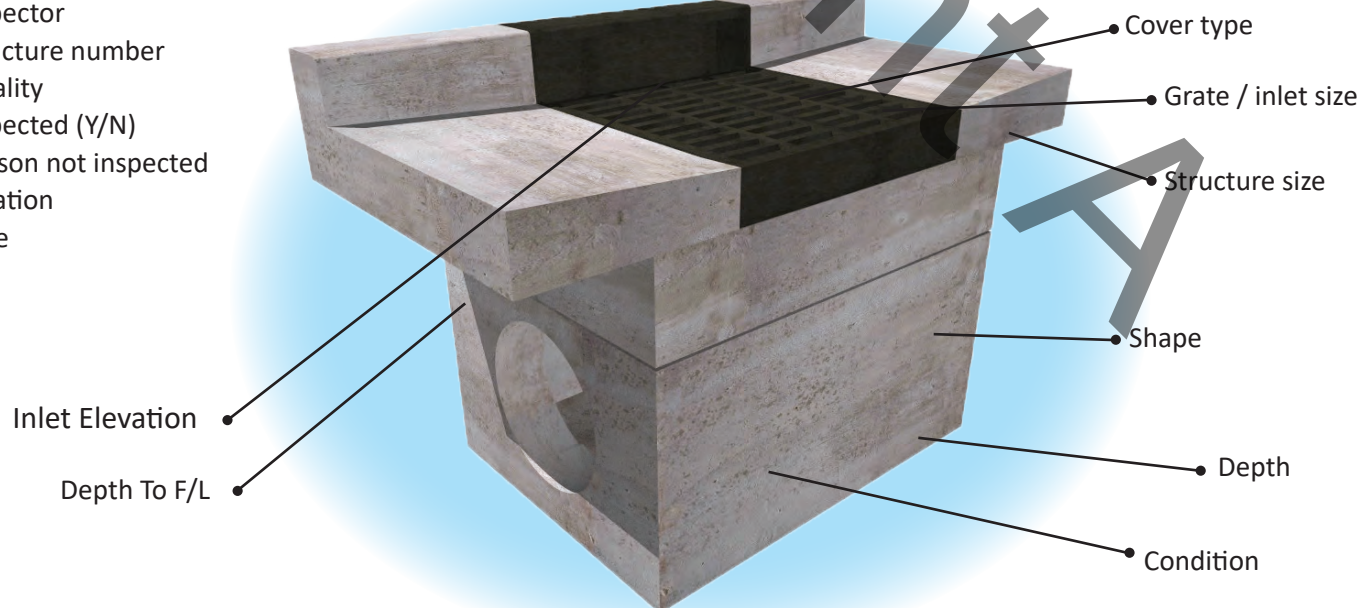
STORM WATER FIELD ATTRIBUTE COLLECTION

SAM will collect the storm water attribute data during this phase of the project. Any storm water structures that require further assistance in opening or gathering attribute data will be noted and SAM will work with city staff to gain access to the identified storm water structures.

The storm water features to be collected will be defined in preliminary meetings with the city. Storm water features will be opened, inspected and attribute data will be collected. Attribute features to be collected will correlate with the required attribute fields to allow for seamless integration with the Esri ArcGIS software.

STORM WATER ATTRIBUTES TO BE COLLECTED INCLUDE:

- Date
- Inspector
- Structure number
- Locality
- Inspected (Y/N)
- Reason not inspected
- Location
- Type



An essential step in the process of implementing a utility GIS program is integrating field data into a GIS mapping program and properly drawing the utility system to show network connectivity and a high-level overview of the city's infrastructure. SAM specializes in this "field to finish" approach for utility network development.

BASE MAP AND THIRD-PARTY DATA LAYERS

SAM will integrate the most current and available digital aerial photography of the project area, provided by Abilene, into the GIS program. The raster datasets created will be viewed as a continuous, seamless image across the entire project area and adjusted for color and contrast to meet the specifications of the city.

SAM will incorporate all available cadastral map data layers from Dickinson County, Kansas into the GIS program upon request. Abilene is responsible for any cost associated with acquiring the GIS data from Dickinson County. Incorporating these data layers will establish a base map for the city's GIS program.



MAP AND DATA DEVELOPMENT

Storm water line segments will be created utilizing custom, in-house editing tools developed by the SAM development team. These tools will incorporate inspection data collected by field staff and will auto-generate storm water line segments illustrating flow direction, slope and exact length measurements. Quality assurance warnings have been built into these tools to verify positive slopes and to check for inconsistencies with pipe material and diameter.

The completion of all data collected and mapped by SAM personnel will not be final until approved by Abilene. The QA/QC process listed in the Statement of Qualifications will provide appropriate communication and collaboration between the city and SAM to achieve accurate finalized data that the city can rely on.

After the staff at Abilene has reviewed and approved all GPS located and attributed data, SAM will present a full set of deliverables to the utility. All collected and mapped storm water data will be uploaded into the city's geodatabase and also integrated into the city's Integrity GIS website. The following deliverables will be provided:

- Esri ArcGIS Geodatabase containing datasets for storm water utility features.
- Esri Map Documents (.mxd)
 - o 11x17 Truck Book Map Documents
 - o 36x36 100-scale Map Documents
- Two (2) Sets of bound 11x17 Truck Books
- One (1) Full system wall map

GPS DATA COLLECTION & GIS DEVELOPMENT

Storm Water Utility Network

\$60.00/structure*

**SAM recommends a budget of \$45,000.00*

Attachment A



Surveying & Mapping, LLC (SAM)

September 1, 2023

SUBMITTED TO:
Abilene, Kansas

PROPOSAL FOR:
Storm Water Mapping and Inspection

Proposal Contact: Erin Allen
Office: 660.562.0050 | Direct: 660.215.7091 | erin.allen@sam.biz

SAM, LLC GIS Office
www.sam.biz | 501 North Market | Maryville, MO 64468
Office: 660.562.0050



SAM, LLC

501 North Market Street, Maryville, MO 64468

Ofc 660.562.0050

Fax 660.582.7173

info@sam.biz

www.sam.biz

September 1, 2023

Jennie Hiatt

Administrative Manager

City of Abilene

PO Box 519

Abilene, KS 67410

Dear Jennie,

Surveying And Mapping, LLC (SAM) respectfully submits this proposal to Abilene to accurately GPS locate and map the city's storm water network. SAM will integrate this data into the existing comprehensive GIS program and web-based GIS site developed for Abilene for use in maintaining and managing your utility infrastructure assets.

The following characteristics make SAM uniquely capable of overseeing this project:

- SAM offers complete utility asset management solutions, from accurate GPS data collection and GIS mapping to web-based and mobile GIS solutions with editing capabilities for easy and efficient system maintenance.
- SAM has provided GPS and GIS services to more than 500 cities and utilities in the Midwest. Our dedicated field staff has GPS located **more than one million utility assets** for seamless GIS integration for use in utility maintenance daily workflow management and engineering models.
- SAM will dedicate an experienced project team of GPS Field Staff, GIS Technicians, GIS Specialists and Analysts, Programmers, Professional Land Surveyors and ArcGIS Server developers to ensure project efficiency and overall product quality.
- SAM has implemented hundreds of GIS programs across the country. Our unique combination of RTK Survey-grade GPS field services, program design and implementation are why more than 70% of our annual GIS revenue comes from repeat and referral customers.

Thank you for the opportunity to present our company for this very important project for Abilene. Our team of professionals has the experience and capabilities to make your GIS program successful and stands ready to continue our partnership with Abilene in that success.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Erin Allen', with a stylized, flowing script.

Erin Allen

Business Development Manager

SAM, LLC

Surveying And Mapping, LLC

Founded in Austin, Texas in 1994 and celebrating 26 years of providing quality services and deliverables, **Surveying And Mapping, LLC (SAM)** has expanded from its initial offering of professional land surveying services, to providing a complete suite of geospatial solutions and specialized construction phase services. With a guiding principle of providing only the highest quality services to our clients, SAM continually looks for opportunities to expand our geographic reach, introduce additional services and broaden the markets we serve.

To achieve this goal, SAM has acquired some of the most experienced and professional consulting firms across the United States, including our most recent addition to the SAM family of companies **Midland GIS Solutions**, a full service GIS development firm. Over the last 20 years, Midland GIS has grown through a vision that long-term GIS success is dependent on the highest level of accuracy, proper database design and the ability to ensure each and every department within an organization can benefit from their GIS.

Today, delivering GIS services as a single company, SAM has established a technical infrastructure to support and host web-based and mobile asset management programs, along with custom GIS applications. With these tools, SAM ensures that every client, regardless of size and resources, can implement an enterprise GIS program to manage everything from land parcels, transportation infrastructure, and utility assets to workorders in a secure, user-friendly website built on the latest Esri® technology.

SAM's complete geospatial approach gives us the tools and skills to develop efficient and customized solutions for projects of any scale. This gives our clients the benefit of a single point of contact for a comprehensive set of GIS, surveying and mapping products. The size of our available workforce means we are able to use these tools effectively to accomplish even large-scale projects on accelerated schedules. With our focus on quality and timely delivery, we are proud to have a high rate of repeat business and positive client referrals.

GIS Services

SAM specializes in geospatial services for water & sewer, electric utilities, and transportation infrastructure. With specialized teams of full-time, trained GPS field technicians, utilizing precision-accurate GPS equipment and cutting-edge Esri software, our staff is dedicated to accurately locating assets and completing inspections and condition assessments for the sole purpose of GIS data integration.

- GPS Field Mapping
- Utility/Infrastructure Data Collection
- Asset Management Programs
- Utility Inspections
- GIS Data Development
- Data Conversion

- Consulting
- SL-RAT Sewer Acoustic Inspection
- GIS Mapping
- Custom Programming
- Web-Based, Mobile GIS Programs
- Maintenance & Support

- Parcel Mapping
- Specialized Training
- 911 (NG911) GIS Services
- Vegetation Management

Professional Services



Geographic Information System (GIS) Services



Professional Land Surveying



Building Information Modeling (BIM)



Aerial Mapping & Photogrammetry



Subsurface Utility Engineering & Utility Coordination

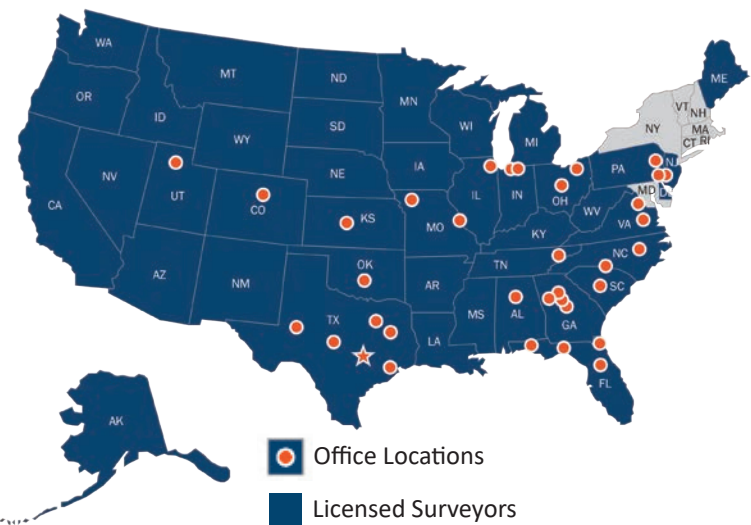


Airborne, Mobile & Terrestrial LiDAR



Construction Phase Services

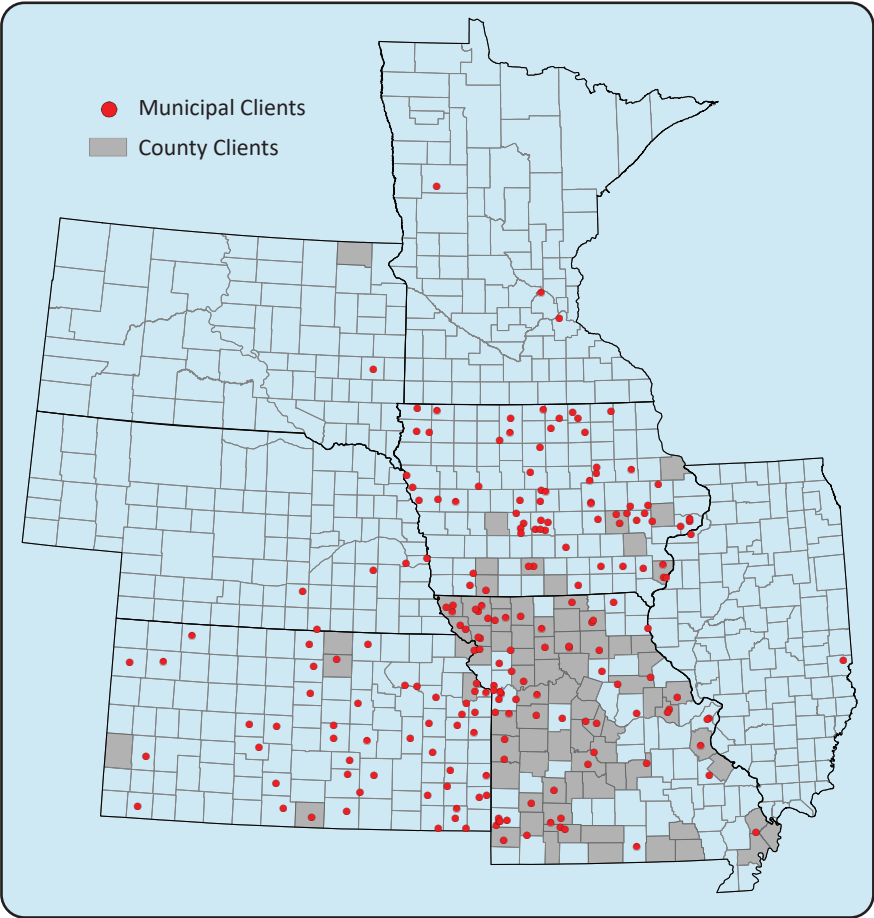
Geographic Range of SAM



Office Locations

- Austin, TX (Headquarters)
- Atlanta, GA (2)
- Birmingham, AL
- Brodheadsville, PA
- Charlotte, NC
- Chicago, IL
- Chipley, FL
- Columbia, SC
- Columbus, OH (2)
- Dallas, TX
- Denver, CO
- Gainesville, VA (NoVA)
- Houston, TX
- Kansas City, KS
- Knoxville, TN
- Macon, GA
- Maryville, MO
- Midland, TX
- Moorestown, NJ
- Nashville, TN
- Niceville, FL
- Orlando, FL
- Pensacola, FL
- Philadelphia, PA
- Raleigh, NC
- Richmond, VA
- St. Louis, MO
- Salt Lake City, UT
- San Antonio, TX
- Tallahassee, FL
- Tyler, TX
- Youngstown, OH

The inset map shows the 7-state region SAM regularly serves and is a testament to our experience in GIS and GPS mapping, data development and utility asset management solutions throughout the Midwest. Whether a community of 500, or a metropolitan city of 150,000+, SAM has the experience, equipment and manpower to serve you. SAM has designed and implemented over 225 successful utility GIS projects in this area, many of which are hosted on the Integrity GIS platform.



SAM is pleased to be a part of the Esri Partner Network and although we focus most of our GIS development, customization, and implementation efforts on Esri-based applications, we can easily handle data from, interface with, and deliver data to other GIS and CAD systems.

Abilene, Kansas | Statement of Qualifications

For over 20 years, SAM has designed reliable GIS programs on a foundation of the highest accuracy possible and our philosophy of **"Everything GIS. Done Right."**. This ensures every project is uniquely designed to accommodate individual client needs and future plans. SAM is consistently hired by clients based on qualifications, as demonstrated by our long-standing experience.

CAPACITY TO ACCOMPLISH WORK

SAM has teams of full-time, trained GPS field technicians, each led by a GPS field crew chief, dedicated to accurately locating utilities and completing inspections for the sole purpose of GIS data integration. GPS field crews at SAM travel throughout the Midwest providing GPS utility collection services on a daily basis. Our service area extends more than 500 miles from our GIS office in Maryville, Missouri and typically includes all of Missouri, Iowa, Kansas, Nebraska, Minnesota and Illinois.

All GPS field and technical staff at SAM are highly trained in all areas of GPS field collection and utility inspections and utilize precision-accurate GPS equipment and cutting-edge Esri software. Additionally, field staff have completed OSHA and Federal Traffic Safety training.

In addition to our knowledgeable field staff, SAM also maintains the professional staff and capacity to provide technical support to more than 100 clients on an annual basis. We provide service and support to our clients long after the implementation of their GIS data and software solutions. Municipal and utility clients also rely on SAM to periodically maintain their utility GIS program with GPS field updates. We are confident in our ability to provide exceptional GIS data collection services on projects of all sizes and complexities, while providing timely and outstanding technical support to each and every client.



Statement of Qualifications | Abilene, Kansas

TECHNOLOGY

Since 2005, SAM has been an Esri Silver Business Partner and licensed reseller. This partnership ensures that our staff is trained and experienced in the latest GIS software available. Esri is the worldwide leader in GIS software platforms and we are proud to employ these technologies to develop every GIS program with the SAM name on it. Our professional staff specializes in a wide-range of GIS technologies and performs GIS development with Esri software and integration with third-party software platforms on a daily basis.

GPS field crews at SAM are experts in data collectors and Global Positioning Systems (GPS), both Real-Time Kinematic (RTK) survey-grade and mapping-grade technologies. Our GPS data collection division boasts a fleet of state-of-the-art, reliable technologies to support the efforts of our crews.

Our programmers and technicians are skilled in numerous programming languages specific to spatial data and asset management functionality. SAM personnel routinely take advantage of the latest training opportunities for GIS software and GPS technology, all significant steps toward efficiency in GIS data collection and development. This commitment to providing the very best in GIS has earned SAM the trust of countless organizations, and an extensive list of references and supporters around the region. This diverse technology expertise additionally ensures our team can consult on compatibility and integration issues with third-party software platforms and external data sources.



WEB SERVICE INFRASTRUCTURE

Above and beyond the in-house technology for GIS development and GPS data collection, SAM has a significant back-end server infrastructure at our GIS office in Maryville, Missouri. This system is designed to host and support hundreds of web-based and mobile GIS mapping programs. The web service team at SAM supports and securely maintains hundreds of independent web-based GIS and asset management programs for clients across the Midwest.

SAM maintains a secured, climate-controlled server room with a dedicated 50 MB upload and 50 MB download speed fiber connection. Websites and data are hosted in a virtual VMware ESXi environment run on a cluster of Dell PowerEdge R640 web servers and a Dell SAN SC4020 storage array. The server room is connected to a gas-powered generator to keep web servers up and running in case of a power outage. In addition, SAM provides an off-site backup service for all hosted data, which could be accessed if a catastrophic event affected our web servers. Our top priority is to ensure 24/7/365 access to your GIS data.

Programming Expertise

SQL
Visual Basic
.NET
HTML
Java
JavaScript
C#
Python
Geocortex®

GPS Technology

Sokkia
Topcon
Trimble
Leica
Carlson
Juniper
Allegro
Collector for ArcGIS

Esri Technology

ArcGIS 10.x
ArcGIS Pro
ArcGIS Enterprise
ArcGIS Extensions
ArcGIS Online

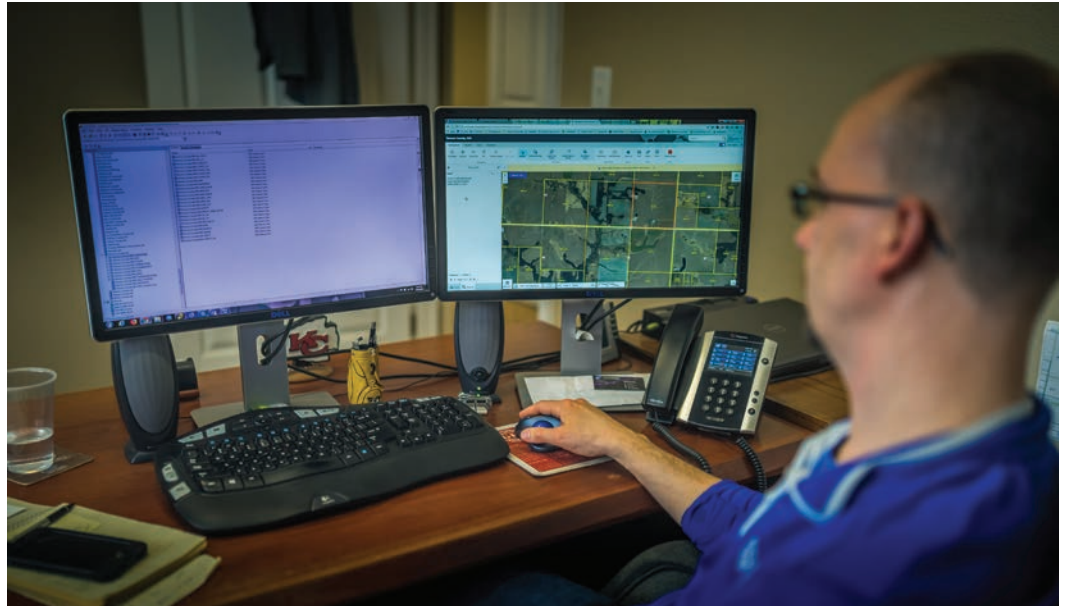
COST CONTROL & TIME MANAGEMENT

With over 250 successful data collection projects, the management team at SAM takes pride in our ability to consistently set costs and project schedules for our clients. **Throughout the history of the company, there has not been a single change order to our pricing.**

Additionally, every project has been delivered to our clients by the negotiated deadlines.

This is only possible with leadership that has several years of combined experience

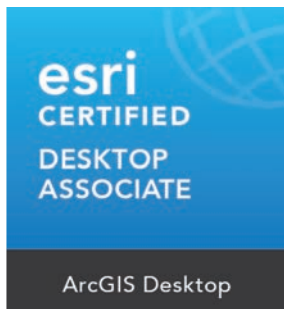
and a strong team of professionals who routinely develop and deploy state-of-the-art GIS programs.



With the extensive capacity of data our team consistently processes, efficiency is paramount. Our professionals constantly weigh the benefits of building automated programs to improve and streamline GIS development tasks, while avoiding those automated pitfalls that reduce or hinder our staff's ability to effectively recognize issues in the construction of good, clean spatial data.

Cost control issues are very important to our clients and SAM has a unique understanding of the skill set, technology and level of effort necessary to provide our clients with successful solutions. The use of the latest in GPS technology and software programs, research, development efforts, field standards and protocols enables SAM to deliver **everything GIS, done right** the first time.

SAM Esri Certifications



Statement of Qualifications | Abilene, Kansas

QUALITY ASSURANCE / QUALITY CONTROL

Effective Quality Assurance and Quality Control (QA/QC) procedures are crucial to the success and overall integrity of every project. Through the combined efforts of our project team, an emphasis on QA/QC is always a priority and each task executed has a system of checks and balances established for all personnel to follow. Elements of QA/QC can range from data collection checklists and GPS tolerance controls to analyzing network connectivity within the software environment.

As part of the QA/QC process, SAM will conduct a redundancy check on five (5) percent of the features previously shot during the project. After GPS locating the features a second time, SAM will compile and process the results against all data sets and verify that the required accuracy tolerance is being met.

Check plots are a crucial and unique step required in all SAM projects.

Although every effort is made to investigate, locate and properly map each asset, the input and feedback of the utility personnel is imperative to the approval of final data. Our project management team works with client staff to ensure we handle each piece of data properly and clients have the final say in how data is represented. Our efforts to ensure the highest quality products and services include:



- Custom QA/QC ArcGIS tools
- “Heads-up” QA/QC against base data or aerial photography
- Digital and hard-copy checks against field notes and as-built drawings
- Five (5)% redundancy check of all GPS collected data
- Printed check plots for review by the city
- Assurance that end product shows complete connectivity

SAM's GIS Resume



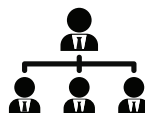
Geospatial firm
since 1994



Esri & GISP
certified Staff



Esri partnership
since 2005



National firm of
1,300+ staff



500+ GIS
clients nationally



Leaders in GIS
implementation

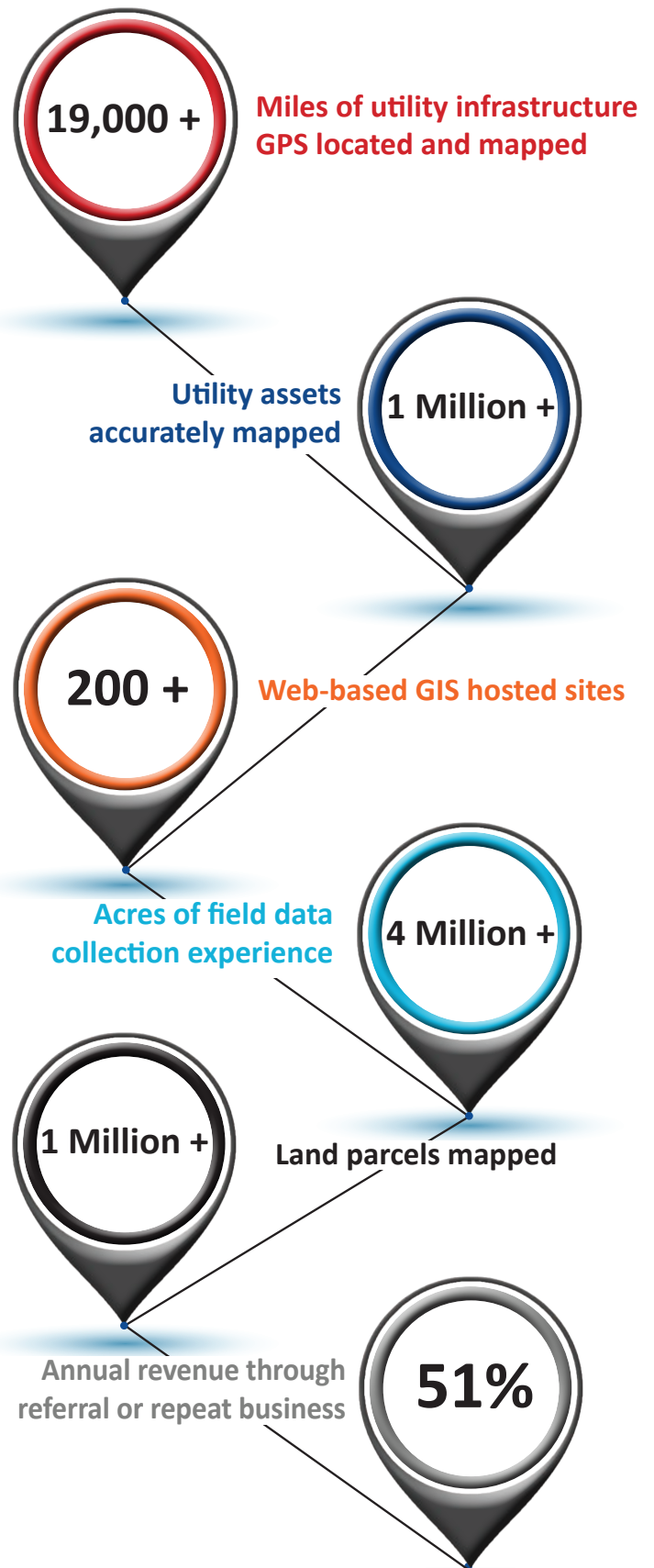
In the last five (5) years alone, the expert field crews of SAM have GPS mapped more than **625,000 assets**. This includes over **10,000 miles** of utility infrastructure across **2.2 million acres** of land. We have also built more than 200 web-based asset management and GIS programs.

As a full-service professional GIS firm, SAM provides a solid geospatial foundation for all of our clients to ensure the accuracy, integrity and longevity of their GIS programs. We provide exceptional GPS data collection on all projects, completing them on schedule with outstanding technical support. SAM is unsurpassed for project quality and meeting aggressive deadlines.

In addition to specializing in GPS data collection, SAM has worked with more counties in the Midwest than any other firm to accurately map over **one (1) million parcels** for countywide GIS development. On GIS development projects, our trained staff integrates the best aerial photography available into the digital mapping program. For utility data collection projects, our skilled technicians integrate county parcel and ownership data, planning and zoning information, state layers and much more.

The successful outcome of any GIS project requires a “**field to finish**” approach that starts with accurate collection of field data and leads to a GIS program that provides long-term solutions. SAM has set best practices for the following project-related activities in which we specialize:

- GPS data collection
- GIS mapping
- Parcel development
- Aerial photography integration
- Safety and procedures
- Establishing work sectors and timelines
- Public notification
- Geodatabase design
- Website maintenance
- Quality assurance and quality control
- Project status reports
- Inspections and condition assessment



OTTAWA, KANSAS

POPULATION 12,600
2013 - 2015



UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING

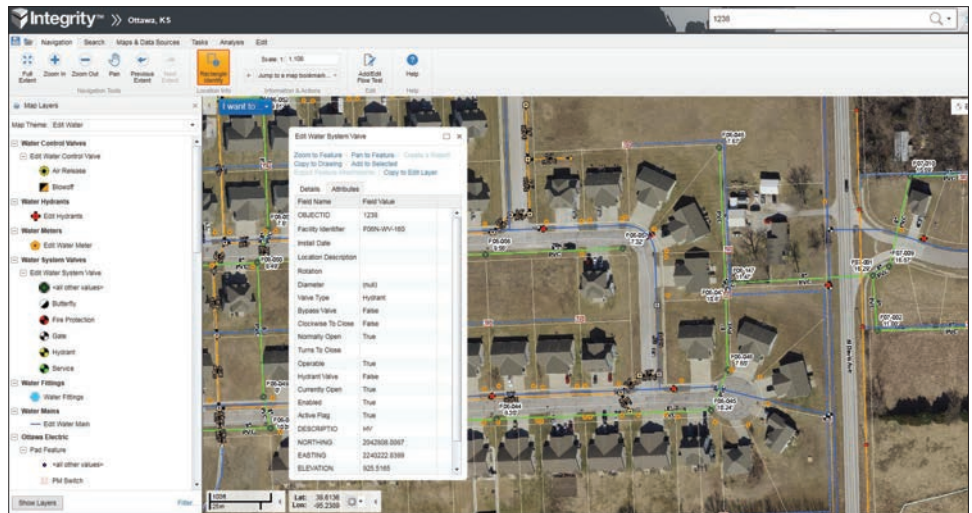


WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT



MAINTENANCE
& SUPPORT

The City of Ottawa, KS has a population of approximately 12,600 and is part of the Kansas City Metropolitan Area, located southwest of the city. Prior to 2013 the city had an in-house GIS program that was originally constructed with a combination of field work done by summer interns and digitized points that were not field verified. As the city moved toward utilizing the data out in the field, the inaccuracy and incompleteness of the data became evident to city staff. Familiar with GIS, the city understood the benefits and uses of the technology and decided to select a third party to revamp their GIS program with accurate utility data. In 2013, the City of Ottawa selected SAM to begin the overhaul of this GIS program. SAM began by GPS locating and mapping their water utility network and implemented a Web GIS platform for all city staff to utilize.



PROJECT CONTACT

Dennis Tharp | Director of Utilities
dtharp@ottawaks.gov | 785.214.4260

- Water GPS Mapping
- Storm & Sewer GPS Mapping
- Storm & Sewer Inspections
- Electric GPS Inventory
- Integrity™ GIS Website with Mobile Capabilities

Once SAM had successfully completed the GPS mapping for the city's water network and implementation of the web GIS program, Ottawa was able to quickly recognize the benefit of the new accurate program. Over the next couple years, Ottawa contracted SAM to expand the program to the other city utilities. SAM utilized RTK survey-grade GPS technology (+/- 2 cm) to locate the water, storm sewer and sanitary sewer networks. Top-side inspections were performed on the storm and sanitary systems in order to gather all attribute information and update the city's inspection records for regulatory compliance. Mapping-grade techniques (+/- 4 inch) were used in the GIS survey of the primary and secondary electric networks. A full inventory was taken of all electrical gear and attributes.

The city manages all of their accurate GIS information on the Integrity™ GIS website. This program was built by SAM and offers mobile capabilities that allow Ottawa staff to view, analyze, edit, maintain and manage all GIS data.

TOPEKA, KANSAS

POPULATION 126,587
2014 - 2015



UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING



WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT



MAINTENANCE
& SUPPORT

In 2013, the City of Topeka, Kansas moved forward with pursuing a large-scale GPS location project in an effort to identify and map the city's storm water network and begin the process of separating their combined sewer and storm water system. Located along the Kansas River in northeast Kansas, the city of more than 125,000 residents is divided into 11 storm water drainage districts. In early 2014, SAM was selected based on qualifications to GPS locate and map the storm water features in the three (3) largest drainage districts. In 2015, SAM was awarded a contract with the City of Topeka to GPS locate and map storm water and sewer features in the remaining eight (8) drainage basins.

Utilizing RTK survey-grade GPS methods, SAM located the city's storm water facilities contained within the defined project limits. SAM located and collected attribute data for manholes, inlets, junctions, boxes and outfalls. GPS field staff also collected combined sewer utility features and provided condition assessment ratings for the top, frame, cone, chimney, barrel section, bottom, channel and invert of the sewer manholes and other attributes.

In addition to accurately locating the storm water and sewer features, the technical staff at SAM created a utility geodatabase, integrated aerial photography and county GIS data, and also inserted new GIS data into Cityworks®, the city's work order management system. SAM utilized a "Facility ID" to link back to the Cityworks® program upon completion of each storm water basin. SAM developed the workflow for this aspect of the project to ensure a smooth transition between using the existing data and the newly collected data in the work order program.



PROJECT CONTACT

Sylvia Davis
WPC Utility Manager
sdavis@topeka.org
785.368.1640

- RTK Survey-grade GPS Data Collection
- Storm Water GPS Mapping
- Utility Inspection and Inventory
- Integration with Cityworks® System



COLBY, KANSAS

POPULATION 5,361
2015, 2018



UTILITY &
INFRASTRUCTURE
DATA COLLECTION



GIS DATA
DEVELOPMENT &
MAPPING



WEB-BASED,
MOBILE GIS & ASSET
MANAGEMENT

PROJECT CONTACT

Tyson McGreer
City Manager
manager@cityofcolby.com
785.460.4410

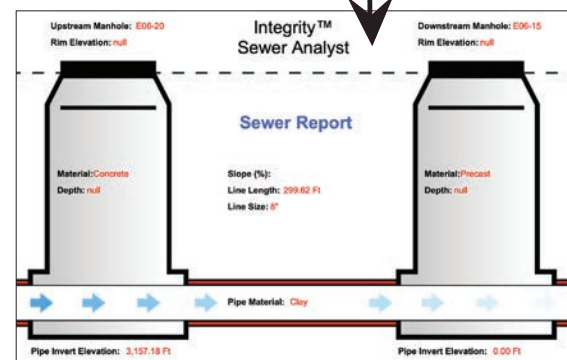
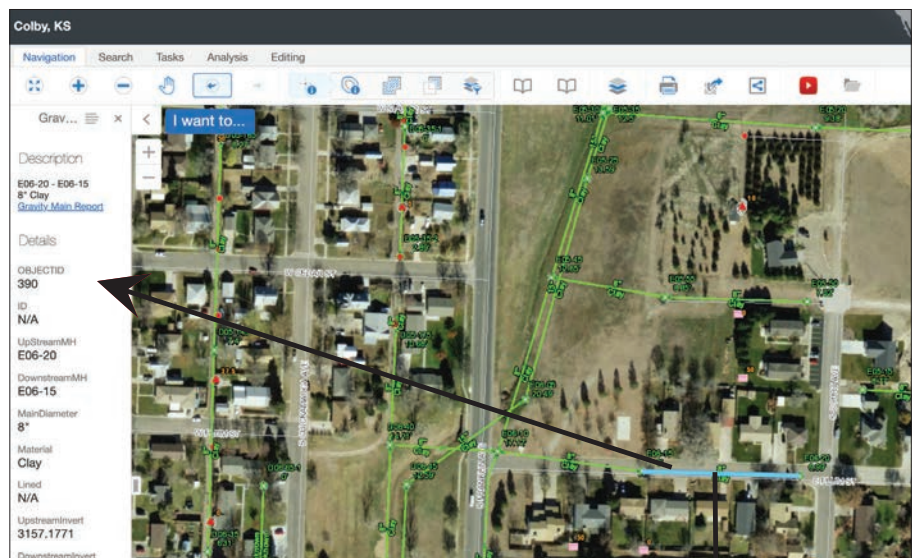
Located in northwest Kansas, Colby was interested in transferring their CAD drawings into an active and web-based GIS program. SAM was selected based on qualifications to provide Colby, a city of 5,300, with a city-wide GIS program.

Beginning with electric and water in 2015, SAM not only located and mapped the city's infrastructure, but also collected inventory and inspection data that was integrated into the GIS for asset management capabilities within Integrity™. Integrity is SAM's web-based and mobile software solution to edit, maintain and analyze GIS data to create built-in workflows for daily operations and utility asset management for municipal government. With a multi-user environment complete with HTML5 technology, the city can quickly access their mapping data on any computer or mobile device.

- Inventory of all Utility Attributes
- Utility GIS Mapping and Inspections
- Web-based Integrity™ GIS Implementation
- Web-based Asset Management

In 2018, Colby contracted again with SAM to map the sanitary sewer network. Inspection of all sewer attributes were completed and imported into the GIS program. Altogether the projects in Colby consisted of nearly 15,000 asset.

After the completion of the utility projects, Colby has accurate GPS mapping of all networks and asset management functionality within the Integrity™ system to track activities such as water main breaks, leaks, transformer change-out and sanitary sewer cleaning and rehab.

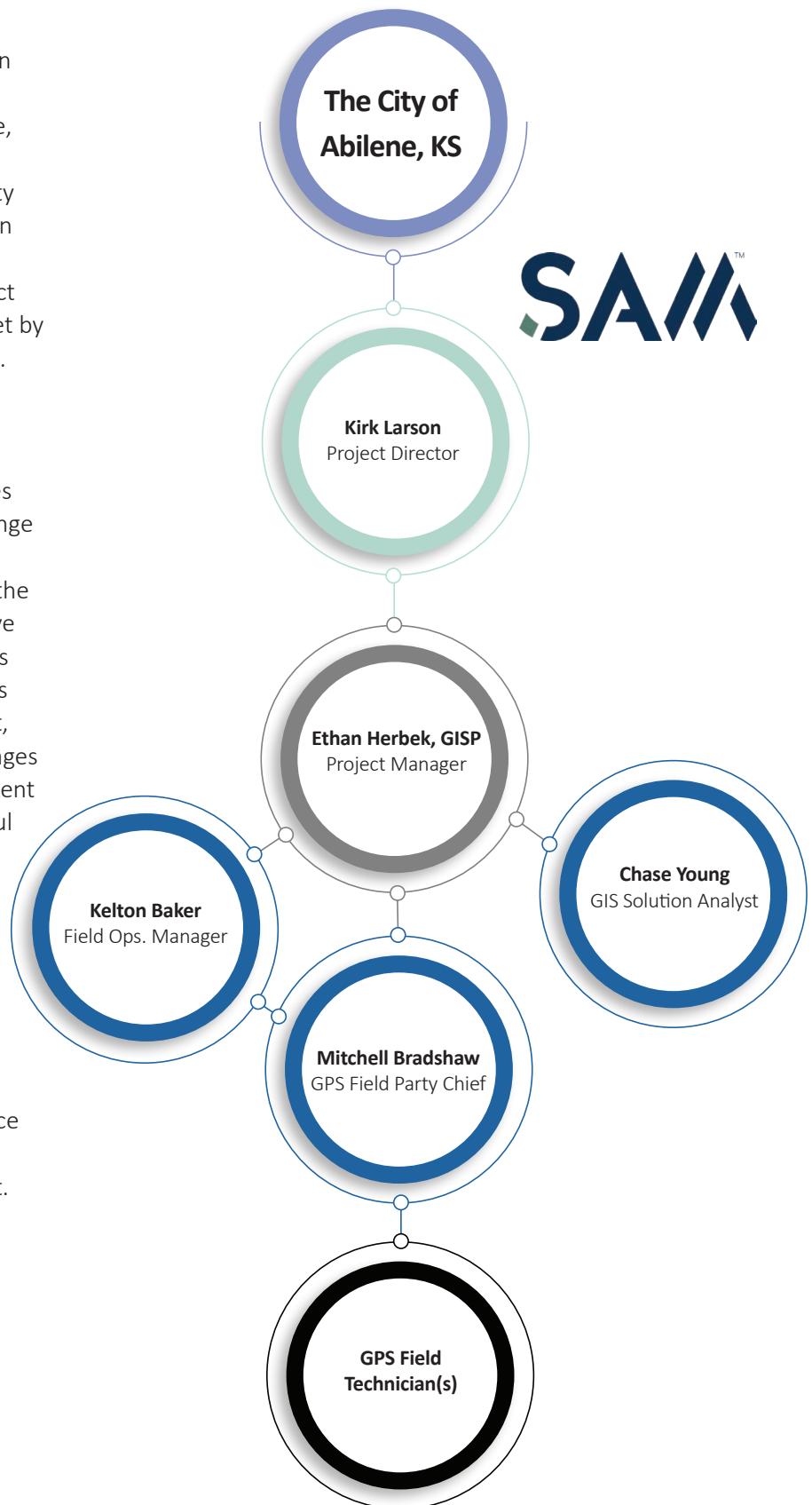


The “client-focused” approach and experience in project management has been the cornerstone of success for SAM in a market that does not expect, but rather demands, a high level of service. Therefore, the proposed team members for this project have a unique combination of utility infrastructure knowledge and experience in project management, data collection, QA/QC procedures and GIS mapping. All project requirements and specifications will be met by the key personnel identified in this section.

PROJECT MANAGEMENT

The completion of hundreds of utility GIS projects by SAM across the Midwest proves the firm’s dedication to information exchange and open communication throughout the project to reach a successful outcome. At the foundation of this approach is our proactive management philosophy, which anticipates challenges, revolves around listening and is committed to partnering. On every project, SAM utilizes a team approach and encourages open communication channels with the client and their stakeholders to reach a successful outcome.

Project Manager, Ethan Herbek, will oversee all aspects of this data collection and GIS mapping project. This includes the kick-off meeting and geodatabase design, establishing cost controls and providing final deliverable and training. Internal metrics and procedures are in place for projects of all sizes and complexities to ensure that timelines and budgets are met.



Kirk Larson • Project Director • KIRK.LARSON@SAM.BIZ

EXPERIENCE

- SAM: 18 years
- Professional: 30 years

EDUCATION

B.S. Geography, NWMSU-
Maryville, MO

PROJECT MANAGEMENT

- 200+ municipal & utility GPS projects
- Coordinates resources & project schedules
- Administers cost controls
- Serves as contract administrator

Kirk Larson is a Director of GIS Operations at SAM. Since 2005, Kirk has overseen the development and implementation of more than 200 municipal and utility GPS projects. His experience includes working in local government as a GIS Coordinator and in the private sector in various project management roles.

As Project Director, Kirk is responsible for working closely with various levels of client personnel and stakeholders to solidify the scope of work and contractual obligations. On a daily basis, Kirk assists with project management tasks and ensures that project staff, technical planning, project schedules, budgeting, client communication and quality control expectations are being met and/or exceeded.

Kirk's unique understanding and knowledge of utility asset management and GPS field collection positions him as an expert in those fields. To share this expertise and successful approach to similar projects, Kirk attends and presents at numerous industry events on an annual basis that focus on sustaining and growing municipalities and utility companies throughout the Midwest.

Ethan Herbek, GISP • Project Manager • ETHAN.HERBEK@SAM.BIZ

EXPERIENCE

- SAM: 19 years
- Professional: 19 years

EDUCATION

B.S. Geography/GIS Minor,
NWMSU- Maryville, MO

CERTIFICATIONS

- GIS Professional (GISP) #71950
- National Association of Sewer Service Companies (NASSCO) – Completed Pipeline, Lateral and Manhole Assessment Certification Programs
- OSHA Certified in Occupational Safety and Health Training & Confined Spaces and Traffic Control for Field Engineering & Surveying

Ethan Herbek is experienced in GIS data development and GPS field data collection, serving in multiple management roles that include Municipal Project Supervisor, Field Supervisor, Utility GIS Specialist and Quality Control Manager. Ethan is capable of supervising and conducting all aspects of municipal GIS projects, from geodatabase design and GPS field data collection to GIS data integration and training.

On a daily basis, Ethan coordinates and manages GPS field personnel and GIS technicians. Ethan is also responsible for final geodatabase design to ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan. Ethan oversees and monitors all safety procedures and supervises day-to-day quality control during the GIS data creation portion of each data collection and asset inventory project.

As Project Manager, Ethan will be responsible for the overall daily management of field data collection and GPS field personnel. Ethan will ensure that all aspects of GPS data and attribute collection are synchronized with the overall project plan for the city. He will lead/attend on-site project meetings, integrate new data within the existing geodatabase and ensure that any web services are updated as well.

Kelton Baker • Field Operations Lead • KELTON.BAKER@SAM.BIZ

EXPERIENCE

- SAM: 4 years
- Professional: 10 years

EDUCATION

B.S. GIS, NWMSU - Maryville, MO

TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support

Mr. Baker serves as the Field Operations Lead for all feature data collection projects in SAM's GIS division. He has served in a variety of capacities, including cadastral mapping, map layout and design, data integration, utility data layer development, field operations management, and mobile mapping data acquisition. He is an expert in GPS hardware and software. Kelton has experience in high voltage transmission ROW mapping and power pole analysis and classification. Integrating acquired data through field collection and research, Kelton has experience in both digitizing and analysis of various utility data using ArcGIS applications and tools.

Prior to joining SAM, Mr. Baker served in the Missouri Air National Guard as an Aircraft Loadmaster. Mr. Baker performed duties to ensure the safe and efficient delivery of cargo and personnel to a wide variety of environments. Throughout every project, Mr. Baker is in constant communication with field crews to ensure all on-site operations are on schedule and running as expected.

Chase Young • Lead GIS Technician • CHASE.YOUNG@SAM.BIZ

EXPERIENCE

- SAM: 9 years
- Professional: 9 years

EDUCATION

B.S. GIS, NWMSU- Maryville, MO

TECHNICAL EXPERTISE

- GPS hardware and software knowledge and support
- Quality control / technical support protocols
- Geodatabase design / maintenance
- Esri ArcGIS Desktop and Pro

As a Lead GIS Technician, Chase Young will serve as the lead GIS technician on data development of secondary municipal layers and utility data, Chase has served in multiple capacities since joining SAM including GPS field technician, crew chief as well as Phase Manager. Chase is responsible for GIS mapping assets and utilities, data conversion and integration, quality control and quality assurance and provides technical support to clients on a daily basis.

Throughout the project Chase will work with the GIS Project Manager and GPS field staff to accurately map field collected data and attribute information into the city's GIS mapping program.

Mitchell Bradshaw • GPS Field Crew Chief

EXPERIENCE

- SAM: 9 years
- Professional: 9 years

TECHNICAL EXPERTISE

- RTK survey-grade GPS- Sokkia GRX1 and GRX 2, Topcon HiPer SR
- Mapping-grade GPS – Trimble Geo7X and R2
- Carlson SurvCE & PC, Collector, ArcPAD

Mitchell Bradshaw has more than nine (9) years of GPS field data collection and utility inspection experience with SAM. His knowledge in GPS data collection procedures and quality control measures ensures accuracy and efficiency on every project. As GPS Field Crew Chief, Mitchell trains all GPS Field Technicians in utilizing RTK survey-grade and mapping-grade GPS equipment. He is knowledgeable at identifying key components of all utility networks. Knowing critical asset types is essential in developing a clean and accurate geodatabase.

Mitchell will lead a GPS field crew to collect utility infrastructure data for the project. He will oversee data collection and inspections and field check all collected data prior to processing that information in the office. Mitchell will maintain communication with city staff when providing on-site GPS and GIS services.

Project Approach | Abilene, Kansas

PROJECT KICK-OFF

SAM will provide an on-site kick-off meeting and geodatabase design workshop with Abilene to start the project. The kick-off meeting is essential to developing open communication with the client and will help establish the guidelines and procedures of SAM for coordinating the project. The following important topics will be discussed and determined at the kick-off meeting:

COLLECT EXISTING DATA

SAM will acquire copies of existing and available mapping records, such as relevant GIS data, AutoCAD drawings, hard-copy utility maps, as-built information and historical utility drawings for use as reference during the project. All hard-copy maps will be scanned and returned to the city in a timely manner.

SAFETY AND PROCEDURES

SAM will review safety and field procedures during the kick-off meeting to ensure the safety of field staff, city staff and the citizens of Abilene throughout the data collection phase of the project. SAM follows a strict safety and procedures manual and requires all SAM employees to attend internal quarterly safety meetings to review procedures and concerns.

At all times, field staff will be wearing the required Class II traffic safety vests and all field vehicles will be clearly marked with company information and have the required safety lights for operation while in public right-of-way. GPS field personnel have acquired OSHA training and certification for “Traffic Control for Field Engineering & Surveyors” and “Confined Spaces”. Proper traffic control signage will be utilized when necessary while operating in public right-of-way. If required, due to traffic concerns, SAM will operate during non-peak hours to obtain field locates and inspections. If SAM staff has concerns about their safety, the appropriate city staff or local law enforcement will be contacted.



PROJECT TIMELINE AND MILESTONES

SAM will review and discuss the anticipated project timeline and milestones with Abilene during the kick-off meeting. Any level of responsibility required of the city (i.e. providing existing data, pre-locating utilities, etc.) will be discussed and taken into consideration when finalizing the overall project timeline. Internal and external cost controls, along with any modifications to the proposed project schedule at the request of the city will be discussed during the kick-off meeting.

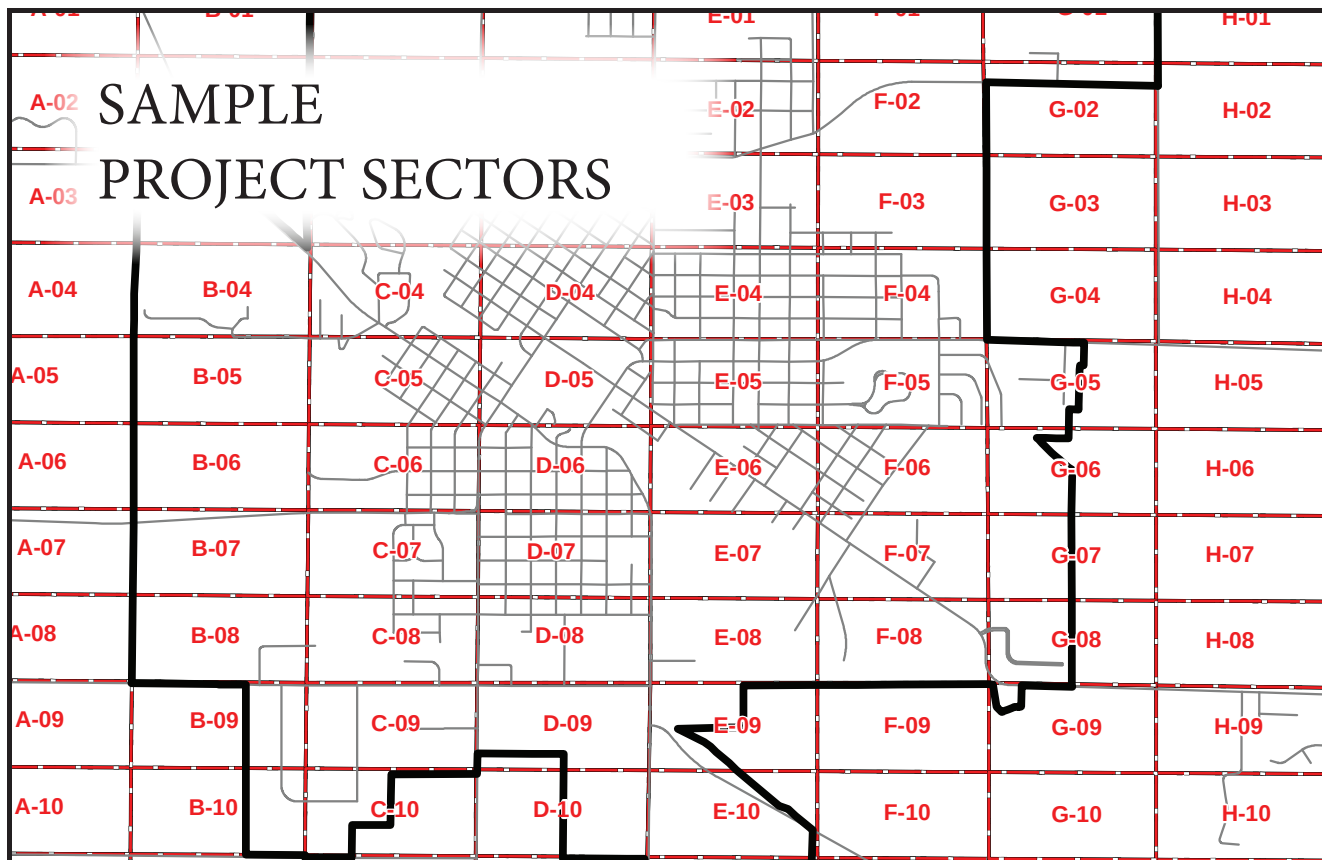
WORK SECTOR DEFINITION

SAM will work with city staff to define a grid and identify work sectors for the entire project area. The creation of these work sectors serves two very distinct and important roles during the project. First, the project sectors will be utilized by SAM field staff as a quality control measure. Field staff will work within each sector and complete all locates and inspections required prior to moving on the next sector. This allows for an efficient method of data collection and translates into cost savings and overall project quality.

Another benefit of working within project sectors is to provide city staff with an effective method to track progress and know exactly what part of the city SAM field staff is working in. The work sectors also facilitate preplanning during morning meetings for traffic control, city staff assistance and project reports to Abilene.

PUBLIC NOTIFICATION

SAM will work with city staff to ensure proper citizen notification. It has been our experience on similar projects that informing citizens about the field work will help to alleviate any concerns local residents may have. Notifications at City Hall, utility billing offices and the local newspaper or public access channel (if available) is highly recommended. SAM field staff will carry an informational letter on letterhead from Abilene describing the project and the proper contact information in the event there are concerns from the public. It is also recommended that local law enforcement be notified about the project and that SAM field staff will be working in the area.



GEODATABASE DESIGN WORKSHOP

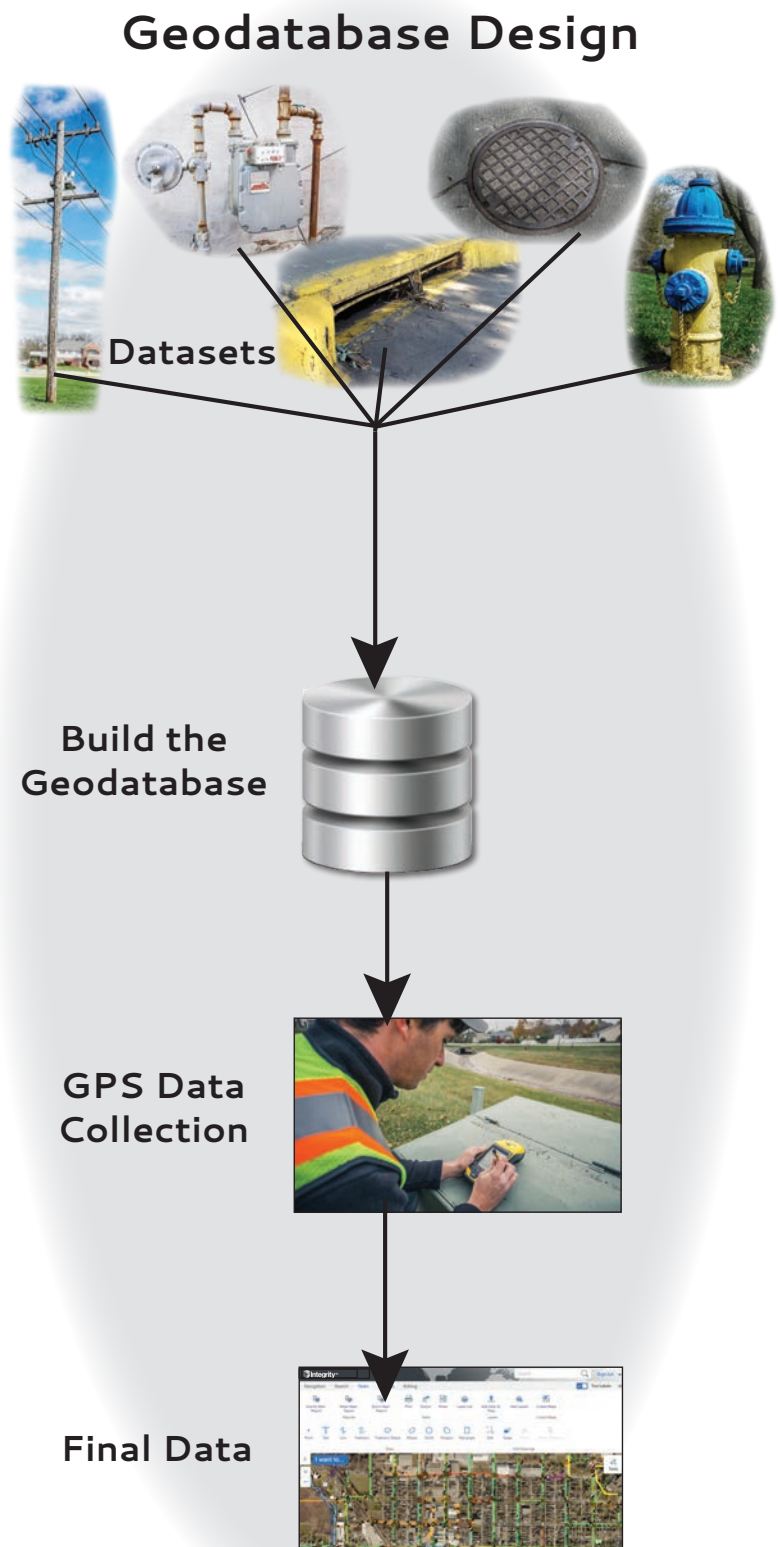
The most critical aspect of developing a functional GIS program is the development of the geodatabase. A geodatabase is a logical single-file format for organizing spatial data and corresponding datasets.

When creating the overall design of the geodatabase for Abilene, SAM will take into consideration the best model and structure to meet the needs of the city. The geodatabase will also be based on previous models from SAM, the published Esri utility model and future GIS needs, as identified by Abilene. Developing an accurate and functional geodatabase will enable users to:

- Store all GIS-related data in a centralized location
- Apply rules and relationships to the data
- Create a consistent and accurate database of spatial data
- Define relationship classes and topological enforcement rules
- Work in an environment that supports multi-user access and editing

Custom domains (pre-defined menus) will be built for each layer during the geodatabase design. These domains will be added to the custom field inspection application from SAM to ensure that field staff will collect clean and consistent data throughout the utility project. These domains will also be utilized by city staff for future management of the geodatabase to help simplify the editing and data management processes.

The upfront design process by SAM enables field personnel to collect data in a rule-based environment. This minimizes field coding errors by predefining attribute tables used in the field and maintains consistency in the data collection process.



GPS Data Collection

SAM routinely utilizes Real-Time Kinematic (RTK) survey-grade and mapping-grade GPS technologies to locate utility infrastructure. RTK survey-grade technology is utilized for locating utility assets associated with sanitary sewer, storm water, gas and water features, resulting in centimeter-level accuracy (± 2 centimeters) and accurate elevations for sanitary sewer and storm water. Mapping-grade GPS equipment is utilized for locating electric and fiber utility infrastructure and provides decimeter-level accuracy (± 4 inches).



For this project, SAM will utilize RTK survey-grade GPS methods to locate the city's storm water utility networks contained in the defined project limits. GPS surveys will be referenced to the Kansas State Plane Coordinate System to allow for direct insertion into the Abilene GIS program. Horizontal (x,y) and vertical (z) coordinates will be obtained in the field for all utility features. Captured features through GPS surveys will include all features designated by Abilene during the planning phase of the project.

After thorough investigation by SAM field staff, a report containing all utility features to be located that were not found, or determined to be inaccessible, will be submitted to Abilene. SAM will work with city staff to locate utility features during the clean-up phase of the project. This will allow SAM to collect features in a quicker and more efficient manner, translating into cost savings for Abilene and minimizing the impact on city staff.

DATA CONSISTENCY

SAM will employ our customized data collection field application that has been successfully used on other similar projects. All field data will be predefined for field staff to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS controller unit to allow for quick and easy identification and navigation of the utility features.

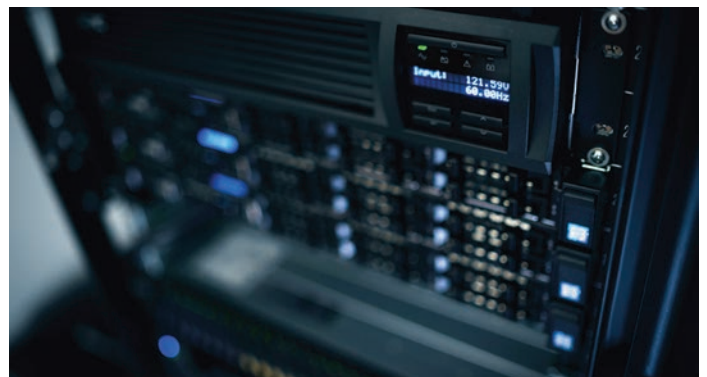
DATA SECURITY & BACK UP

SAM will download and process the GPS field data for insertion into the project geodatabase. All data will be downloaded, transferred and backed up nightly via the internet to the SAM GIS office in Maryville, MO.

Every safeguard has been implemented to ensure that hardware or software failure does not interfere or risk our accurate data collection efforts in the field.

GPS REDUNDANCY CHECK

SAM will GPS locate five (5) percent of the features previously shot during the project. This process is part of the SAM standard field protocol and will be employed during the Abilene project. SAM will compile and process the results against the original dataset and verify the required accuracy tolerance is being met.



Storm Water Network GPS Data Collection

Horizontal (x,y) coordinates and vertical (z) elevations will be obtained in the field for the storm water facilities. Aboveground utility features will be collected at sub-centimeter horizontal and vertical accuracies.

STORM WATER STRUCTURES TO BE LOCATED:

- Manholes
- Boxes
- Inlets
- Outfalls
- Junctions

Inlets that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods. All data will be coded in reference to method of collection.

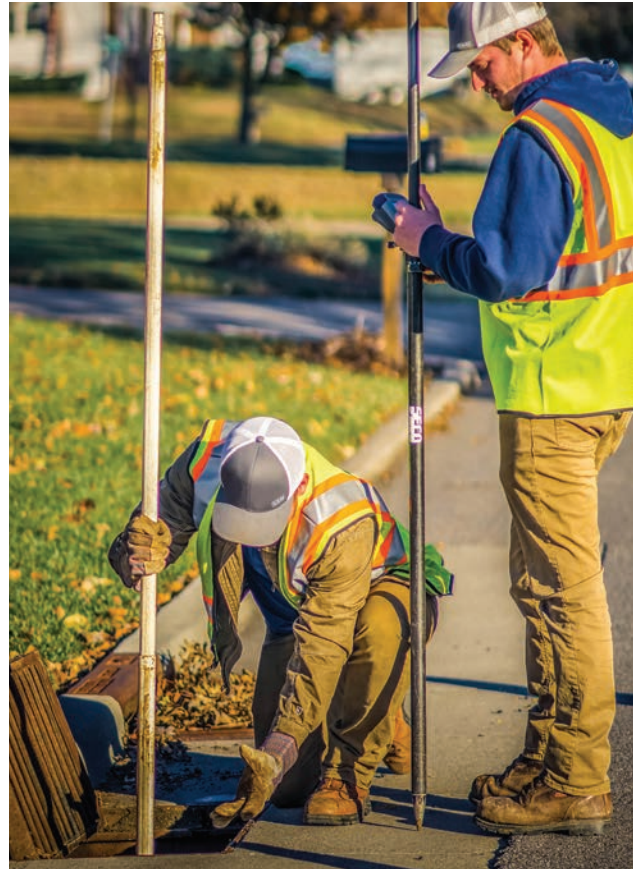
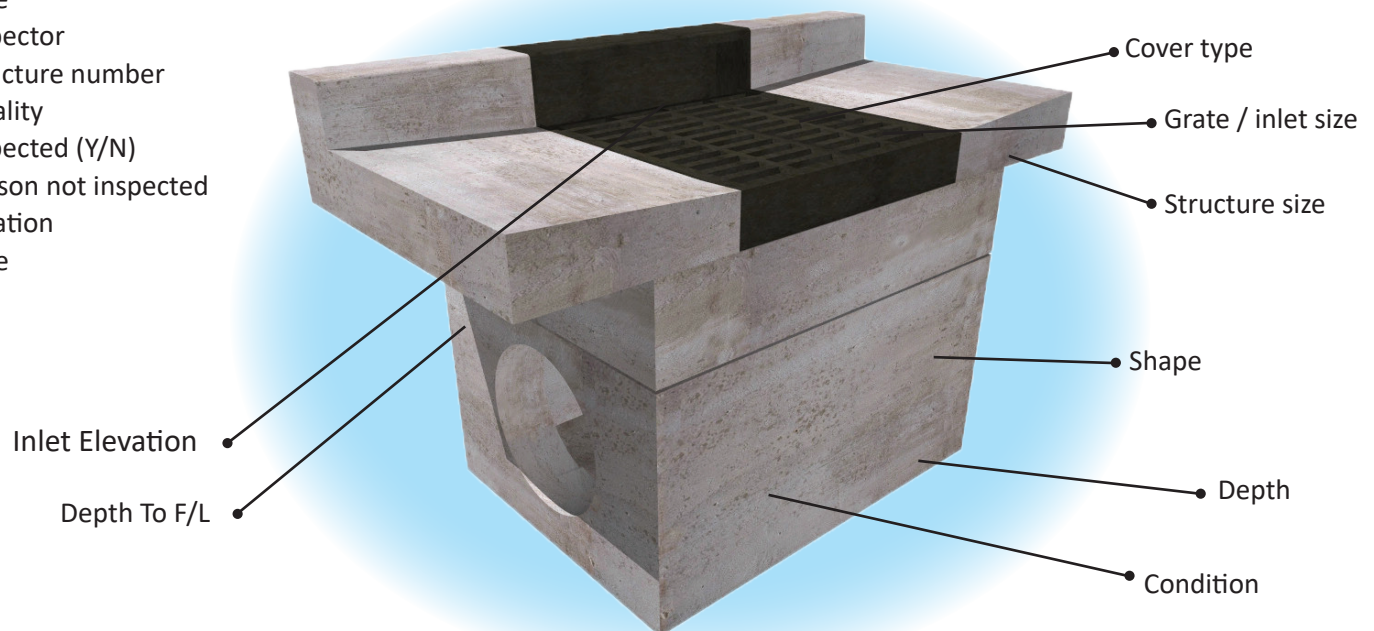
STORM WATER FIELD ATTRIBUTE COLLECTION

SAM will collect the storm water attribute data during this phase of the project. Any storm water structures that require further assistance in opening or gathering attribute data will be noted and SAM will work with city staff to gain access to the identified storm water structures.

The storm water features to be collected will be defined in preliminary meetings with the city. Storm water features will be opened, inspected and attribute data will be collected. Attribute features to be collected will correlate with the required attribute fields to allow for seamless integration with the Esri ArcGIS software.

STORM WATER ATTRIBUTES TO BE COLLECTED INCLUDE:

- Date
- Inspector
- Structure number
- Locality
- Inspected (Y/N)
- Reason not inspected
- Location
- Type

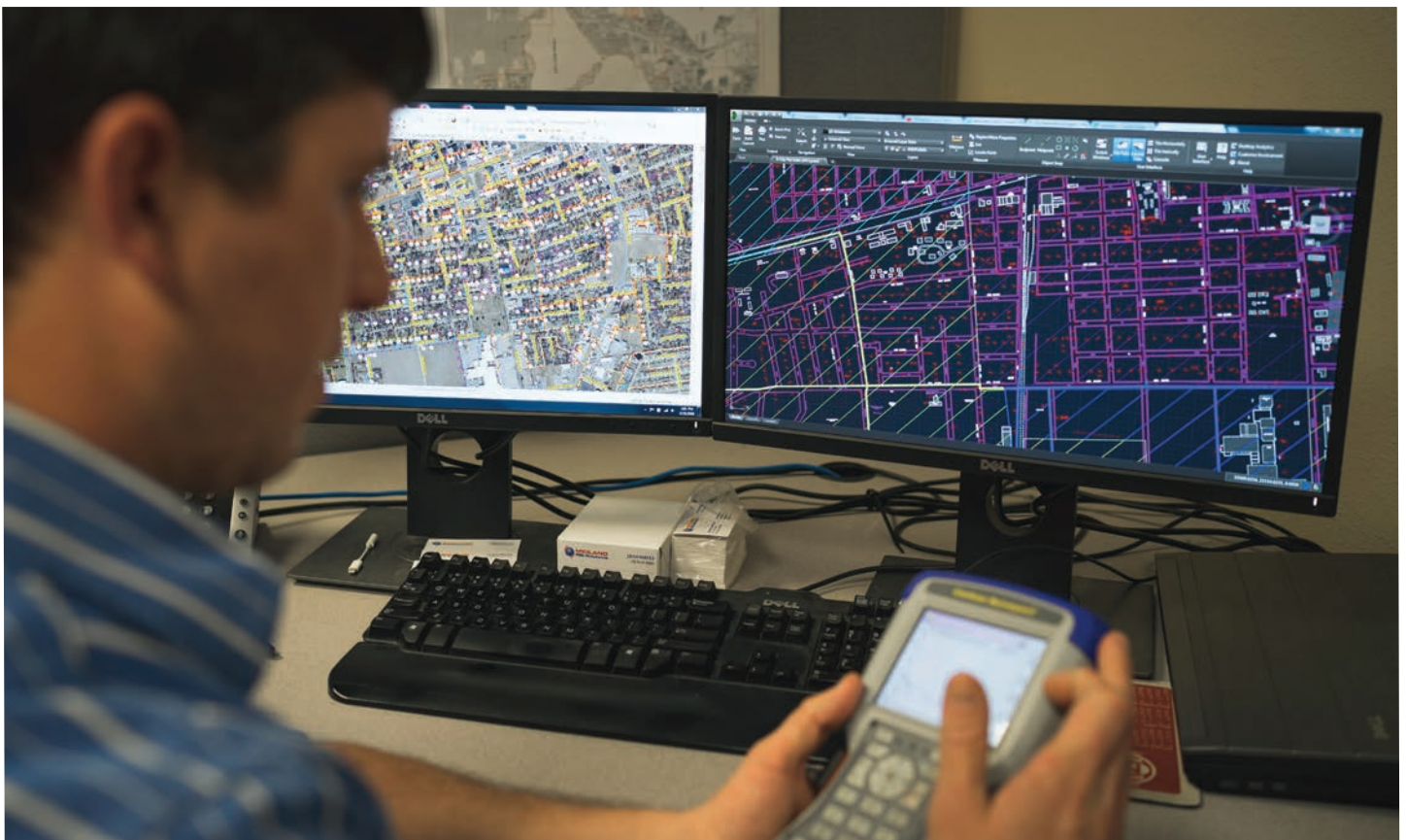


An essential step in the process of implementing a utility GIS program is integrating field data into a GIS mapping program and properly drawing the utility system to show network connectivity and a high-level overview of the city's infrastructure. SAM specializes in this "field to finish" approach for utility network development.

BASE MAP AND THIRD-PARTY DATA LAYERS

SAM will integrate the most current and available digital aerial photography of the project area, provided by Abilene, into the GIS program. The raster datasets created will be viewed as a continuous, seamless image across the entire project area and adjusted for color and contrast to meet the specifications of the city.

SAM will incorporate all available cadastral map data layers from Dickinson County, Kansas into the GIS program upon request. Abilene is responsible for any cost associated with acquiring the GIS data from Dickinson County. Incorporating these data layers will establish a base map for the city's GIS program.



MAP AND DATA DEVELOPMENT

Storm water line segments will be created utilizing custom, in-house editing tools developed by the SAM development team. These tools will incorporate inspection data collected by field staff and will auto-generate storm water line segments illustrating flow direction, slope and exact length measurements. Quality assurance warnings have been built into these tools to verify positive slopes and to check for inconsistencies with pipe material and diameter.

The completion of all data collected and mapped by SAM personnel will not be final until approved by Abilene. The QA/QC process listed in the Statement of Qualifications will provide appropriate communication and collaboration between the city and SAM to achieve accurate finalized data that the city can rely on.

Deliverables | Abilene, Kansas

After the staff at Abilene has reviewed and approved all GPS located and attributed data, SAM will present a full set of deliverables to the utility. All collected and mapped storm water data will be uploaded into the city's geodatabase and also integrated into the city's Integrity GIS website. The following deliverables will be provided:

- Esri ArcGIS Geodatabase containing datasets for storm water utility features.
- Esri Map Documents (.mxd)
 - o 11x17 Truck Book Map Documents
 - o 36x36 100-scale Map Documents
- Two (2) Sets of bound 11x17 Truck Books
- One (1) Full system wall map

GPS DATA COLLECTION & GIS DEVELOPMENT

Storm Water Utility Network

\$60.00/structure*

**SAM recommends a budget of \$45,000.00*



City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Lon Schrader
Public Works Director

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Council Meeting Date: Monday, October 9, 2023

Session: Study Session

Topic: Purchasing Policy

Department: Administration/Finance

Staff Contact: Ron Marsh, City Manager/Leann Johnson, Finance Director

Background:

Staff has made revisions to the Purchasing Policy based on the city attorney's opinion July 19, 2023, to authorize the procurement of purchases through cooperative purchasing methods.

In addition to adding Section Seven, staff updated Section Three authorizing staff the option to utilize a Request for Purchase when the purchase meets specific criteria to use in lieu of the Formal Request for Bid.

Attachments:

City Attorney's Opinion E-Mail, dated July 19, 2023

Redlined Purchasing Policy

Request for Purchase

Resolution

Recommendation:

Review and approve a Resolution amending the City's Purchasing Policy.

Fiscal Note:

None

Funding Source:

N/A

|

City of Abilene, Kansas

Purchasing Policy

Revised

Draft

Resolution No. #####-#

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PURCHASING POLICY

SECTION ONE: INTRODUCTION

The purpose of the Purchasing Policy is to provide a complete source of purchasing information to assist departments of the City in obtaining supplies, materials and services in an economical and timely manner. The City will use a decentralized purchasing system subject to the control of this Policy and, within that, at the discretion of the Department Director. In order to obtain maximum savings on those purchased items that are used frequently by all departments for normal office operations (office supplies, janitorial supplies, etc.), the departments will order such items in bulk.

SECTION TWO: OBJECTIVES

- To simplify, clarify and modernize the procedures governing purchasing by the City;
- To provide for public confidence in the procedures followed in City purchasing;
- To ensure the fair and equitable treatment of all persons who deal with the purchasing system of this City;
- To provide economy in City purchasing activities and to maximize the purchasing value of City funds;
- To foster effective competition;
- To provide safeguards for the maintenance of a purchasing system of quality and integrity; and
- To provide budgetary control and financial oversight of the procurement process.

SECTION THREE: PURCHASING

Written competitive bids or price quotations are required for the purchase of any capital item as specified in this Policy. All purchases, capital or operational, less than \$25,000 that are approved in the annual budget and where sufficient budgetary authority and capacity exists may be implemented by the City Manager without prior approval by the City Commission. The City Manager may report any purchases within this threshold to the City Commission at their discretion. All purchases greater than \$25,000 shall require prior approval by the City Commission. Department Directors remain responsible for compliance with the annual operating budget for their own department(s). The purchasing authority for various thresholds of purchases is set forth as follows:

SECTION 3-1:

All purchases under \$2,500 shall meet the following requirements:

- ~~1. Shall be based on at least three (3) verbal quotes [LJ1];~~
- ~~2.1.~~ A purchase order must be filled out, attached and signed by the Department Director, unless the purchase is made on an employee's purchasing card within the employee's authorized limit.
- ~~3.2.~~ Be awarded by Department Director based on departmental procedures for such purchasing.

SECTION 3-2:

All purchases between \$2,500 and \$25,000, shall meet the following requirements:

1. A minimum of three (3) bids will be sought using the City's standard ~~city bid~~ Request for Bid-form or Request for Purchase; The Request for Purchase may only be used for purchases of standard products or materials located by part number, manufacturer number or product number priced per unit and quotes may be obtained through online business accounts, email or phone call.
2. A purchase order must be filled out, attached to the invoice and signed by both the Department Director and City Manager;
3. ~~Bid form~~ Request for Purchase or ~~b~~ Bid ~~t~~ Tabulation shall be attached to the invoice for payment; and
4. Shall be awarded upon approval of the City Manager and/or City Commission as specified within this Policy.

5. If a minimum of three (3) bids cannot be secured, the city may choose to use alternative methods of securing additional bids.

SECTION 3-3:

All purchases in excess of \$25,000 shall be formally bid using the following requirements:

1. Notification shall be sent to vendors who have expressed an interest. The City shall also publish notifications at least once in the official newspaper and the City's website and social media platforms. The City Manager shall have the authority to designate other project-specific venues for publication of notification if required by the project (i.e., grant requirements) or the City Manager determines that such notification could be beneficial to the City.
2. Bids shall be submitted to the City Clerk and time-stamped by the City Clerk or other authorized employee.
3. Bids will be publicly opened, with a witness present, by the City Clerk or designee. A tabulation of the bids shall be available for public inspection. The City Engineer will be responsible for verifying the bid tabulation on all public infrastructure projects requiring engineering services.
4. The City Commission shall have the authority to reject all or parts of any bid, and to waive any irregularities or informalities, as long as such waiver does not provide a material and unfair advantage to a specific bidder.
5. The City Clerk shall not accept the bid of a contractor who is in default on the payment of monies due to the City or who is otherwise deemed ineligible by the City Commission,
6. Bids submitted after the bid deadline will not be opened or considered.
7. Construction contracts for capital improvements shall be approved by the City Commission prior to execution and issuance of a Notice to Proceed. The City Manager shall have the authority to administratively approve change orders the lesser of \$50,000 or 3% of the total contracted project costs provided that sufficient funds exist in the project funding sources and the change order does not change the scope of the project. The City Manager shall notify the City Commission of any exercise of this authority within three business days of the payment of the change order. The City Commission shall be required to approve all change orders greater than \$50,000 or 3% of the total contracted project costs. All change orders exceeding the contracted costs, project funding sources, or that change the project scope shall be approved by the City Commission prior to the expenditure of public funds.
8. The City shall require general contractors submitting bids for public projects to include as part of their bid any and all costs associated with subcontractors, outside vendors and/or consultants that will be included as part of the base bid or otherwise considered as part of the project. These costs shall be separated in line-item form at the time the bid is submitted to the City. The City shall have the ability to verify any and all line items submitted as part of the bid to ensure accuracy. General contractors not conforming to this provision shall be disqualified from the bid process and may be ineligible to participate in future bid solicitations of the City.
9. The applicable Department Director will advise all bidders of all bids received.

SECTION FOUR: PUBLIC WORKS BOND

Whenever the City enters into a contract in any sum exceeding \$100,000 with any person or persons for the purpose of making any public improvements, constructing any public building or making repairs on the same, the contracted party will provide a bond to the State of Kansas with good and sufficient sureties in a sum not less than the sum total in the contract, conditioned that such contractor or the subcontractor of such contractor shall pay all indebtedness incurred for labor furnished, materials, equipment or supplies, used or consumed in connection with or in or about the construction of such public building or in making such public improvements. (K.S.A. 60-1111)

SECTION FIVE: SOLE SOURCE PURCHASING

In an effort to demonstrate excellent stewardship of public funds, the procurement shall be conducted

competitively to the maximum extent possible. Sole source purchasing shall require written justification to the City Manager from the Department Director and shall be approved prior to finalizing any purchase transaction. The City Manager shall have the authority to request or investigate options that could facilitate competition on any proposed sole-source purchase. The City Manager may also require alternates to be included as part of the bidding process if it is determined that this would allow for more competition in certain public purchases.

Non-competitive negotiations can be used only when the following criteria are met: 1) the use of competitive negotiations is not feasible; 2) a public emergency has been declared by the City, State, or Federal government; or 3) when donor-designated funds require that a specific product, service or equipment be purchased. Negotiations are conducted with the selected company regarding the scope of work and price. Preparation and signing of a contract formalizing a scope of work and the terms of compensation shall be required prior to the transaction.

SECTION SIX: LOCAL PREFERENCE

Whenever the City of Abilene lets quotations or bids for goods or services, and the low quotation or bid is submitted by a vendor domiciled outside of Dickinson County, a vendor domiciled inside Dickinson County may be deemed the preferred vendor and awarded the purchase order or contract if all of the following conditions are met (domicile shall be defined as being physically located in Dickinson County; a post office box shall not qualify):

- a. The quality, suitability, and usability of the goods or services are equal to or exceed the requirements of the City and fully comply with the minimum quotation/bid specifications, and the vendor has the capability to adequately service the product.
- b. The amount of the quotation/bid of the vendor domiciled within Dickinson County is not more than five percent (5%) greater than the amount of the low quotation/bid.
- c. The quotation/bid does not pertain to: 1) new construction; 2) involve State or Federal funding; or 3) joint government purchases.

SECTION SEVEN: COOPERATIVE PURCHASING

When the City of Abilene does not have a local option for soliciting bids, the City Manager is authorized to allow departments to utilize cooperative purchasing methods for procuring services and equipment so long as if the City Manager determines that the solicitation and procurement methods and processes throughout the cooperative aligns generally conform with or exceed the procurement method or process required by this purchasing policy.

SECTION SEVENEIGHT: COMPETITIVE NEGOTIATIONS

Competitive negotiations are initiated by publishing or soliciting a Request for Proposal (RFP) or using a Qualification Based Selection (QBS) process. The RFP is used when price is one of the factors in selection. QBS is used when qualifications are considered before consideration of price and is usually reserved for professional services. QBS is a simple and competitive procurement framework through which firms compete for work based on experience and technical expertise, rather than competing for the lowest cost bid. QBS evaluates a firm's experience, expertise, training, availability, and references. In both instances, the services to be procured are clearly defined, as are the criteria to be used in evaluation and selection. All vendors receiving an RFP or scope of service for QBS will be given a minimum of ten days from the date of request to submit responses.

For RFPs, selection is made on the basis of the most responsible proposal with price and other relevant criteria as stated in the Request for Proposal. Negotiations shall be conducted with respondents who submit proposals determined to have met the criteria specified in the RFP.

For QBS, a written scope of services will be sent to one or more professional firms to determine the best solution to meet the city's professional needs. Fees may or may not be involved in the process. Interested respondents will submit a statement of qualifications and documentation supporting how they will satisfy the scope of services. Selection will be made by a committee comprised of a minimum of three city staff members as selected by the City Manager. The City Manager may invite other individuals with specific expertise to sit on the selection committee when appropriate.

In both processes, respondents shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. In no instance shall a respondent be assisted in bringing its proposal up to the level of any other proposal. Respondents shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations. Preparation and signing of a contract formalizing a scope of work and the terms of compensation is required.

SECTION ~~EIGHT~~NINE: ENVIRONMENTAL CONSIDERATIONS

The City is committed to buying more environmentally sustainable goods and services as long as they meet the City's performance needs and are available within a reasonable period of time and at a reasonable and competitive cost. Nothing in this Policy shall require the City to select a vendor or contractor to procure products or services that do not meet specifications, exclude competition, or are not available at a reasonable price or in a reasonable period of time.

The City of Abilene recognizes that competition exists not only in cost, but also in the technical competency of suppliers, their ability to make timely deliveries, and in the quality and performance, including environmental sustainability, of their products and services. Balancing these sometimes-competing factors means that at times the City will may pay more for higher-performing goods and services, including those with superior environmental sustainability.

The City shall define "environmentally sustainable" goods and services as those goods and services that have a reduced negative effect on human health and the environment when compared with competing products and services serving the same purpose. This comparison considers all phases of the product or service's life cycle, including raw materials, acquisition, production, manufacturing, packaging, distribution, operation, maintenance, and disposal, including the potential for reuse or the ability to be recycled.

SECTION ~~NINETEEN~~TEN: LIFE CYCLE COST ANALYSIS (LCCA)

Life Cycle Costing begins with the acquisition of the product or service and includes all the associated costs of ownership throughout the supply chain. This includes but is not limited to purchase price, shipping, maintenance and repair, longevity, and disposition costs at the end of life. The initial acquisition price is adjusted with additional cost streams expected to occur over the anticipated life of the product or service. These additional cost streams must be based upon reasonable assumptions. In some cases, cost streams may include negative costs or savings that are expected to result in a particular cost stream.

Life Cycle Cost analysis may be used for purchases of products or equipment under \$100,000, but shall be required of such items that exceed \$100,000 in value. There are a number of established LCCA industry standards for various products or equipment. These can be the basis of an LCCA, or departments may propose their own LCCA with appropriate justification. Award decisions will be as follows:

Invitation to Bid - using Life Cycle Cost methods, the award must be made to the responsible firm whose

responsive offer provides the lowest overall cost of ownership in accordance with the Life Cycle Cost evaluation factors listed in the solicitation document.

Request for Proposals - using Life Cycle Cost methods, the award must be made to the responsible firm whose responsive offer, after consideration of Life Cycle Cost factors as a part of the evaluation of all factors listed in the solicitation document, is determined to be the most advantageous or best proposal for the City.

SECTION ~~TENE~~LEVEN: EMERGENCY PURCHASES

Should an emergency be declared by the City, State, or Federal government, any purchase necessary for the City to appropriately address such emergency shall be authorized by the City Manager or designee. All emergency purchases shall comply with all applicable laws for such situations. All purchases made during a declared state of emergency will be documented and tracked for reimbursement reporting purposes. Following the emergency, the City Manager shall provide a report summarizing all purchases made in response to the emergency to the City Commission. The report shall also provide an analysis of the impact on the City's budget.

SECTION ~~ELEVEN~~TWELVE: PURCHASE CARDS

The City of Abilene has implemented a Purchase Card Program. The purchase cards will largely replace the practice of using open charge accounts at local vendors. In addition, the cards may be used for other approved purposes including out of town travel expenses. The program was implemented to limit the City's exposure to unauthorized charges, to streamline procedures when reconciling and paying statements, to provide information for staff to review purchases and to place responsibility on the department for obtaining appropriate documentation. Use of the cards is subject to the following conditions:

- Cards are to be used for authorized City purchases only. Any intentional use of the card for private or personal purchases is strictly prohibited. Any employees found to make personal purchases on city issued purchase cards will be required to reimburse the City for such use. Employees found in violation of any part of the Purchase Cards section may be subject to discipline pursuant to the City's Personnel Policy.
- Cards shall be issued to an individual City of Abilene employees at the discretion of the Department Director. The employee named on a purchasing card shall be responsible for any and all purchases made on the card. No other employee is authorized to make purchases using another employee's card. Unauthorized purchases will be the responsibility of the employee unless it is determined such purchases were made without the employee's knowledge and consent. Unauthorized purchases are to be immediately reported to the Finance Director for investigation.
- The City is exempt from sales tax pursuant to K.S.A. 79-3606(b). An employee named on a card shall be aware and knowledgeable of purchases that are eligible for such tax exemption. It is the responsibility of the cardholder to file a certificate of exemption for vendors where one is not already on file. If a named cardholder continually allows exempted sales tax to be charged, their purchase card privileges may be revoked.
- All transactions must have a detailed receipt with a description of the purchase. The city utilizes an online dashboard for employees to upload receipts and supporting documents. If used, this is the responsibility of the purchase cardholder and must be completed within five days of the purchase.
- Cards are to be forfeited and returned to the City upon resignation or termination of an employee. Department Directors shall promptly notify the Finance Director of a change in employment status requiring the closure of a credit card user account.
- Credit limits are established as below and will apply to all employees authorized for a purchasing card unless written approval of a change to a credit limit is provided by the City Manager. The following credit limits are established:
City Manager: \$5,000
Department Directors: \$5,000

Supervisors: \$2,500

- The City Manager or Finance Director may audit any purchasing card account at any time.
- Availability and use of the purchase card does not invalidate any other provision of this Purchase Policy.

SECTION ~~TWELVE~~THIRTEEN: SALES AND USE TAX

All departments, as agencies of the City of Abilene, are exempt from paying Kansas sales and use tax per K.S.A. 79-3606(b). Departments are responsible for obtaining the appropriate documentation or certifications for all purchases to ensure that the City is not charged sales or use tax. The Finance Director is responsible for renewing and distributing the new exemption certificate to the Department Directors.

Contractors who have been awarded a contract by the City will be required to purchase all materials using a sales tax certification issued by the City. This certification shall be required as part of the contract documents and will be maintained on file.

SECTION ~~THIRTEEN~~FOURTEEN: PURCHASES WITH DONOR-DESIGNATED FUNDS

If a Department receives a donation of funds, the funds shall be considered public funds. The funds will be used as designated by the donor as allowed by local ordinance and state law. Items purchased will be in compliance with existing policy, and consideration will be given to conformity with existing facilities or equipment.

SECTION ~~FOURTEEN~~FIFTEEN: SERVICE CONTRACTS

All service contracts with the City shall be for terms not exceeding five years, with a one-time option to renew at market prices if applicable.

SECTION ~~FIFTEEN~~SIXTEEN: CONFLICT OF INTEREST

The City will adhere to State statutes and guidelines for potential conflict of interest cases. All employees and elected officials are expected to conduct themselves in an ethical manner and avoid the perception of impropriety.

SECTION ~~SIXTEEN~~SEVENTEEN: USE OF CONFIDENTIAL INFORMATION

City officers, employees or agents shall not use confidential information for actual or anticipated personal gain.

Request for Purchase

Date [Click or tap to enter a date.](#)

Department [Choose an item.](#)

Fund [Choose an item.](#) **Dept** [Choose an item.](#)

Object Expense Code & Description [Click or tap here to enter text.](#)

Budget Amount _____

Description (include product, manufacture or model number)	Quantity	Unit Price	Total Price
Click or tap here to enter text.			\$ 0.00
Click or tap here to enter text.			\$ 0.00
Click or tap here to enter text.			\$ 0.00
Click or tap here to enter text.			\$ 0.00
Click or tap here to enter text.			\$ 0.00

Notes: [Click or tap here to enter text.](#)

Minimum Three Bids Required

Vendor [Click or tap here to enter text.](#)

Bid Amount _____

Contact Person [Click or tap here to enter text.](#)

Contact Method ☐ E-Mail ☐ Internet ☐ Phone ☐ Other [Click or tap here to enter text.](#)

Vendor [Click or tap here to enter text.](#)

Bid Amount _____

Contact Person [Click or tap here to enter text.](#)

Contact Method ☐ E-Mail ☐ Internet ☐ Phone ☐ Other [Click or tap here to enter text.](#)

Vendor [Click or tap here to enter text.](#)

Bid Amount _____

Contact Person [Click or tap here to enter text.](#)

Contact Method ☐ E-Mail ☐ Internet ☐ Phone ☐ Other [Click or tap here to enter text.](#)

Vendor [Click or tap here to enter text.](#)

Bid Amount _____

Contact Person [Click or tap here to enter text.](#)

Contact Method ☐ E-Mail ☐ Internet ☐ Phone ☐ Other [Click or tap here to enter text.](#)

Vendor [Click or tap here to enter text.](#)

Bid Amount _____

Contact Person [Click or tap here to enter text.](#)

Contact Method ☐ E-Mail ☐ Internet ☐ Phone ☐ Other [Click or tap here to enter text.](#)

Submitted by: [Click or tap here to enter text.](#)

(Employee)

Approved by: [Click or tap here to enter text.](#)

(Department Director)

Date/Initials: _____

Ron Marsh

From: Aaron O. Martin <aomartin@cml-law.com>
Sent: Wednesday, July 19, 2023 5:34 PM
To: Ron Marsh; Kale Strunk
Subject: Sourcewell purchase

Ron and Kale:

Thank you for sharing the additional information regarding Sourcewell's policies and procedures for obtaining proposals for fire service vehicles, including the Request for Proposals that Sourcewell used to obtain pricing for the fire truck. I have reviewed Sourcewell's Request for Proposals, and it generally aligns with the procedures followed by the City when the procurement process is run by the City pursuant to the City's purchasing policy, including publication of the Request for Proposals. As a result, Sourcewell's prices appear to have been obtained through a procurement process substantially similar to the process required by the City's purchasing policy, and it appears to follow the spirit and intent of the City's policy.

That said, the City's purchasing policy does not expressly address or authorize the procurement of purchases through cooperative purchasing methods. As a result, this procurement method does not fit squarely into any of the procedures described in the purchasing policy.

If a decision is made by the City Commission to proceed with the purchase, I am inclined to recommend that the City Commission specifically authorize the utilization of the cooperative purchasing method as an approved procurement method for this purchase, as part of its motion to approve the purchase.

Please let me know if you have any questions, or if I can be of any further assistance.

Thanks,

Aaron O. Martin
Clark, Mize & Linville, Chartered
129 S. Eighth - P.O. Box 380
Salina, KS 67402-0380
Tel: (785) 823-6325 Fax: (785) 823-1868
Email: aomartin@cml-law.com

This message was sent by an attorney with Clark, Mize & Linville, Chartered. The information contained in this message is privileged, confidential, and is intended only for the use of the addressee(s) indicated above. Anyone who receives this email in error should notify the sender by telephone (785-823-6325) and/or reply message immediately and destroy the original message in his or her possession. Thank you.

RESOLUTION NUMBER 102323-1

A RESOLUTION AMENDING THE CITY'S PURCHASING POLICY IN THE CITY OF ABILENE, KANSAS.

WHEREAS, the City's current Purchasing Policy adopted by Resolution 052311-1 and as amended by Resolution 082718-1 and 052223-2 does not address the City's authorized use of Purchasing Cooperatives and the use of a Request for Purchase.

WHEREAS, the City intends to update Section 3-1 and 3-2 with the inclusions of the authorized use of a Request for Purchase form and add Section Seven: Cooperative Purchasing authorizing the use of Purchasing Cooperatives.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Abilene, Kansas:

SECTION ONE. Purchasing Policy: Amended. The City of Abilene's Purchasing Policy shall be hereby amended as provided in **Exhibit A**.

SECTION TWO. Implementation. The City Manager is hereby authorized to implement changes to the City's Purchasing Policy as provided in the approved Purchasing Policy as amended by this Resolution.

SECTION THREE. Repeal. Adoption of this Resolution supersedes and repeals all previous Purchasing Policy Resolutions adopted by the City of Abilene, Kansas.

SECTION FOUR. Effective Date. This resolution shall be in full force and effect as of October 23, 2023.

Adopted by the Governing Body of the City of Abilene, Kansas, and signed by the Mayor this 23rd day of October 2023.

Trevor D. Witt, Mayor

(SEAL)

ATTEST:

Shayla L. Mohr, City Clerk



City Commission

Trevor Witt
Mayor

John Kollhoff
Vice-Mayor

Brandon Rein
Member

Wendy Miller
Member

Dee Marshall
Member

CITY STAFF

Ron Marsh
City Manager

Leann Johnson
Finance Director

Shayla Mohr
City Clerk

Kari Zook
Community Development

Kellee Timbrook
Recreation Director

Julie Roller Weeks
CVB Director

Anna Hatter
Chief of Police

Kale Strunk
Fire Chief

City Commission Meeting Date: Monday, October 9, 2023

Session: Study Session

Topic: Software RFP

Department: Finance

Staff Contact: Finance Director, Leann Johnson

Background:

A Request for Proposal (RFP) for Municipal administrative data processing software (software) for Budget & Fund Accounting; Project Management; Payroll & Personnel; and Utility Billing was posted on the City's website and sent out to 9 vendors on August 4, 2023. Proposals were due September 8, 2023.

Five proposals were received: Edmunds GovTech, gWorks, Springbrook, Tyler Technologies, and Zobrio.

Review Committee included: Leann Johnson, Finance Director; Shayla Mohr, HR Director; Karla Efurd, Deputy Finance Director; Megan Jenkins, Utility Clerk; Kellie Olson, Administrative Assistant

The review committee met on September 12 for the initial evaluation of all five proposals. Zobrio is not cloud-based, and gWorks did not meet all of the functions for project management or HR. Due to those reasons, we did not invite either of them to provide demonstrations.

Demonstrations to view the software were scheduled with Edmunds GovTech, Springbrook and Tyler Technologies to view their software.

The committee met for a final review and recommendation on September 29.
Results of evaluations:

	Possible	Edmunds	Tyler	Springbrook
TOTAL	675	576	617	514
PERCENT		85%	91%	76%

Recommendation:

Award to Tyler Technologies

Fiscal Note:

\$125,889 one time fees
\$56,346 recurring annual fees
\$182,235 total

Funding Source:

Equipment Reserves

City of Abilene, Kansas

Request for Proposal
Municipal Software

August 2023

Proposal Deadline: September 8, 2023

Submitted by:

Leann Johnson

Finance Director

[City of Abilene, Kansas](#)

Address: 419 N. Broadway; P.O. Box 519
Abilene, KS 67410

Phone: 785-263-2550; **Facsimile:** 785-263-2552

Email: leann@abilenecityhall.com



Introduction

The City of Abilene, Kansas is soliciting proposals for a Municipal administrative data processing software system (the system) to serve the current and projected needs of the City. The application software and hardware configuration should comply with the minimum specifications as outlined in this RFP.

The City requests that responding vendors propose the following minimum applications and services.

1. Municipal Budgetary and Fund Accounting
2. Project Management
3. Payroll/Personnel
4. Utility Billing

Proposals may be submitted in person at 419 N Broadway Abilene, KS, or by mail at PO Box 519 Abilene, KS 67410; in any case, **submissions must be received by 5:00 pm CST on Friday, September 8, 2023, in order to be considered.** Any proposals not received by the City's deadline will be returned, after receipt, as rejected and unopened to the vendor.

Vendors must submit one (1) hard copy and a digital version via email to the primary contact identified below at leann@abilenecityhall.com. Proposals submitted must be binding for at least 90 days after the date received. The City will select the proposal that, in its opinion, is in the best interest of the City. The City reserves the right to reject any or all proposals or portions of a proposal. The City also reserves the right to waive minor technicalities in the proposal. The City not only reserves the right at the sole discretion of the City to reject any or all proposals and to waive technicalities but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal. In addition, to accept the proposal deemed to be in the best interest of the City, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the City reserves the right to accept a proposal for any or all items separately or together.

All communication on the proposal and formal submissions should be made to the primary contact. The proposal's primary contact is:

Leann Johnson

Finance Director

[City of Abilene, Kansas](http://www.cityofabilene.com)

Address: 419 N. Broadway; P.O. Box 519

Abilene, KS 67410

Phone: 785-263-2550; **Facsimile:** 785-263-2552

Email: leann@abilenecityhall.com

Award of Contract - The final award of the proposal or contract will be made by Abilene's City Commission.

Contract - In addition to the completed proposal, a resulting contract may be required by the City, including but not limited to, written correspondence between the City and the vendor after the proposal submission, facsimiles, and product literature.

Confidentiality of Documents - All proposals that have been submitted shall be open for public inspection after the contract award. Trade secrets and confidential information, as specified by the vendor, contained in the proposals shall not be open for public inspection.

Contact with City Employees. In order to ensure fair and objective evaluation, all questions related to this RFP should be addressed only to the proposal's primary contact person as named in this RFP. Contact with any other City employee, except at the vendor's demonstration meeting, is expressly prohibited without the prior consent of the person so named herein. Vendors directly contacting other City employees will risk the elimination of their proposal from further consideration.

City Overview and Current Environment

The City of Abilene, Kansas, is the county seat of Dickinson County, Kansas. The city has an estimated population of 6,441. The City's 2023 Adopted Budget is \$19.8M and provides traditional municipal services including public works, public safety, recreation, and waterworks which operate two enterprise funds (water and sewer). The USD #435 Recreation Commission activity is included in the City's financial information, as all transactions flow through the City of Abilene. The City budgets 65 FTEs and numerous part-time employees and volunteer firefighters.

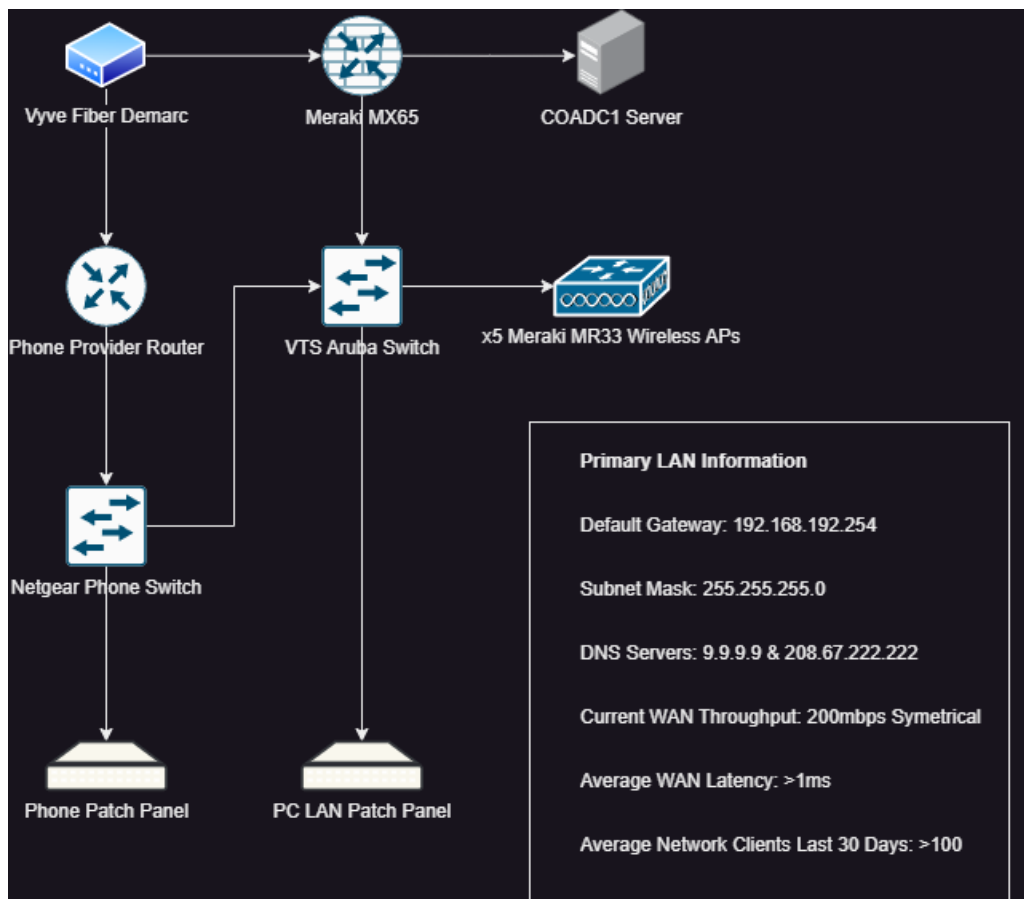
The City has used Banyon Data Systems as the core administration software since 2015 in addition to several ancillary software applications. The City is seeking a proposal that includes a software system that will provide opportunities to consolidate department applications into a more cohesive digital system. Specifically, the City hopes to implement a program that will provide:

- Transactions that are processed in real-time and immediately available for inquiry and reporting.
- A fully integrated system of administrative applications, where shared data is entered only once.
- A content management component that is fully integrated for document management.
- Robust workflow across all appropriate modules.
- Reporting that is intuitive and user-friendly yet robust, allowing staff to create and/or obtain standard reports and can create analytical reports for decision-making capabilities.
- Audit trail with user, date, and time stamp throughout all modules.

Please refer to Attachment A: Specifications and Cost list for all the City's required and desired modules. The City is seeking a highly integrated system that can serve as many of the City's processes as possible within the application needs listed above and included in Attachment A.

The Dickinson County IT maintains and supports all Police servers, hardware, and software. The City contracts Information Technology (IT) services through Vyve and maintains all remaining city servers, hardware, and software through a Microsoft Windows operating system. The City's current server hard drive array consists of x4 HPE 1.2TB SAS HDDs in a RAID 10 configuration with available disk space of 1.53 TB. The City would prefer to implement cloud-based software.

City of Abilene's Basic Network Diagram with Configuration:



The following list states the current applications used within the City department. As part of the scope of this proposal, the City is interested in opportunities to integrate applications for a more cohesive system.

- **All Departments:**
Microsoft Office 365 suite – Maintain/Integrate
- **Finance:**
Banyon Fund Accounting for Payables & Budget – Replace
Asset Management – Microsoft Excel (Manual process) & Banyon- Replace
Project Management – Microsoft Excel & Word (Manual process) – Replace
- **Utility Billing:**
Banyon Utility Billing - Replace
Banyon Service Orders (work orders for waterworks) – Replace
Banyon Point of Sale integrates cash and check payments into Utility Software– Replace
EGov Credit Card System – Integrate/Consider
US Payments payment kiosk – Integrate/Consider
PSN – Integrate
Mars – Integrate/Consider
Checkfree/Fiserv – Integrate/Consider
Sensus meter reading – Integrate

- **Human Resources:**
Banyon Payroll – Replace
Manual process for timesheets – Consider & Replace
Manual process for risk management – Consider & Replace
Manual process for recruitment and applicant tracking – Consider & Replace
- **Community Development:**
MuniLogic – Maintain/Integrate
Bluebeam for Plan Review – Maintain/Integrate
- **Parks & Recreation:**
Civic Rec – Maintain/Integrate
OpenEdge (previously Global Payments) Credit Card System – Integrate/Consider
- **Police & Fire Department:**
Tyler Systems New World – Maintain (County IT)
- **Municipal Court:**
Tyler Systems Municipal Justice (previously Incode 10) – Maintain/Integrate
OpenEdge (previously Global Payments) Credit Card System - Integrate/Consider

City of Abilene's current statistics by module/department:

HR/City Clerk	Volume	Frequency
FTE	68	Current Active
PTE	77	Current Active & Seasonal
Payroll Change Notices	200+	Current/Annual
MOUs/Contracts/Agreements	25-30	Current/Annual
	Alcohol-9 CMB-17 Solicitors-20 Mobile Food-9 Ice Cream-1 Transient Merchant-2 Fireworks-5 Kennel-0 Taxi-0 Temp Alcohol-4 Temp CMB-1	
City Clerk Licensing & Permitting-		Current/Annual
Utility Billing		
Water/Sewer Accounts	3200	Current Active
Water Bills	3200	Monthly
Service Orders (for utilities)	1688	Annually (2022)
Finance/Banking		
Purchase Orders	1	Monthly
Invoices	526	Monthly
City's Billing invoices (not utility)	10	Monthly

Vendors	2,106	Current Active
Vendor ACH payments	10	Monthly (June)
Vendor Check payments	149	Monthly (June)
Deposits	221	Monthly (May)
Project Management		
Bids awarded for projects	25	Annual
Facility Maintenance Work Orders	14	Weekly
Community Development		
Commercial & Residential Permits	509	Annual (2022)
Trade Licenses (electric/plumbing/mechanical)	85	Current Active
Roof Licenses	37	Current Active

Response Format

All of the following information in this order must be included as part of a firm's response to this request:

Letter of Interest: A cover letter indicating interest in the project and identifying the company's ability to provide the software applications and services needed.

1.0 Introduction: A brief description of the company background including, but not limited to:

- Company Headquarter Information
- Complete list of products provided by the vendor
- Financial History
- Percentage of Public Sector Cities
- Company Awards and Merits
- Number of Years in the Public Sector Software
- Total number of Cities
- List the total number of Employees by department:
 - _____ Development
 - _____ Support
 - _____ Implementation
 - _____ Marketing & Sales
 - _____ Network Services
 - _____ Accounting
 - _____ TOTAL

2.0 References: The vendor must supply at least five (5) municipalities that are currently using a similar system requested by the City; include the total population served by the municipality's governing body.

3.0 Specifications and Cost (Attachment A): The Proposal must include and answer the provided Specifications and Cost list as thoroughly as possible. This is not a comprehensive list of all the City's applications and processes but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts. Vendors are encouraged to use the comment line to include a **brief 1 sentence explanation** of how the function is supported or not. If the requirement does

not pertain to the proposal being submitted enter “N/A” in the Comment line. Pricing amounts should contain no taxes and include all transportation, delivery, and FOB. All costs shall be in actual dollar-and-cent amounts, a “Time and Material” quotation is unacceptable. Please provide the best estimate for travel costs, cables, and other miscellaneous items. The City reserves the right to procure by other means any personal computers or hardware needed. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

4.0 Implementation Methodology: The vendor’s implementation section should include information on all facets of the implementation process. Please provide thorough information about the following:

- Project Approach
 - Is the Implementation done in Phases? If so, how many? What do they consist of?
- Project Management
 - Methodology
 - Milestones/Deliverables
 - Project Management Selection
 - Implementation Team Experience
- Vendor/City Responsibilities
 - Differentiate between City and vendor responsibilities during implementation
- Timelines
 - Provide a sample Implementation Chart
- Data Conversion
 - Conversion Methods
 - Conversion process
 - Data Extraction
 - Scheduling
 - Data Validation
- Training
 - Training Methodology
 - Training Options
 - Training Requirements

5.0 Support and Maintenance: The vendor should provide the following Support and Maintenance information:

- Support Options
 - Does the vendor provide a toll-free support number?
 - Does the vendor provide Online Support?
 - Other options for support?
- Support Goals
 - Please provide Response Times and Resolution Times for the following incident levels:
 - Emergency – process(es) of a workflow is(are) at a standstill
 - Critical – process(es) within a workflow is(are) not currently at a standstill but will be in the future until support is resolved
 - Standard Help Call -the support required does not interfere with the workflow, but there are questions or clarity needed to define the workflow or process(es).
- Problem Escalation Procedures
 - How are incidents handled?

- What tools do the vendor Support Staff use?
- What is the basic chain of command?
- System Updates
 - How are updates managed?
 - How often are updates released?
 - What is the typical downtime during an update?

6.0 Hardware Specifications: The vendor must include the necessary hardware and system operating software requirements to run the software program adequately. The vendor is encouraged to recommend any enhancements to the minimum requirements stated below that will improve the overall performance and usability of the system.

- Server Details
- Operating System
- Network Environment
- Processor Information
- Size of Memory
- Hard Drive Arrays
- Available Disk Space
- Workstation Requirements
- Printer Compatibility
- Please provide all configuration options
- Who is responsible for hardware and system software maintenance?
- If the hardware and system software is purchased from a third-party vendor, who is responsible for hardware and system software support?

7.0 Pricing: In addition to Attachment A, all proposals must identify and itemize all costs associated and required to complete a successful implementation and Go-Live including:

- Licensing and Costs
- Project Management
- Implementation, Installation, Configuration and Testing
- Data Conversion & Migration
- Interface Development
- Ongoing Support and Maintenance services
- Training and Documentation
- Travel

Selection Process & Evaluation Criteria

Proposals received will be evaluated by a team comprised of the City Manager, City Clerk, Finance Director, Deputy Finance Director, Utility Clerk and Community Development Administrative Assistant. Based on the materials submitted, the City may invite any or all firms for a demonstration of their prospective product.

All proposals received will be evaluated based on the following criteria:

- Quality, clarity, and responsiveness to the requirements of this RFP within the proposal.
- Ability to support the desired needs of the City, including installation, conversion, software, training, hardware/software maintenance, and support.

- Anticipated value and price, including the review of the life cycle costs (recurring costs, hardware, 3rd party licensing, etc.)
- The general approach to the project with the proven technical ability to design, install and support the proposed system based on the Company's background and performance on contracts with other governmental agencies, including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
- Results of live demonstrations.
- Commitment to continually evolving the system to remain current with evolving best practices.

Timeline

- **RFP Release** – August 4, 2023
- **Deadline to Submit Questions** – August 18, 2023
- **Addenda posted (if applicable)** – August 25, 2023
- **Deadline for Submittal of RFP** – September 8, 2023
- **Initial vendor Proposals Review by the City**– September 11-12, 2023
- **Conduct vendor Software Demonstrations** – September 13-15, 2023
- **Final Review by the City** – September 18-20, 2023
- **City Commission Study Session Review** – September 25, 2023
- **Recommendation of Contract to City Commission** – October 9, 2023
- **Expected Contract Award** – October 10, 2023

*Dates are subject to change

RFP Terms & Conditions

1. The City of Abilene reserves the right to reject any or all proposals.
2. Vendor shall properly correct all software and hardware defects for which the vendor is responsible, within a period agreed upon by the City and the vendor.
3. Certificates of insurance shall be provided to the City. All insurance shall be in effect during the term of the contract. Please provide a copy of your current insurance coverage.
4. Questions regarding the RFP shall be submitted in writing to Leann Johnson, Finance Director, at leann@abilenecityhall.com by **Friday, 5:00 p.m. CST August 18, 2023**. Responses to all questions received will be added to an Addenda to the RFP and posted by August 25, 2023.
5. Although cost is an important consideration, the City of Abilene shall not be obligated to accept the lowest cost proposal but will base its decision on the criteria noted.
6. All data, documents, and other information provided to the City of Abilene by the consultant because of the RFP shall become the property of the City of Abilene.
7. Expenses incurred in the preparation and submittal of proposals are solely the responsibility of the respondent and not the City of Abilene. No costs are chargeable for work under the proposed contract that may be incurred before receipt of either a fully executed contract with the City or specific written authorization from the City of Abilene.

City of Abilene Municipal Software

Friday, September 8, 2023

John Hardin - Account Executive
5101 Tennyson Parkway, Plano, TX 75024
Phone: 806.791.8200 ext: 793118
Email: John.Hardin@tylertech.com



Restrictions on Disclosure

This response from Tyler Technologies, Inc. ("Tyler") contains proprietary and confidential information, including trade secrets, belonging to Tyler or Tyler's partners. Tyler is submitting this response on the express condition that the following portions will not be duplicated, disclosed, or otherwise made available, except for internal evaluation purposes:

- Response to the Functional Requirements, or "Checklist"
- Line-item pricing (total proposed contract amount may be disclosed)
- Screen shots, if any
- Detailed information regarding current customers
- Detailed employee resumes/CVs
- Customized Statement of Work/Implementation Plan

To the extent disclosure of those portions is requested or ordered, Tyler requires written notice of the request or order. If disclosure is subject to Tyler's permission, Tyler will grant that permission in writing, in Tyler's sole discretion. If disclosure is subject to a court or other legal order, Tyler will take whatever action Tyler deems necessary to protect its proprietary and confidential information and will assume all responsibility and liability associated with that action.

Tyler agrees that any portions not listed above and marked accordingly are to be made available for public disclosure, as required under applicable public records laws and procurement processes.

Trademarks Disclaimer

Because of the nature of this response, third-party hardware and software products may be mentioned by name. These names may be trademarked by the companies that manufacture the products. It is not Tyler's intent to claim these names or trademarks as our own.

Same Tyler Products, New Names

Since 1999 Tyler has been building the best array of software solutions for the public sector. If you have spoken with one of our representatives, attended a demonstration, or browsed our website before 2022, you may notice some changes in our products. Many of Tyler's products are getting new, simplified names. These updated names will be functional in nature, making it easier to understand what our products do.

Our products are changing in name only. There will be no change in product functionality, support, or services. You can continue to expect the best with Tyler. We are excited to share this journey into the next evolution of Tyler Technologies.

For details, please visit <https://www.tylertech.com/about-us/who-we-are/product-name-update-faq>





5101 Tennyson Pkwy
Plano, TX 75024
P: 800.646.2633
F: 806.797.4849
www.tylertech.com

Friday, September 8, 2023

City of Abilene
Leann Johnson
Finance Director
419 N Broadway
Abilene, KS 67410

Dear Leann Johnson,

Tyler Technologies, Inc. (Tyler) is pleased to submit the enclosed proposal for your evaluation and consideration in response to the City of Abilene's RFP for Municipal Software.

The attached proposal details our complete offering. It includes:

- The ERP Pro software solution
- Business Process assessment & consulting
- Implementation of software & services
- Technical and functional staff training
- Ongoing maintenance & support

Tyler has carefully reviewed the project goals, stated objectives, and requirements defined within the RFP, and we are excited about the opportunity to work with the City on this project. We are confident that Tyler's solution brings the right mix of resources, experience, and technology to foster an environment for success.

Tyler provides:

- **Strength** – Tyler's strong financial position and solid business plan ensures that your software is safe from economic downturns. As a publicly traded company, the financial strength of Tyler is transparent. Tyler's proven track record and long-term business strategy protects your office from the hardship you may have experienced of other vendors that sell unproven solutions. Tyler expects to be your vendor for life.
- **Experience** – Tyler knows KS - Our Business Analysts actively track legislative changes and provide proactive solutions to clients. We make certain that your software is compliant with state statutes and best practices.
- **Responsiveness** – Tyler positions our product lines to run as independent, responsive business units. We have a team of professionals dedicated exclusively to the Tyler solution. Our team is not pulled in multiple directions like other vendors whose staff must develop, support, and implement multiple products with different missions. Tyler responds to your needs.
- **Continuity** – Tyler's employee longevity helps ensure that your implementation comes from experienced and knowledgeable personnel. More than 60% of employees who were with Tyler a decade ago are still with Tyler today.
- **Tyler Community** – Tyler connects your office to an extensive user community through Tyler Community. Tyler Community is where users share and learn best-practices within a network of

hundreds of other users. Users take part in quarterly design nominations and vote for design changes as the Tyler team coordinates ideas from the knowledge base and practical experience of our user community. Your voice matters, and we listen.

- **Protection** – Tyler’s Evergreen philosophy gives clients the latest technology for the life of the product. Evergreen ensures that your software is always up-to-date with current statutes and new technologies. Our development team delivers four quarterly software updates annually to ensure that the City’s office and citizens have a superior experience using the software.
- **Risk Avoidance** – Tyler is the largest government sector software provider in the United States, with more than 37,000 successful installations across 13,000 sites, 7,200+ employees, 4 million cloud users, and over 1 billion in annual revenue. Our commitment and investment in the government technology market is our sole focus and strategy.

This proposal and cost schedule is valid and binding for 120 days following the RFP due date. Except as set forth in this proposal, this proposal can be released in part or in total as public information in accordance with the requirements of the laws covering same.

Tyler continually seeks out business partners to share in our success rather than just customers. Our partners, like you, understand the difference between value and cost and want what is best for their communities. If you have any questions, please contact John Hardin, your Account Executive at 806.791.8200 ext: 793118 or via email at John.Hardin@tylertech.com for more information.

Tyler Technologies authorizes the signatory of this letter to negotiate and bind Tyler Technologies to this response.

Respectfully submitted,



Sean Marlow
President – Municipal and Schools Division
Tyler Technologies, Inc.
Tax ID # 75-2303920

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1.0 Introduction

1.0 Introduction

A brief description of the company background including, but not limited to:

- *Company Headquarter Information*
- *Complete list of products provided by the vendor*
- *Financial History*
- *Percentage of Public Sector Cities*
- *Company Awards and Merits*

- *Number of Years in the Public Sector Software*

- *Total number of Cities*

- *List the total number of Employees by department:*

- o _____ Development*

- o _____ Support*

- o _____ Implementation*

- o _____ Marketing & Sales*

- o _____ Network Services*

- o _____ Accounting*

- o _____ TOTAL*

Tyler Technologies is the largest and most established provider of integrated software and technology services focused on the public sector. Tyler's end-to-end solutions empower local, state, and federal government entities to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions are transforming how clients gain actionable insights that solve problems in their communities. Tyler has more than 37,000 successful installations across more than 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations.



Visualize



Analyze



Understand



Engage

Our Products

With decades of exclusive public sector experience, Tyler is the market leader providing integrated software and services. Subject matter experts and in-depth products result in a sustainable client partnership that delivers the industry's most comprehensive solution. We provide the industry's broadest line of software products and offer clients a single source for all their information technology needs in several major areas: Property & Recording, ERP, Civic Services, Land & Official Records, Courts & Justice, Public Safety, Data & Insights, and Schools.

We are known for long-standing client relationships, functional and feature-rich products, and the latest technology. In addition to software products, Tyler provides related professional services including installation, data conversion, consulting, training, customization, support, disaster recovery, and application and data hosting.

1.0 Introduction

About Tyler Technologies

- Empowering government and schools to create safer, smarter, and more vibrant communities
- Solutions include Property & Recording, ERP, Civic Services, Health & Human Services, Courts & Justice, Public Safety, Data & Insights, and Schools
- Headquartered in Plano, Texas, with 68 office locations across the U.S., Manila, and Canada
- Tyler was incorporated in Delaware in November 1989
- Tyler is a publicly traded corporation on the NYSE (TYL)
- Founded in 1966
- Exclusively focused on local government since 1997
- More than 37,000 successful installations across 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations
- Client retention rate of 98%
- 7,200+ employees
- Annual revenues of \$1.85 billion (2022)
- Reinvestment of \$120M into Research & Development
- Scalable products with the smallest jurisdiction (Loving County, Texas, with a population of 82) to the largest (Los Angeles County, California, with a population of 10.1M)

Public Sector Focus

Tyler's business units have provided software and services to clients for more than 50 years and have long-standing reputations in the local government market for quality products and customer service. Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on the public sector. It is 100 percent of our business.

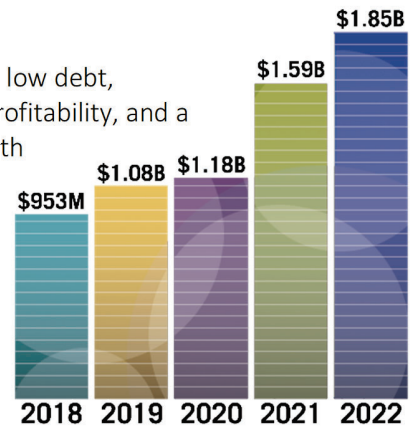
Tyler recognizes that the public sector is generally stable and risk-averse, and craves community accessibility, security, and transparency. That is why local government and school entities seek reliable and efficient software and services from Tyler – a vendor who is professional, reputable, dedicated, and achieves results. Tyler has the experience to understand the unique requirements of the public sector, the necessary resources to invest in its products, and the ability to deliver quality services.

1.0 Introduction

Financial Stability

Tyler consistently maintains a solid balance sheet and strong cash flow and low debt, experiencing consistent revenue growth with 41 consecutive quarters of profitability, and a total revenue for 2022 of \$1.85 billion. While experiencing significant growth opportunities from an increase in staff and expanding territories, we anticipate additional product offerings and new technology will accelerate this growth substantially in the future. We believe a low-debt balance sheet, substantial cash reserves, and a committed customer base put Tyler in a great position in our industry to weather any unexpected turbulence in the economy.

For additional revenue information please visit www.tylertech.com



Industry Leadership

Tyler strives to provide the best client services in the industry. Our products undergo testing by trained quality assurance and certified usability analysts; therefore, our clients benefit from products that work logically based upon user experience and input. We also focus our implementation and support professionals on specific groups of applications so they can offer more specialized services.

Our commitment at Tyler is to ensure the highest level of client satisfaction through the efforts of Tyler's most valued resource: its people. We challenge our employees to pursue new initiatives aggressively and become industry leaders in their respective fields. Tyler employs 7,200+ individuals, many of whom are seasoned professionals with unique and proprietary skills and years of industry experience. In fact, our employee turnover rate is very low – in recent years, about half of the industry average.

1.0 Introduction

Company Recognition

Tyler Technologies has earned the reputation as an industry leader based on our products and commitment to our clients. These factors, along with our financial strength and industry partnerships, have resulted in numerous accolades. "The recognition emphasizes Tyler's consistently strong growth, which is a direct result of our commitment to supporting our more than 27,000 clients and the development of best-in-class software and services to serve the needs of the public sector" said John S. Marr Jr., Chairman of the Board of Tyler Technologies.

Tyler has been named to the following prestigious lists alongside some of the most innovative and influential companies in the United States.

Innovative and Strong

- Dow Jones Sustainability Index for North America (2021, 2022)
- Barron's 400 Index ranking, a measure of the most promising companies in America (eight times)
- Dallas Business Journal ranked Tyler's Plano office #8 in its "North Texas Fastest-Growing Public Companies" list (2017)
- Forbes' "Most Innovative Growth Companies" list (2015-2017)
- Forbes' "America's Best Small Companies" list (nine times)
- Software Magazine's "Software 500" ranking of the world's largest software and service suppliers (twelve times)
- Audit Integrity's "America's Most Trustworthy Companies" list (2007)

Tyler's National Office Locations

Tyler is headquartered in Plano, Texas, but we have several locations to better serve our clients. To see the complete list of locations as well as an interactive map, please visit:

tylertech.com/about-us/who-we-are/locations

Dedicated Workforce

Tyler Technologies has more than 7,200+ employees solely devoted to the Tyler products and services. Employees within the Tyler family share a common enthusiasm for serving organizations in the public sector.

Tyler's training and support staff for our proposed products and services includes experienced developers, installers, consultants, industry professionals, and certified network technicians. Their commitment to excellence, quality training, and support is second-to-none. 1.0 Introduction



1.0 Introduction

Software Technology

Adhering to a philosophy of “progress without breakage” means we are continually evolving both the technology and the functionality of our product while successfully transitioning our customers through each subsequent generation of software. This strategy has contributed significantly to the 99% customer retention rate within the ERP Pro customer base.

The proposed ERP Pro solution is comprised of important layers.

- The database layer, which utilizes Microsoft SQL
- The business logic layer, which uses Active X, Visual Basic, Delphi, and others
- The client interface layer comprised of objects written in Delphi and C+
- ERP Pro’s latest generation of software offers Microsoft .NET technology

Taking advantage of the tools offered through this revolutionary product along with Microsoft SharePoint, customers can define role-specific security, create user-specific consoles, and set up user-defined and user-specific processes. Query-by-example searches, and recent activity tracking allow users to organize and access data more efficiently. These tools, along with messaging options and expansive reporting capability, give customers what they need to streamline their operations.

Database

Microsoft SQL is the underlying database for Tyler’s applications, offering an RDBMS environment with easy access to the data for exporting, querying, and reporting purposes. This database solution also supports an MS SQL Data Warehouse option for data mining, reporting and analysis capabilities in a user-friendly environment without impacting performance.

Modular Integration

The ERP Pro solution represents an extensive collection of integrated applications that are categorized into suites for Financial Management, Personnel Management, Citizen Services, Court Case Management, Public Safety Management, Mobile Applications, and Online Solutions.

ERP Pro applications are organized in a modular design and utilize a single database for all applications with unlimited concurrent users. The two-fold benefit of this modular approach allows customers to purchase and implement specific applications as needs arise and budgets allow while still offering the integration necessary to maintain a productive and cost-effective environment as new modules are added.

Workflow Capabilities

ERP Pro software provides the tools to allow users to achieve optimal operational efficiency and organizational effectiveness. With that in mind, all ERP Pro applications in this proposal offer close integration and a variety of security options.

ERP Pro software offers electronic workflow throughout the system. Individual steps within a packet also allow for systematic review and approval as well as suspension of transactions. An audit footprint is associated with each processing step (input, last edit, approve, update, etc.), which includes user identification, date, and time.

1.0 Introduction

User Interface

Tyler's ERP Pro software offers a true windows solution taking advantage of the latest tools technology has to offer. Global options include communication alerts, processes, and reports across multiple applications. Extensive filter and query capabilities are available throughout the software allowing users to retrieve records and transactions based on partial entry and viewed prior to selection. With a concept of "find first, edit second", retrieved records may be edited contingent upon user security. Dynamic grid controls give users greater flexibility in sorting, viewing, and grouping information. User-defined configurations can be saved and are specific to the user. Grid contents can also be printed and exported to Microsoft Excel, HTML or XML formats.

Data validation is also extensive throughout the ERP Pro solution and includes record checking as well as numeric and decimal enforcement. Calendar buttons offer a fully automated way to select dates by viewing and selecting a day, month, and year on a calendar pad. Users also have the ability to export grid contents to Microsoft Excel, HTML or XML formats.

Workspaces

The ERP Pro workspace is the user interface that runs in the program shell. Within the workspace, an unlimited number of customized, role-based work stations can be created. Work stations can include data processing screens, custom widget spaces, search results, external web pages, and more.

Widgets

Workstations are customized by including user-defined widgets in the space. Types and content of widgets are only limited by the user's imagination. Widgets can include application shortcuts or favorites menus, commonly searched terms, system notifications, pinned or scheduled reports, or any sets of data within the application. With Business Intelligence Services, the client can use Tyler's resources to build custom widgets specific for that client office.

Key Performance Indicators (KPI)

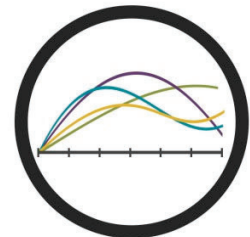
One of the strengths of role-based work stations is the ability to add customized KPIs relevant to the user's work processes. Whether that's a list of outstanding invoices to process, information about the budget status, or number of employees on PTO at any given time, KPIs are an instrumental part of developing a more efficient work process.

Drill-Down Functionality

All data used from the application to create widgets include full capability to drill down into the data and jump to active processing screens directly from a workspace. All data is automatically updated back into the widget displaying the data. All lists shown in the application are fully interactive and feature abilities for customized queries, column orders, groupings and more.

Workspace Management

User workspace customization is client-defined. Users can be restricted to pre-defined templates for their workspaces, creating a controlled work environment. By default, individual work stations are displayed as tabs within the ERP Pro shell; however, they can also be undocked and used as stand-alone screens, perfect for dual monitors and power users.



1.0 Introduction

Reporting and Analysis Tools

Beyond the extensive query capabilities available, ERP Pro software also includes standard reporting and analysis tools and an integrated Report Writer for creating ad-hoc reports. All reports in ERP Pro software can be previewed through a viewer with user-defined display parameters, layouts, formats, and printer options. The viewer provides search and go to functionality as well as drill-down options directly to the related data within the software.

Reports can be printed from the viewer at any time or exported to a variety of formats including Microsoft Word and Excel, HTML, CSV, and XML formats. Reports can be scheduled to run automatically at user-specified times in addition to automatic delivery to designated personnel. The Report Writer also allows users to modify existing reports as needed and design new reports more unique to their organization.

Web Capabilities

ERP Pro's web solutions allow organizations to interact with the public and offer access to real-time information through website integration of ERP Pro applications. These web applications are supported by ERP Pro through InSite, a web portal accessed through a link on an existing website for the express purpose of serving the online components within the software. Tyler also offers services designed to facilitate the upload of payment information to the ERP Pro applications.

System Security

Security within the software supports both individual and group permissions simultaneously. These permissions can be assigned to individual applications and programs within applications. The software also tracks which programs are executed and by whom. The system logs information such as date, time, user, program name, and system message for each entry. Other security options available in a number of ERP Pro applications include fund, department, record, tab, and field.

Authentication

As a part of Tyler's continuing efforts to ensure our products are secure and resilient in today's complex application environments, many of our products can integrate with your identity provider through Identity Workforce. Identity Workforce is Tyler's cloud-native authentication service facilitating identity and access management to back-office applications. It provides authentication for products that require federation to a customer's identity provider. This achieves single sign on (SSO) for supported Tyler applications and offers advanced features for expanded capabilities. Currently Tyler supports the following Identity Providers, Google Identity, Azure AD, ADFS, and Okta Agent Sync.

Audit Trail Features

Transactions are processed in ERP Pro using a packet concept (user-defined groups of transactions) creating a system level audit trail of input, edit, registers, approval, and update of data. A footprint is associated with each packet and step reflecting the operator identification, date, and time. Transaction Registers provide detailed information including dates, general ledger account names and numbers, transaction amounts, descriptions, and references. All transactions are also branded with an identification that incorporates the source module from which they originated.

Transaction audit reports are an additional audit source and are obtainable for specified date and account ranges. System-generated audit logs are also accessible that track user access to all programs within the system. Additionally, the system creates audit files within a number of the individual applications that log any

1.0 Introduction

changes to critical fields. Audit Reports can be generated that reflect the type of change (add, change, or delete), date, time, operator ID, data file, field ID, old data, and new data.

Best Business Practices and Process Improvement

The user-defined customization incorporated into the ERP Pro solution provides users with the ability to define the structure and content of the software according to the best business practices applicable to their specific environment. To complement that flexibility, our implementation approach provides the opportunity to review current business practices and processes. Tyler's staff can meet with personnel to identify areas for improvement and determine the most efficient workflow environment in all areas of ERP Pro software.

Quality Assurance

Tyler incorporates an extensive Quality Assurance process in the development of our software products. Members of the ERP Pro Quality Assurance team specialize in specific areas of the product line consistently expanding their expertise in that specialty. The appropriate team member is assigned to test the form and function of each component of a new application as well as integration with other ERP Pro applications.

The applicable team member also ensures that any software enhancements perform as expected and validates that any changes made do not have an adverse effect on related programs and systems. In addition to this in-house testing, each new release of ERP Pro software undergoes extensive Beta testing at several customer sites to ensure its reliability in the field.

ERP Pro Financials Suite

Everything you need for complete financial management, powered by the most current, proven technology, is available from the name you can trust. Tyler Technologies' ERP Pro Financial Management Software transforms complex financial tasks and processes into a centralized workflow for efficiency, productivity, and accuracy, without sacrificing data integrity.

General Ledger

Tyler's ERP Pro General Ledger is the heart of the financial applications suite, providing comprehensive flexibility and control of financial transactions. This feature-rich fund accounting application automates routine functions and provides access to the source document for many transactions in the general ledger. Users can instantly review and report on relevant financial information. Automatic balancing tools maintain accurate data without excessive data entry while ensuring compliance with standard accounting procedures. General Ledger integrates with other ERP Pro Financial, Personnel, Cashiering, Utility Billing, Customer Relationship Management, and Court modules.

Information & Reports

- Exports report results to Adobe PDF, Microsoft® Excel and Word, and Text.
- Produces predefined reports including:
 - General Ledger Detail Report
 - Chart of Accounts, Transaction Report
 - Budget Report
 - Budget Comparison Report
 - Cash Analysis Report.

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- Generates financial statements. Financial Statements may be produced in pivoted and comparison formats.
- Creates unique Financial Statements using the integrated Financial Statement Designer.
- Groups accounts to provide quick selection when generating reports.
- Schedules reports to be delivered to users at a specific date/time.
- Maintains a complete audit trail for journal entry reversal and reposting.
- Delivers powerful financial management tools at the individual account level such as: Account status, Detail transactions, Balance tracking for actual, budget, and encumbrance activity.
- Displays a budget analysis graph for each budgeted line item to compare encumbered and actual dollars against budgeted dollars for the fiscal year.
- Gives users search grids with printing and exporting capabilities, including a detailed transaction history grid and budget summary grid.

Transaction Efficiency

- Calculates and tracks allocations and supports multiple allocation methods.
- Configures account structures by each account type
- Allows accounts to be included in multiple chart of accounts.
- Provides multiple time-saving features for journal entry processing
- Automatically creates all inter-fund balancing entries when posting transactions across multiple funds.
- Supports concurrently open fiscal years. Periods within open fiscal years may be closed as needed.
- Journal entries may be posted to a closed fiscal year as needed for adherence with audit adjustments.
- Provides tools to easily extract financial information into an existing Microsoft Excel Spreadsheet.

User Friendly

- Complete audit functions include footprints and audit logs for tracking changes to data.
- Comprehensive accounting security at the account and budget level.
- GL accounts offer secured add/edit functionality from anywhere in the system.
- Document attachment feature at the account level.
- Time-saving mass add account feature that quickly creates new accounts based on existing accounts.

Bank Reconciliation

Tyler's ERP Pro Bank Reconciliation is an interactive module that reconciles monthly bank statements to general ledger cash accounts. System-wide integration automates the month-end reconciliation process, and postings through the General Ledger are recognized for items such as bank deposits, services charges, interest income, and returned and cleared checks. Bank Reconciliation interfaces with ERP Pro General Ledger, Accounts Payable, Payroll, Fixed Assets, Utility Billing, and Cashiering.

1.0 Introduction

Information & Reports

- Reconciles monthly bank statements to general ledger cash accounts with the ERP Pro Reconciliation Statement.
- Produces monthly reconciliation statements reflecting a summary of balances and period activity for both bank account and general ledger for easy comparison.
- Identifies outstanding items to clear during the current month's reconciliation, offering a default clearing date to speed up the reconciliation process.
- Produces a Bank Transaction Report offering many filters such as: bank account, transaction type, cleared date, issued date, check number range, and origination. Indicates voided checks on the reconciliation register.
- Tracks the system where an item originated, the account number associated with the item (source), footprint details, and change history.
- Gives users search grids with printing and exporting capabilities, including a bank transaction history grid.

User Friendly

- Indicates quick item lookup features based on amount range, type, status, originating system, and more.
- Notes feature for Bank Accounts and Bank Statements captures important information.

Transaction Efficiency

- Allows multiple bank accounts.
- Processes an unlimited number of cash accounts per fund.
- Handles "pooled cash" function with a consolidated reconciliation process when a single bank account is maintained for multiple secondary cash accounts in various funds.
- Clears outstanding transactions individually, in groups, or electronically by downloading the bank statement via the Internet from your financial institution. (Bank File Import?)
- Accepts adjustments quickly and easily for transactions such as service charges, interest, and miscellaneous items.
- Tracks the beginning date of the next bank statement, notes this date during initial set up for reconciliation account, and thereafter maintains this date whenever you update the account in the Bank Reconciliation Process.

Accounts Payable

Tyler's ERP Pro Accounts Payable facilitates cash, accrual, and modified accrual basis accounting. Accounts Payable makes it easy to monitor cash flow, manage disbursements, and reduce data entry duplication. Its flexibility allows users to process invoices as well as debit and credit memos while maintaining audit trails for data input integrity. Its multiple vendor features allow users to search by vendor name, vendor number or DBA Name, maintain multiple addresses, set payment terms, view a comprehensive transaction history, and easily manage 1099 reporting. This application integrates seamlessly with other ERP Pro modules including General Ledger, Purchase Orders, Payroll, Bank Reconciliation, Fixed Assets, Project Accounting and Work Orders as well as with Business License, Building Projects, Sales Tax and Special Assessments for refund check processing.

1.0 Introduction

Information & Reports

- Offers a variety of reporting options including open payables, cash requirements, and payment registers.
- Includes the Open Payable Report which shows payables for user specified funds and filters the payables on the report by a range of dates.
- Tracks 1099-MISC and 1099-S reportable transactions, prints 1099 and 1096 forms, as well as produces electronic files for federal and state reporting.
- Provides ability to track sales and use taxes.
- Exports report results to other data formats including Adobe PDF, Microsoft® Excel and Word, and Text.
- Creates a virtual “paperless office” using integrated Document Management functionality.
- Provides inquiry and management tools for key vendor information including the ability to email EFT and PO notices to vendors directly from within the application.
- Presents vendor transaction history in dynamic, configurable grids with powerful query tools that provide easy printing and data export functions.
- Delivers comprehensive control of the payment process and cash requirements.
- Produces registers and audit reports necessary for a complete audit trail.

User Friendly

- Prevents duplicate payable numbers.
- Allows unlimited user-defined fields to be added at the vendor level to capture unique information tracking needs.
- Provides tool to change the status of multiple vendors at one time based on last activity date.

Transaction Efficiency

- Provides efficiencies for creating vendor payables based on a defined payment schedule or template.
- Allows for on-demand check writing.
- Displays outstanding purchase orders for a vendor during payable entry.
- Comprehensive transaction history available on Vendors including payments, outstanding payables, purchases, and purchase orders.
- Allows items to be expensed to a virtually unlimited number of accounts and funds.
- Supports check writing from separate funds, a disbursement fund, or a pooled cash fund.
- Allows automatic payment selection by vendor, due date, or manual payment selection.
- Supports multiple payment methods, over budget checking and docket/claim numbering.
- Provides add/edit functionality for GL accounts and vendors during payable processing.
- Provides ability to import payables via flat/text file.
- Supports payment to purchase card vendor while tracking purchased from vendor detail.

1.0 Introduction

PivotPlus

- Access the data you need out of the system without relying on a programmer to extract or write a custom report
- Enhance your reporting and data analysis capabilities by extending accessibility of your data to MS Excel
- Turn your organization's data into meaningful insights for better decision making
- Easy to use tools extract data to MS Excel in a manner that supports your existing spreadsheets
- Using ERP Pro data, create pivot tables, charts, graphs, and other Excel based analytics and then refresh the data as needed

Budget Manager

Tyler's ERP Pro Budget Preparation creates and maintains budgets for current and future fiscal years. Users can view previous year budgets and create models for future fiscal year budgets. A variety of reporting options gives users the freedom to customize budget spreadsheets to fit their needs. This module can accommodate up to 99 versions per fund, allowing multiple changes and user-defined scenarios. Budget Preparation integrates with ERP Pro General Ledger and Report Generator. Additionally, personnel budgets automatically transfer from our integrated Human Resources Position Control Budgeting module.

Information & Reports

- Consolidates budget prep and analysis functions in one place
- Defines budget information views by fund, department, type, or accounts
- Controls access to budget information so that department heads can be limited to departmental budgets under their control
- Allows users to edit budget information at the individual account level or for all accounts
- Reports budget projections through user-defined financial statement formats
- Provides drill-down to supporting details, notes, and distribution of dollars from budget worksheet views

User Friendly

- User-defined system security that controls access to the budgeting files
- Accessibility to all revenue and expenditure line items, including future status line items intended for future budget periods
- Easy line item grouping for budget control purposes
- Flexible budget notes features including permanent, current, and next year notes at the line item, department, and fund level
- Support for both export and import of budgets with Microsoft Excel

Transaction Efficiency

- Maintains ODBC interface compliance
- Calculates projections based on other budgets or YTD balances with user-defined multipliers and filters on cost centers and account segments

1.0 Introduction

- Imports personnel budgets from the HR Position Control Budgeting module
- Automatically distributes budget amounts evenly to all months or to each month in proportion to the actual amounts from a historical year
- Installs the adopted budget in a quick and simple process
- Tracks all changes to the final approved budget as amendments with a complete audit trail and maintains them in an easily updated budget adjustment file
- Allows you to change the status, amount, or description of any item and provides footprint and change history features to create an audit trail of the change

Smarter Excel Reporting with CellSense

Are you constantly updating Microsoft® Excel® spreadsheets with your financial data each month? In a matter of seconds, CellSense can easily take care of that for you. Simply map your General Ledger data to an Excel spreadsheet, and then run CellSense to populate the worksheet. As figures change, a few clicks produce your latest numbers. Little to no maintenance is required, so say goodbye to cutting, pasting and manual data entry. With a little effort up front, you can harness the power of ERP Pro® Financials and Microsoft Excel to make an expensive and daunting task economical and easy to perform.

- Extensive time savings for those relying on Excel to analyze and report on financial data from their General Ledger
- Eliminates error-prone tasks such as ongoing manual data entry and manipulation in Excel
- Easily handles General Ledger account groupings mapped to a single cell for rolling up detail to summarized levels
- Ability to validate the accuracy of spreadsheet data using an audit report to eliminate searching for incorrect formulas
- Secures access to financial data for mapping to Excel using ERP Pro General Ledger security settings
- Create a CellSense Definition to link your ERP Pro financial information (budgetary figures, actual transactions, encumbrances, etc.) to an Excel workbook
- Map General Ledger account values (month-to-date, year-to-date and totals) to individual worksheets and cells in Excel
- Use account overlays to define filters and wildcards for account groupings mapped to a specific cell address

Our Experience

Tyler Technologies' solutions offer the widest breadth of products in the industry, the latest technology available, and an integrated system that can operate in diverse offices throughout a jurisdiction. More importantly, Tyler's vision and skill in executing that vision is what ultimately leads to a successful implementation and long-term solution for our clients. Our experienced team consists of industry leaders that keep our team moving and making sure we can give you the tools to succeed.

2.0 References

2.0 References

The vendor must supply at least five (5) municipalities that are currently using a similar system requested by the City; include the total population served by the municipality's governing body.

Complete Client List

Tyler's client base includes more than 27,000 local government offices in all 50 states, Canada, the Caribbean, the United Kingdom and other international locations. Tyler considers its complete client list to be proprietary. The City may request a complete client list after signing a non-disclosure agreement.

Please refer to the references listed in this section for a sample of Tyler's clients similar in size and scope. Additional references may be requested by contacting your Account Executive, John at John.@tylertech.com.

Name of Site	Waxahachie, TX
Contact Name	Gail Turner
Contact Title	Finance Director
Address	401 S. Rogers Waxahachie, TX 75165
Phone	469-309-4000
Email	Gturner@waxahachie.com
Tyler Products	ERP PRO 10
Summary	Finace, Payroll/HR, Utility Billing, Community Development, Court

Name of Site	Scottsbluff, NE
Contact Name	Elizabeth Loutzenhiser
Contact Title	Finance Director
Address	2525 Circle Drive Scottsbluff, NE 69361
Phone	308-630-6294
Email	Eloutz@scottsbluff.org
Tyler Products	ERP Pro 10
Summary	Finance, Payroll/HR, Utility Billing

Name of Site	Lindsborg, KS
Contact Name	Kristi Northcutt
Contact Title	City Administrator
Address	101 S. Main Street Lindsborg, KS
Phone	785-227-3355
Email	Kristin@lindsborgcity.org
Tyler Products	ERP Pro 10
Summary	Finance, Payroll/HR, Utility Billing, Court

2.0 References

Name of Site	De Soto, KS
Contact Name	Bonnie Bennett
Contact Title	Finance Director
Address	P.O. Box C 32905 W. 84 th Street De Soto, KS 66018
Phone	913-583-1182
Email	Bbennett@desotoks.us
Tyler Products	ERP Pro 10
Summary	Finance, Payroll/HR, Utility Billing

Name of Site	Arkansas City, KS
Contact Name	Matt Metzinger
Contact Title	IT Manager
Address	118 W. Central AVE Arkansas City, KS
Phone	620-441-4424
Email	mmetzing@arkansascityks.gov
Tyler Products	ERP Pro 10
Summary	Finance, Payroll/HR, Utility Billing

Name of Site	Cedar Park TX
Contact Name	Nicole Boatright
Contact Title	Utility Billing Supervisor
Address	450 Cypress Creek Road Cedar Park, TX 78613
Phone	512-401-5300
Email	Nicole.boatright@cedarparktexas.gov
Tyler Products	ERP Pro 10
Summary	Finance, Payroll/HR, Utility Billing

3.0 Specifications and Cost (Attachment A)

3.0 Specifications and Cost (Attachment A)

The Proposal must include and answer the provided Specifications and Cost list as thoroughly as possible. This is not a comprehensive list of all the City's applications and processes but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts. Vendors are encouraged to use the comment line to include a brief 1 sentence explanation of how the function is supported or not. If the requirement does not pertain to the proposal being submitted enter "N/A" in the Comment line. Pricing amounts should contain no taxes and include all transportation, delivery, and FOB. All costs shall be in actual dollar-and cent amounts, a "Time and Material" quotation is unacceptable. Please provide the best estimate for travel costs, cables, and other miscellaneous items. The City reserves the right to procure by other means any personal computers or hardware needed. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Proprietary Information

Tyler has answered the City's required functionality matrix on the following pages. Information in this section may be marked as confidential and proprietary based on the amount of detail contained in the answer. Some answers may contain references to additional materials outside of this section, or on Tyler's website. Additional information may also be marked as confidential and proprietary.

Future Functionality

Items marked as 'Future Functionality' are based on our current product direction. Product direction is subject to change and therefore this functionality is not included as part of this agreement. This functionality is generally made available to our customers as part of their ongoing maintenance agreements. If a customer requires that such functionality be committed to within the contract, the functionality will be treated as a custom modification, payable by the customer.

3.0 Specifications and Cost (Attachment A)

Function	Cost	Comment
A. Finance	13,500	
Fund Accounting		Supported
General Ledger and Financial Reporting		Supported
Bank Reconciliation		Supported
Accounts Payable		Supported
Vendor Management		Supported
Accounts Receivable (Invoice creation)	3,537	Supported
Debt, Cash and Investment Management		Not Supported
Budgeting		Supported
Forecasting		Supported
Fixed Assets	1,433	Supported
IRS Tax Management (1099's)		Supported
Financial Reports		Supported
Content Manager (scanned Documents)	0	Supported
Finance Data Conversion	9,000	Supported
B. Project Management	2829	
Capital Planning		Limited Support
Grant Management and Accounting	1350	Supported
Purchasing/Procurement	3395	Supported
Contract Management	0	Supported
Content Manager (scanned Documents)	0	Supported
C. Payroll/Human Resources	13500	
Payroll Processing		Supported
Employee Benefits	0	Supported
Employee Time and Attendance	4950	Supported
Position Management		Supported
Performance Management		Supported
Workforce Budgeting		Supported
Risk Management		Supported
Recruiting (optional)		Supported
Onboarding (optional)		Supported
Payroll Reports		Supported
Payroll Data Conversion		Supported
Content Manager (scanned Documents)	0	Supported
D. Utility Billing	8456	
Account Management		Supported
Billing Management		Supported
Payment Management	1200	Supported
Collection Management		Supported
Customer/Service Order Management	643	Supported
Rate Management		Supported
Usage Management		Supported
Utility Data Conversion	6000	
Content Manager (scanned Documents)	0	Supported
E. Ad Hoc Reporting		Supported
G. Training (please include all options)		
Onsite		Not offered at this time
Online	108810	Supported
H. Integration/Interface of other Software		
Munilogic (Community Development)		Supported- Import
Tyler-Municipal Justice (Municipal Court)		Supported
Parks & Recreation Program		Supported- Import
Other Optional Services offered by Vendor (please list):		
MyCivic App		

3.0 Specifications and Cost (Attachment A)

Permitting		
Licensing		
Code Enforcement		
Parks & Recreation Program		
Meeting Manager		
Open Finance		

4.0 Implementation Methodology

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The vendor's implementation section should include information on all facets of the implementation process. Please provide thorough information about the following:

- *Project Approach*
 - o Is the Implementation done in Phases? If so, how many? What do they consist of?*
- *Project Management*
 - o Methodology*
 - o Milestones/Deliverables*
 - o Project Management Selection*
 - o Implementation Team Experience*
- *Vendor/City Responsibilities*
 - o Differentiate between City and vendor responsibilities during implementation*
- *Timelines*
 - o Provide a sample Implementation Chart*
- *Data Conversion*
 - o Conversion Methods*
 - o Conversion process*
 - o Data Extraction*
 - o Scheduling*
 - o Data Validation*
- *Training*
 - o Training Methodology*
 - o Training Options*
 - o Training Requirements*

Implementation Methodology

Tyler's implementation process demonstrates our long-term commitment to our clients with a methodology tailored specifically to the public sector. Your organization benefits from the fact that we perform our own implementations and know our software better than anyone. As a Tyler client you receive guidance throughout implementation from experienced Tyler professionals who have implemented Tyler products in more than 10,000 public sector implementation projects. Tyler's methodology is based on three vital foundations:

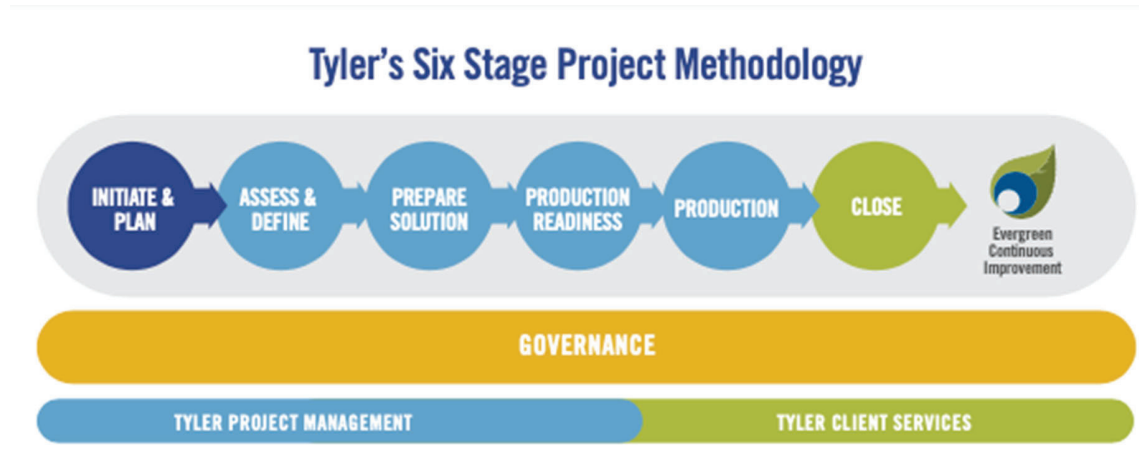
- Industry experience
- A globally recognized project management approach
- In-house expertise

Tyler utilizes its depth of implementation experience, working in tandem with our clients to put our methodology into practice. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective

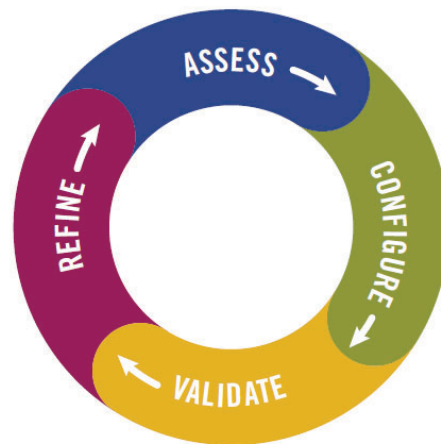
4.0 Implementation Methodology

communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet client's complexity and organizational needs.



The methodology adapts to both single-phase and multiple-phase projects. To achieve Project success, it is imperative that both clients and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that clients and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where client business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

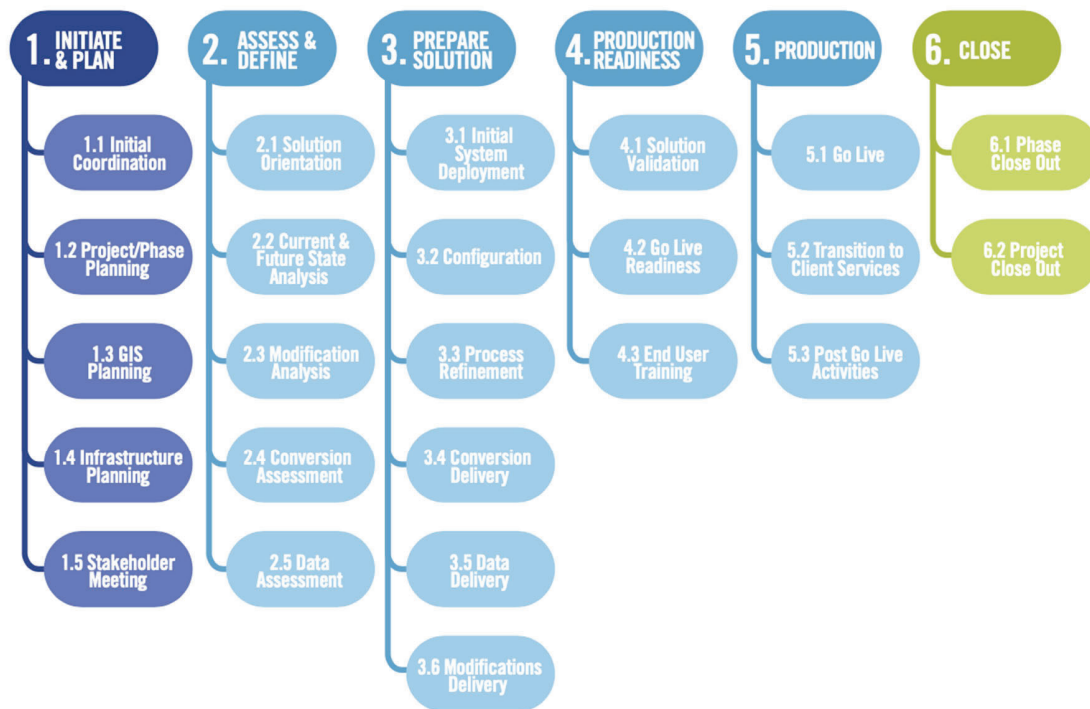
Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level

4.0 Implementation Methodology

work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the city.

Work Breakdown Structure (WBS)



Project Governance

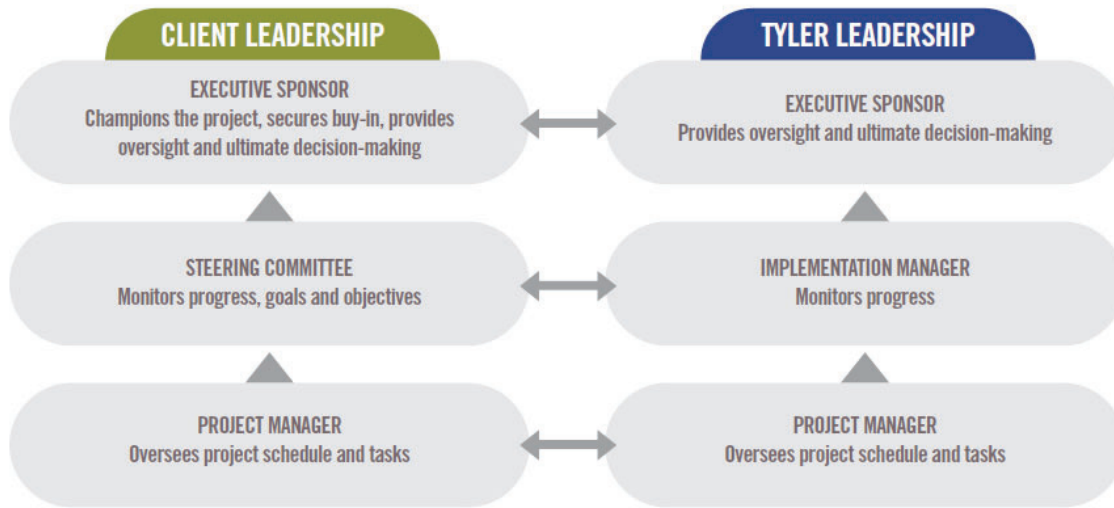
Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.

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Project Governance Relationships



Project Management

Our approach to project governance has been continuously improved during Tyler's more than 35 years of experience implementing software exclusively with public sector clients. No one knows the system better than our staff. That's exactly why we don't contract third parties to do our implementation for us. We do it best. Project Managers will be assigned to each phase of your project and will engage subject matter experts throughout the implementation. Our staff consists of seasoned professionals with unique and proprietary skills and years of experience, focused into dedicated departments.

Project Communication

Tyler understands the importance of having current, accurate, easily accessible information during an Implementation Project. As part of Implementation, each new Tyler client will be provided a Project Portal. The purpose of this site is to furnish the project teams with a central location to plan, store and access pertinent documentation and information relating to your Implementation project.

This site will be jointly maintained by the project teams for the duration of the implementation. Once the client has gone live, the portal will be maintained by Tyler's Client Services team for the first year of live processing, and all files are available to the client to download during this time.

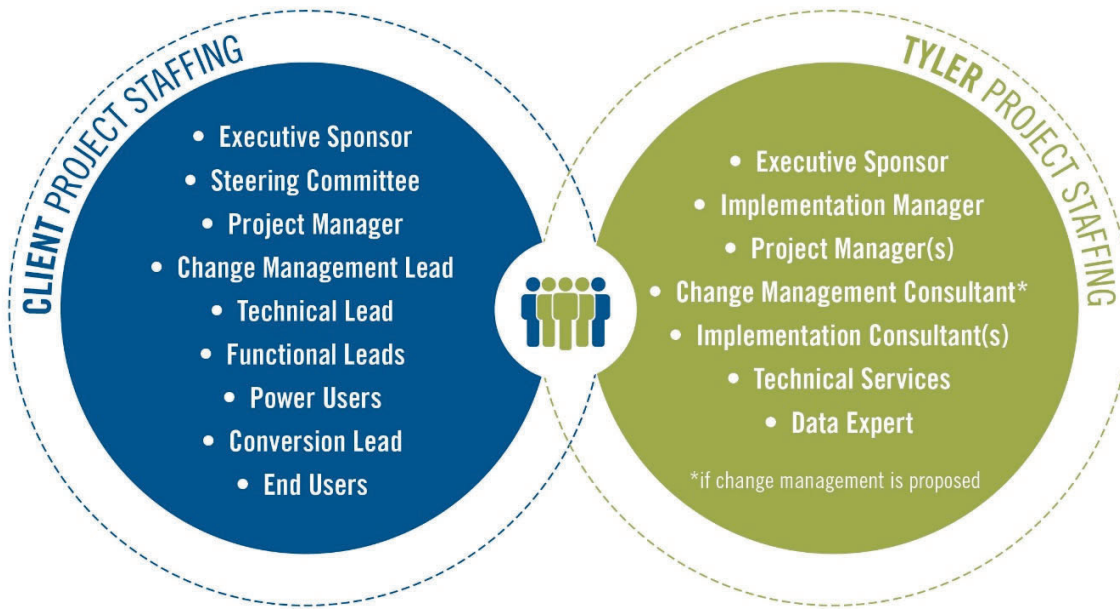
Management and Scope

The Tyler Project Manager and implementation teams will communicate regularly with your project team. All implementation deliverables generate reports which contain detailed assessments of task completion, staff participation and material absorption. The Tyler Project Manager(s) will evaluate and measure the report results, communicating the gaps and adjusting the plan accordingly. Should issues arise during the project, there are several escalation paths that can be used laid out in the communication plan.

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Project Organizational Chart

Every implementation project is comprised of both client resources and Tyler resources working together at varying levels of involvement to ensure a successful implementation. The chart below outlines each of those resource groups. Please keep in mind that some resources in your organizations may fall into multiple groups.



Business Process Consulting Overview

Tyler understands that software implementations takes extensive planning and analysis of business practices, that's why we've created our Business Process Consulting (BPC) service designed for clients who could benefit from more robust analysis and discussion in determining best business practices and designing policies to make the most of your new solution.

Tyler's BPC service is designed to assist your organization with the redesign of practices and policies to best leverage your investment in your Tyler software solution. This in-depth analysis takes into consideration local policies, client-specific goals, opportunities for efficiencies, improved reporting/inquiry, audit compliance, and results in three distinct deliverables: business process redesign, chart of accounts recommendations, and custom documentation.

Tyler consultants work with your team at the beginning of the project to conduct a thorough current/future state analysis. Once goals and objectives are discussed and the analysis is completed, best practice recommendations are provided with options outlined for each process, including a ranking of the options and notes as to why each is recommended.

Tyler will then conduct a formal review of these options with your project team and the system will be configured to match the agreed upon business practices. Your Tyler consultant(s) will then create custom

4.0 Implementation Methodology

process documentation based on configuration decisions. This documentation is used for a number of project activities including training and testing.

Customized documents outline step-by-step processes for the day-to-day use of Tyler's applications. These manuals are customized for each client, except for the general system navigation section, which is standard for all clients. Setup tables are not documented within these manuals unless the maintenance of the table is required on a regular basis (i.e. one-time setup tables are not part of procedural documentation).

The output of BPC is a new chart of accounts, a system design document that serves as a 'roadmap' and guide for the implementation, and customized desktop documents outlining new processes.

Solution Validation

Making sure your new system works the way you need it to is paramount to the success of the implementation. Tyler's quality management and validation plan addresses both the project and the product, while ensuring project objectives are met. The project teams validate the solution throughout the life of the project to expose issues that would normally only be revealed in a production environment.

A controlled environment is created for high-level product validation, import and export interface, functional flow, and reliability.

The goal of validation is for End Users to gain extensive product experience, develop a high level of confidence in Tyler's products, and understand their specific functions within the solution.

Expected benefits from the completion of validation also include:

- The infrastructure of hardware and network design is thoroughly vetted
- In-scope data conversions are delivered and fully integrated into the solution (if applicable)
- Modifications are delivered and fully integrated into the solution (if applicable)
- A managed Issues List is fully quantified

Issue tracking, resolution accountability, and completed issue resolution are necessary in a successfully completed project. The validation phase is a shared responsibility and must be recognized as such.

Knowledge Transfer Approach

During implementation of our products, Tyler's goal is to educate your resources so that they are self-sufficient users of the solution. Tyler uses a train-the-trainer model to transfer knowledge. Tyler's project team will provide comprehensive training to your team, which includes the project manager, functional leads, and power users. Tyler provides one occurrence, or more, of each scheduled training or implementation topic. The first time focuses on the process steps, while the second time, the training is more advanced. Sessions for each topic will also cover configuration for functional leads and power users, so that future changes can be easily made.

Ensuring comprehension of daily job functions is essential to a successful go-live and product adoption. The goal of our train-the-trainer approach is to expose the most sophisticated users to the system first, so system configuration, converted data, and new procedures are thoroughly vetted by your team before being introduced to end users. During training, Tyler implementation consultants measure knowledge transfers through assessments and lead mini parallel processes and validations.

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Change Management Services

Effective change management is the cornerstone of a successful ERP implementation. With Tyler's change management program, you can ensure your people transition along with your re-engineered business processes. Tyler's change management experts are Prosci® certified and use industry leading skills and tools to assess your organization's capacity for change and then help you prepare, manage, and reinforce the transition. Prosci research shows that implementing effective change management strategies will increase the probability of a project's success. Additionally, change management services assist handling employees' resistance to change, while building change competencies into the organization for future projects.

What Is Change Management?

It is a structured process and set of tools for managing the people side of change. In fact, employee acceptance and the understanding of change is as important to a project's success as having the right software, project manager, resources, and experts. Resistance to change can derail an organization's plan to move forward. Efficient and effective change management considers how each employee adopts and utilizes the change, how it will affect organizational objectives, and how expectations can be met or exceeded. Well managed change results in a higher ROI allowing projects to stay on time and budget. Change Management programs also help organizations to successfully achieve goals, while more efficiently utilizing employees' valuable time.

Building Success

There are three elements necessary to build a strong change management strategy:

- Executive Leadership (sponsorship) — the required leadership to set the necessary changes into motion. Active and visible leadership is the number one indicator of project success.
- Project Management — the fundamentals of managing a project, including the design of work tasks and the management of resources to implement changes on time and on budget.
- Change Management — the people side of change. This represents the actions taken by the organization to help employees' transition from the current state to the desired future state.

Choosing Change Management

Each client requires a different amount of support from Tyler when it comes to their change management needs. Some organizations only need minimal guidance and a robust toolset to facilitate their program, while others want Tyler to take the lead in developing and executing their program. Whichever model fits your organization's needs, Tyler has designed two options to ensure your organization doesn't leave change management out of its plan for project success.

Option 1: Foundation Change Management

Foundation Change Management provides a plan, training, and toolset that can be used by the client to execute change management activities. Clients can easily order a three-day block of change management expertise for a Tyler Prosci® certified resource to come onsite and help execute the plan or solve challenging issues. The goal of this service is to provide a low-cost change management plan.

Option 2: Enterprise Change Management

Tyler's Enterprise Change Management offering is designed for organizations that want a robust and complete solution to address their change management needs for large-scale projects. A Prosci certified Tyler

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change management expert will lead each change management step, which includes assessing the organization's capacity for change and then helping them prepare, execute, and reinforce the transition.

Tyler will develop a detailed change management plan and conduct a thorough organizational change assessment. These pivotal deliverables establish a path for further change management activities, including:

- Training of the organization's Change Management lead and coaches
- Developing a sponsor activity model
- Tracking and communicating procedural changes to impacted employees
- Guiding recognition, feedback, and lessons learned events
- Completing a resistance management plan

Enterprise Change Management includes a collaborative review of the tools for tracking these activities and offers regular onsite visits to provide support and corrective action opportunities throughout the project phase.

Once a go-live date is in place, Tyler's expert will work with the organization to ensure communications are clear to all impacted employees and that strategies are in place for supporting them throughout the process. After go-live, monitoring of compliance and resistance continues until a formal transition of all change management tools, guides, and presentations are completed at close. This ensures that the organization has the skills and tools to continue monitoring the adoption of the new system and, at a later date, can create a change management program for use in future projects or change initiatives.

Project Resources

Tyler groups your team and Tyler resources based on their functional role within the project. This allows for easier staffing and communication within and between project teams. Please reference the project resource roles graphic below for a summary of responsibilities for each role. Our project approach is based on our experience and knowledge from working exclusively with public sector clients.

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Project Risks and Mitigation

As with any major project, there are risks both large and small inherent to implementing a new software system. That is why you need experts to guide you through the process from start to finish. Tyler has been delivering software solutions to the public sector since 1966. Our vast experience and adherence to the industry-leading Project Management Institute (PMI) approach to project management give Tyler the knowledge to measure risk and to implement procedures which mitigate and minimize risk to our clients.

During the planning stage of the project potential risks and mitigation techniques are discussed to limit impact in a successful project. The largest project risks inherent with a software implementation of this size are in the adoption of change and the follow through on meeting your stated goals. In every project, there are people and departments that are resistant to the change needed to fully utilize a new system. It is important that these individuals and groups be identified early in the project, and a communication and coaching plan be put in place to minimize their impact on the project and the intended results. Stakeholders can assist by communicating management's commitment to the project, establishing clear internal expectations for the staff, supporting change management efforts, enforcing changed business practices and holding resources accountable for completion of tasks necessary for project deadlines. Implementing a new software solution is a commitment that requires full buy-in from all levels and properly allocated resources for both time and effort. Ensuring that tasks are monitored and prioritized accordingly helps ensure a successful, on-time project completion.

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The best way to minimize any risk and maximize the benefits of a Tyler implementation is to communicate and document decisions as thoroughly as possible during the planning stage of the project. A Risk Management Plan, Communication Management Plan, Change Management Plan, and Risk Register will all be part of the overall Project Plan. These documents will provide a list of the potential project risks, identify ways to mitigate the risk that each brings and describe what to do in the case of a risk impacting the project and how to compensate for that change. Communication and planning can help to prepare for risks and minimize the impact they have on the overall implementation.

General Assumptions

Tyler's experience in working with public sector clients has enabled us to limit the assumptions we make in our proposals. Most details of the actual project will be worked out during contract and statement of work negotiations should Tyler be selected.

There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Below are general assumptions which should be considered throughout the overall implementation process:

Project Assumptions

The City project team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the finalized project schedule. Sessions will be scheduled and conducted at a mutually agreeable time.

Any additional services, software modules, and modifications will be considered a change to the project and will require a change request form. Implementation of new software may require changes to existing processes, both business, and technical, requiring City to make process changes.

City is responsible for defining, documenting, and implementing their policies that result from any business process changes.

Resources and Scheduling Assumptions

City resources will participate in scheduled activities as assigned in the Project Schedule. The City team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.

Tyler and City will provide resources to support the efforts to complete the project as scheduled and within the constraints of the project budget. Abbreviated timelines and overlapped phases require sufficient resources to complete all required work as scheduled.

City makes timely project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions. City will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.

City will provide adequate meeting tools, including appropriate system connectivity, to the project teams.

Data Conversion Responsibility Assumptions

Data will be converted as provided and Tyler will not create data that does not exist. City is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.

All in-scope source data is in data extract(s). Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.

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The client will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.

The City Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler. The City is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

Facilities Assumptions

City will provide dedicated space or appropriate collaboration tools for City resources to work during implementation sessions. City will provide staff with a location to practice what they have learned without distraction.

Tyler Training Plan

Everyone's learning style is different. That's why Tyler offers several training formats to accommodate our diverse clients' needs. Training by Tyler staff provides hands-on learning in your own labs. Your resources receive consultative knowledge transfer sessions that are a combination of lecture and hands-on education, using your organization's own data.

A mutually developed education plan lays out the process of transferring knowledge between you and Tyler. The purpose of the education plan is to:

- Communicate the process to stakeholders and functional leaders
- Answer specific questions (where classrooms will be established, what database environment will be utilized, etc.)
- Establish action items and link project personnel as owners
- Define measurement criteria to ensure the plan has been successfully followed

Your organization is set up for success with Tyler's train the trainer approach to training and education plan developed over years of industry experience.

Scheduling and Attendance

Tyler prefers a classroom and curriculum approach for training to ensure knowledge transfer, comprehension, and retention. A successful user training session is in a classroom environment with a computer for each user, whiteboard, printer in the room or nearby, and one computer connected to a projector.

Class size should be limited to twelve (12) users in attendance to the training is critical to gain hands-on experience with the system.

Responsibilities

Tyler knows the value of being prepared for the use of our software in production. Our goal is to partner with you and lend our expertise based on experience, in order to allow your resources to be successful at go-live.

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Both teams collaborate on all aspects of training, discussed, and documented during the planning stage of the project. The expectation is for Tyler to provide one or more occurrence of each scheduled training. You will be responsible for the logistics of the training by completing such tasks as scheduling resources and ensuring facilities are available. These sessions are to be attended by your key staff members (i.e. functional leads and power users) so that they can then disseminate the information they learn to others in your organization if or when necessary.

Training Materials

Tyler maintains a complete set of documentation that is available to all users through the KnowledgeBase. The KnowledgeBase provides users with a single, easily accessible location to find all existing documentation on Tyler products and other widely used technology products. Included are procedure documents, file layouts, user guides, installation manuals, setup documents, system administrator documents, data schemas, training exercises and much more. Clients also have the ability to download documentation into Microsoft Word format to edit to match internal policies and procedures.

Training Options for Public Health

Tyler has a longstanding track record delivering virtual implementation services. With our strong virtual capabilities, Tyler has adjusted to the current Covid-19 climate. Tyler plans to continue to deliver all training virtually, including Go Lives, until health and travel conditions stabilize. Since Work from Home Orders have been in place across the U.S., Tyler has delivered approximately 75,000 hours of Implementation Services remotely and brought over 25 clients live virtually.

At this time local, state, and federal governments within the United States (US) are limiting travel within our borders and abroad. When the local and state governments start lifting restrictions, we will evaluate each project and determine which, if any, sessions cannot be delivered effectively and efficiently through virtual consultation, and only those sessions will be considered for travel. Tyler's standard approach, under normal circumstances, is to conduct roughly 25% of all project days on-site in your facilities.

A typical day of training is from 9:00 to 4:30 (or 8:30 to 4:00), allowing for a break for lunch and short breaks in the morning and afternoon as needed. We've found that allowing users time to return to their daily responsibilities before and after classes or sessions allows for more productivity during the session. It also allows the Tyler Implementation staff time to prepare upon arrival and follow-up afterward. The start and

4.0 Implementation Methodology

stop times for the training will be discussed and agreed upon by Project Management during the planning portion of the project and will be published as standard session times throughout the project.

Training classes should be limited to between 12 attendees. Certain subject areas and topics allow for much larger training classes.

Sample Implementation/Training Plan

The following is a sample implementation/training plan and not necessarily what the final plan will be in your implementation.

Week One – Initial Consult

Day 1

- Review Services/Processes/Account Number Structure
- Review of Utility Policies, and Procedures
- Review User Access and profiles
- Review Network and client installations
- Start the CIS System Setup – System File

Day 2

- Continue the CIS System Setup
 - System File
 - Security (if needed)
 - Zone codes
 - Book codes
 - Revenue codes
 - Tax codes
 - Rate and fee schedule codes
 - Bank codes
 - Deposit codes
 - Service category and service codes
 - Prorate codes
 - Comment codes
 - Adjustment codes
 - Meter group codes
 - Customer class codes
 - Service order codes
 - Other codes

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Day 3

- Creation of Conversion Tables
- Initial Data Conversion efforts – program run and initial review
- Finance Director to Review Revenue and Deposit Codes

Day 4

- Continue code configuration as needed
- Continue conversion efforts as needed
- Discuss and review forms
- Identify, discuss and determine plan for final data extract and system processing cutoff
- Document preparation - Implementation Handoff and other documents as needed

Week Two – First Live Week

Day 1

- Final review of services/processes/account number structure/users/access
- Final review and reconfiguration of codes/zones/books and other codes as needed
- Start live conversion efforts
- Start initial training
 - Contact
 - Properties
 - Account Manager

Day 2

- Continue Initial Training
 - Account Manager and Account Processing
 - Service Order Processing
- Continue conversion efforts
- Train on Cashiering

Day 3

- Continue Initial Training and trainee observation
 - Account Manager
 - Service Order Processing
 - Services – adding, editing, turn on, turn offs, etc.
 - Address Manager – adding, editing
- Continue conversion efforts
- Train on Cashiering

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Day 4

- Continue conversion efforts – balance to accounts, balance to GL, finalize
- Continue Initial Training and trainee observation
 - Account Manager
 - Service Order Processing
 - Services – adding, editing, turn on, turn offs, etc.
 - Address Manager – adding, editing
- Account Adjustments
- Initial Training on Billing Process
 - Overview
 - Meter Read input
 - Handheld Process if applicable

Week Three – Second Live Week

Day 1

- Continue Training on Billing Process
 - Overview
 - Meter read input
 - Read allocation, read corrections, final readings
 - Billing calculation
 - Billing corrections
 - Bill Printing
 - Bill Update

Day 2

- Continue Training on Billing Process
 - Overview
 - Meter read input
 - Read allocation, read corrections, final readings
 - Billing calculation
 - Billing corrections
 - Bill Printing
 - Bill Update

Day 3

- Continue training on additional processes

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- Refund and demand deposit return
- Past due and penalty process
- Cutoff Process
- Bad Debt Process

Day 4

- Provide documentation as needed
- Follow up on major process training
- Transfer to support

Data Conversion

The data conversion process can be the most time-critical element of your project plan. Tyler develops crucial steps in our implementation process to support a successful data conversions plan. Our data experts conduct hundreds of data conversions every year mapping legacy data through custom written programs.

The purpose of this task is to transition City's data from your source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).



With guidance from Tyler, City will review specific data elements within the system and identify and/or report discrepancies. Iteratively, Tyler will collaborate with City to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s).

Data Conversion Standards & Responsibilities

While Tyler's data experts have extensive experience with data mining, conversion, and migration, it is your responsibility to provide Tyler with readable conversion data and to review the converted data for accuracy and completeness. Tyler recommends that you conduct due diligence to ensure that your team delivers clean data, to make data validation efforts seamless resulting in a high-quality migration.

Project Planning

Project Planning is an important piece of any implementation. Tyler takes a custom approach to every project we lead. The project schedule is developed collaboratively with both project teams in order to meet your

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needs, while keeping in mind Tyler’s guidelines for implementation. Periodic project meetings will be scheduled where changes in scope, project length, or cost will be reviewed.

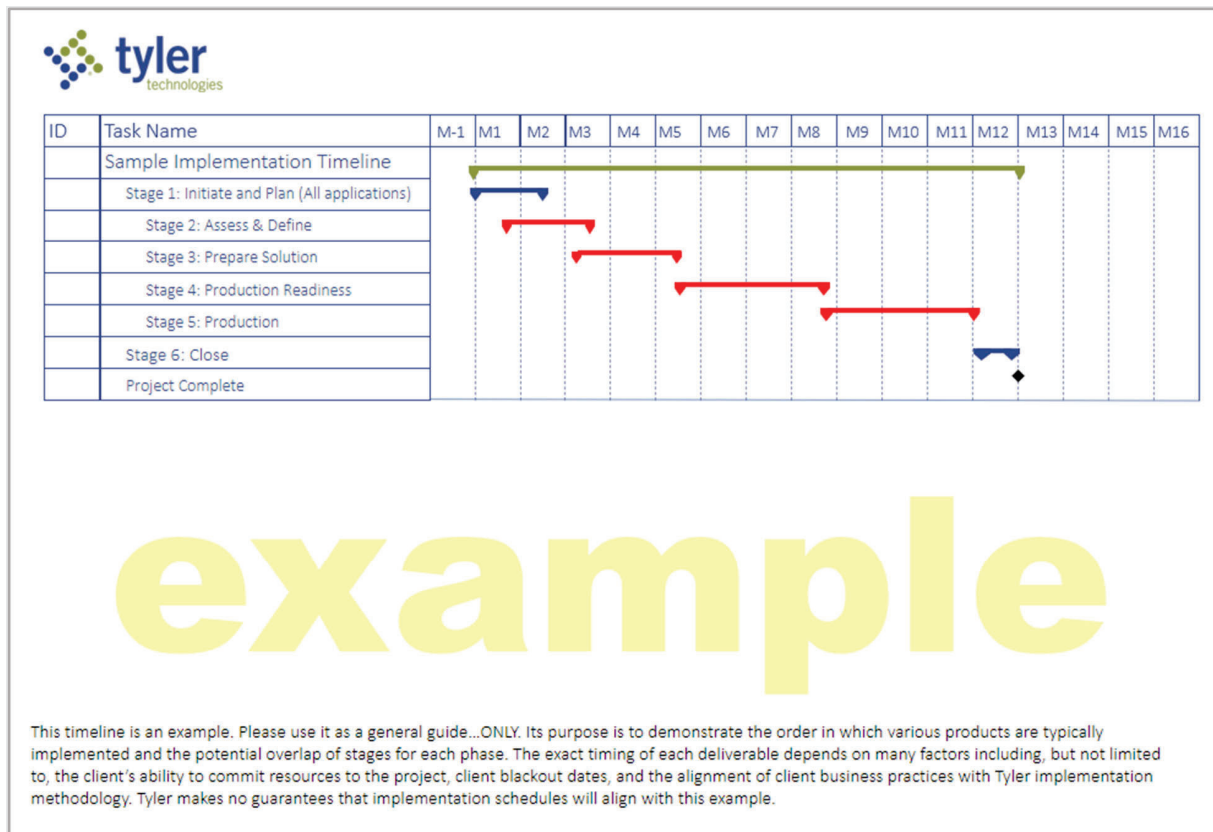
Tyler is open to discussing the project schedule in more detail and working out a mutually agreed upon plan that considers all project risks, requests and resource constraints.

Tyler recommends a phased implementation approach, staggering start and live dates for each phase of the project. Live dates will be targets but should not place unnecessary constraints on the project. The following schedule takes into consideration the City’s goals and Tyler’s recommended approach, and assumes the product will be used as is, without additional go-live customizations.

Proposed Project Phases

Proprietary and Confidential – Subject to Restrictions on Disclosure

ERP Pro Financial Management Timeline



4.0 Implementation Methodology

Tyler Resources

Tyler actively seeks the best talent to help us implement our solutions for our clients. Our staff consists of seasoned professionals with unique and proprietary skills, and years of industry experience, who are focused on specific products and in dedicated regions.

Assembling a quality project team that suits for project needs is important. We appreciate your patience as we make arrangements to allocate resources for your project phases. Upon award of contract, Tyler assigns a project manager and quality project team to ensure your implementation success. Tyler staff perform services in a professional, workman-like manner, consistent with industry standards.

The resumes presented in this proposal reflect the caliber and experience that Tyler will assign to this project. Due to the variable duration of selection and contract processes, it is difficult for us to predict resources that would be available at project commencement.

Project Managers

Brittany T., Senior Project Manager

<i>Tenure</i>	Employee since May 2017
<i>Experience</i>	As a Senior Project Manager, Brittany uses her years of combined Utility Billing and Financials/Payroll implementations, to guide projects to their completion.
<i>Education</i>	Texas Tech University, Bachelor of Business Administration – Business Management
<i>Reference Projects</i>	Water Utility Management LLC, GA; Frederick, CO; Eufaula, OK

Kathy W., Senior Project Manager

<i>Tenure</i>	Employee since February 2020
<i>Experience</i>	More than 20 years of experience in project management, accounting, and local government enhance Kathy's ability to guide her clients through their project implementation.
<i>Education</i>	University of Dubuque – Master of Business Administration
<i>Reference Projects</i>	Willow Park, TX; Onalaska Water Supply Corps, TX; Kingman, KS; Ada, OH; Aurora Public Library, IL; Red Oak, TX

Alphonzo C., Project Manager

<i>Tenure</i>	Employee since October 2019
<i>Experience</i>	A Project Manager since 2014, Alphonzo uses his strong background to streamline the implementation process, analyze complex issues and quickly develop effective solutions. Alphonzo's solid understanding of software functionality helps him communicate effectively with client executives and their respective teams.
<i>Education</i>	Morehouse College, Bachelor of Business Administration – Marketing
<i>Reference Projects</i>	Pinson, AL; Orange City, IA; Ranson, WV; Horizon City, TX

Ashley A., Project Manager

<i>Tenure</i>	Employee since September 2011
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4.0 Implementation Methodology

Experience Ashley has worked with Tyler as a Tyler Support Specialist, Support Analyst, Project Manager, and Project Management Team Lead. Ashley's experience allows her to manage multiple types of projects to ensure that all resources are utilized, the project stays on budget and on schedule, and all contract requirements are delivered.

Education Texas Tech University – Bachelor of Business Administration – Business Management

Reference Projects Deer Park, TX; Lake Placid, NY; Beaumont, CA; Moore, OK

Alyssa W., Senior Project Manager

Tenure Employee since January 2012

Experience As a Project Manager, Alyssa uses her background and knowledge obtained from working in customer service industries and Tyler support to assist clients through a smooth implementation. Alyssa has worked on projects large and small from all lines of ERP Pro.

Education Simpson College, Bachelor of Science – Marketing with minor in Management

Reference Projects Breckenridge, MN; Bethany, MO; Wylie, TX

Nancy B., Project Manager

Tenure Employee since August 1989

Experience Nancy's experience in software support, implementation and training, along with years of experience in project accounting provide a wealth of knowledge on the implementation process.

Education University of South Dakota, Bachelor of Business Administration – Accounting

Reference Projects Washington, NC; Elizabeth City, NC; Monroe, GA; San Mateo County Harbor District, CA; Wilton, IA; Palmview, TX

Melinda H., Supervisory Team Lead

Tenure Employee since February 2020

Experience As a Project Manager for the last 9 years, Melinda uses her experience to guide combined Utility Billing and Financials/Payroll implementations to their completion. Melinda is skilled in all project stages from initiation to closure as well as other key project management activities such as stakeholder engagement, change management strategies, risk assessment, and leadership.

Education University of South Alabama – BA
Certified Project Management Professional (PMP) – Project Management Institute, 2017

Reference Projects Wolfforth, TX; Dona Ana Mutual Domestic Water Consumers Association, NM; Goliad County, TX

Nicholas R., Project Manager

Tenure Employee since February 2021

4.0 Implementation Methodology

Experience As a Project Manager, Nick has used his experience to guide and manage implementations of numerous projects. Nick is skilled in all stages of our implementation process and works with clients of varying size and complexity of implementations.

Education University of Colorado at Boulder – BS

Reference Projects Town of Ballston, NY; City of Dunn, NC; Rockwood Water District, OR

Kecia C., Project Manager, PMP

Tenure Employee since January 2022

Experience As a Project Manager Kecia uses her experience to guide combined Utility Billing and Financials/Payroll implementations to their completion. Kecia is skilled in all project stages from initiation to closure as well as other key project management activities such as stakeholder engagement, change management strategies, risk assessment, and leadership.

Education University of South Alabama – Bachelor of Science in Computer Information Science, Minor in Business Administration
Project Management Institute – Certified PMP (2017)

Reference Projects Little Blue Valley Sewer District, MO; Swansboro, NC; Kennesaw, GA; Trophy Club MUD, TX; Black Mountain, NC

Anais C., Project Manager

Tenure Employee since December 2021

Experience As a Project Manager Anais uses her experience to guide combined Utility Billing and Financials/Payroll implementations to their completion. Anais is skilled in all project stages from initiation to closure as well as other key project management activities such as stakeholder engagement, change management strategies, risk assessment, and leadership.

Education Texas Tech University – Bachelor of Business Administration, Management
West Texas A&M University – Master of Business Administration
Project Management Institute – Certified PMP (2017)

Reference Projects Park Rapids, MN; Sherman County, TX; Waste Commission of Scott County, IA

Implementation Consultants

Kristina B., Senior Implementation Consultant – Professional Services

Tenure Employee since 2018

Experience 15 years of fund Accounting experience working with or for Governmental Agencies

Education Lake Superior State University - Bachelor of Science – Accountancy (2003)

Reference Projects North Central Solid Waste Authority Espanola, NM

Steve C., Senior Implementation Consultant – Professional Services

Tenure Employee since 2008

4.0 Implementation Methodology

Experience 14 years as the owner of Choice Computing installing networks, hardware, and accounting software
Education Texas Tech University – Bachelor of Arts – Telecommunications (1976)
Reference Projects Ward County, TX; Washington, NC; Park Dist. La Grange, IL; Pershing County, NV; Healdsburg, CA

Landry P., Implementation Consultant

Tenure Employee since May 2015
Experience As a tenured Implementation Consultant, Landry uses his extensive knowledge of client needs acquired from working in Financial software implementations, and Human Resources experience. This allows him to assist clients with configuration, train them on use of the software, and helps guide their projects to completion.
Education Lubbock Christian University, Bachelor of Arts – Visual Communications
Reference Projects Yakima Neighborhood Health Services, WA; Oneida, NY; Battleground, WA

Laurel S., Senior Implementation Consultant

Tenure Employee since March 2018
Experience Laurel's teaching and customer service background give her an excellent foundation for understanding her clients and helping them choose the best path forward.
Education Texas Tech University, Bachelor of Business Administration – Accounting, Finance, Business Economics
Reference Projects Tarboro, NC; West Travis County Public Utility Authority, TX; Downers Grove, IL

Amanda K., Implementation Consultant

Tenure Employee since 2020
Experience Over 10 years of Community Development experience in multiple levels of municipalities in Minnesota. Program Manager and Trainer to help clients reach their goals by learning new skills. In addition to managing county, state, and city community development programs, Amanda maintained budgets, projects, and personnel management. Versed in Licensing, Permits, Code Enforcement, Accounts Receivable, Cemetery, Sales Tax and Utility Billing. As an Implementation Consultant, Amanda's goal is to assist all clients and their customers in making the transition to new software as smooth as possible with consistent communication and feedback.
Education Brandman University – Bachelor of Social Science
Reference Projects Nolensville, TN; Moultrie, GA; Gloversville, NY; Angel Fire, NM; Seminole, TX; Lincoln County, GA; Madison, SD

Jayme F., Implementation Consultant

Tenure Employee since May 2011

4.0 Implementation Methodology

Experience As an Implementation Consultant, Jayme has been implementing software since 2006. She uses this background to analyze complex issues and quickly develop solutions. With over 150 projects implemented at Tyler, Jayme has a great mixture of customer service skills and knowledge of Tyler processes to help ensure a smooth implementation of the project.

Education Texas Tech University – Bachelor of Science – Education, All Level Teaching Certification, Physical Education/Health

Reference Projects Monroe, GA; Elizabeth City, NC; Washington, NC; The Hills, TX; Greenwood CPW, NC

Rachel S., Implementation Consultant

Tenure Employee since 2020

Experience As an Implementation Consultant, Rachel has been working in Community Development since 2002 including Business License, Building Permits, and Code Enforcement. Prior to her current position at Tyler, Rachel acted as the Business Tax Official and Permit Supervisor for the City of West Palm Beach, FL. Rachel also implements the Utility Billing, Cashiering, Accounts Receivable and Sales Tax modules.

Education Florida International University – Bachelor of Science – Communications

Reference Projects Palmview, TX; Atlantis, FL; Helen, GA; Camilla, GA; Pecos, TX; Itasca, IL; Osseo, MN; Bellmead, TX; Dublin, GA; Westworth Village, TX

Alex S., Implementation Consultant & Conversion Analyst

Tenure Employee since June 2020

Experience Alex has over 13 years of experience in supporting and implementing utility billing software for public and private sector utility clients. As a support representative, she assisted clients in resolving issues; developing best practices and reconfiguring the software for new guidelines; and implementing & troubleshooting various 3rd party printers, address certification, meter interfaces and payment merchants. In software implementation, Alex studied ordinances to ensure that she configured billing rates as defined, analyzed data to identify potential issues, and trained & supported clients through testing processes and software transition. Using her tools for success, her propensity for analysis and organization and an ever-growing list of knowledge and skills, Alex aims to leave every client happy in their decision to choose Tyler Technologies.

Education Arkansas State University - Bachelor of Science in Computer Information Technology

Reference Projects SS Water Supply Corp, TX; City of Herrin, IL; Village of Ada, OH

Cassandra R., Implementation Consultant & Conversion Analyst

Tenure Employee since 2014

Experience As an Implementation Consultant and Conversion Analyst, she uses her previous Tyler experience to provide clients with her expertise in Utility

4.0 Implementation Methodology

Billing, with an extra passion for our software and excitement for helping new clients use our products efficiently. Cassandra previously worked as an Interface Specialist at Tyler, where she specialized in meter interfaces, UBO, credit cards, and training clients how to use these features. Prior to Interface, Cassandra worked as a Support Representative where she began her career with Tyler Technologies and gained her foundational knowledge of the industry, the clients we serve, and the software services we provide.

Education Texas Tech University - M.S. in Physician Assistant Studies and B.A. in Spanish

Reference Projects Wylie Northeast SUD, TX; Elgin, TX; Fairburn, GA; Jasper, GA; Lake Park, GA; Conover, NC

Data Experts

Ben L., Lead Conversion Analyst

Tenure Employee since 2015

Experience Ben has over 15 years of Utility Billing experience as an implementation consultant, director of operations, head of support, senior conversion analyst, and team lead. Duties of these roles have required training and product demonstrations as well as hardware installation, software configuration, rate analysis, data review, reporting, form customization, meter interfacing, software development, and bill value comparison. Ben utilizes his many years of experience to ensure his clients are successful.

Education Texas Tech University – Bachelor of Business Administration in Information Technology specializing in Systems Management

Reference Projects Itasca, IL; Friendswood, TX; Seal Beach, CA; Ballston, NY; Fortuna, CA

Kashif R., Senior Conversion Analyst

Tenure Employee since July 2013

Experience Kashif has over 19 years of successful experience in software implementations, conversion analysis, project management, and leadership roles with recognized strengths in the local government utility-billing and financial applications, processes, and resource management.

Education Arkansas State University - Bachelor of Science in Management Information Systems with emphasis on Data and Telecommunications

Reference Projects Elizabeth City, NC; Tuolumne Utility District, CA; Champlin, MN; Logansport, IN; Monroe, GA; Cairo, GA

Kim S., Conversion Analyst

Tenure Employee since November 2013

Experience As a Conversion Analyst, Kim uses her utility billing software knowledge to help discover and implement client needs. Kim is proficient in Meter Interface processes, implementation, and support as she previously worked as an Interface Specialist. Her ability to analyze information and

4.0 Implementation Methodology

attention to detail are what help her make certain a client's implementation is a success.

Education Texas Tech University – Bachelor of Science - Biology
Reference Projects Thief River Falls, MN; Byron, GA; City of Anamosa, IA;
Town of Crested Butte, CO

Lance J., Conversion Analyst

Tenure Employee since 2010
Experience As a Conversion Analyst, Lance draws on his 12 years of experience in both software implementations and customer support to evaluate client needs and devise solutions to challenging problems. His previous roles as a support specialist and support analyst have given him a thorough understanding of Tyler products and customer concerns, which allow him to ensure successful implementations.
Education Texas Tech University - Bachelor of Arts - Spanish
Texas Tech University - Master of Business Administration - General Business
Reference Projects Island Water Association, FL; Flowood, MS; Claremont, NC

Devinne M., Conversion Developer

Tenure Employee since June 2021
Experience Devinne comes to Tyler with over 3 years of conversion programming experience in the small government software sector.
Education Dakota Wesleyan University - Bachelor of Science in Mathematics - Concentration in Actuarial Sciences; Minor in Business Administration
Reference Projects Kyle, TX; Avon, CO; Danville Sanitary District, IL

Derek C., Conversion Engineer

Tenure Employee since May 2019
Experience Derek is proficient in several programming languages. His high regard to data integrity and detail helps deliver successful conversions.
Education Rocky Mountain College - Bachelor of Science (Computer Science, high honors)
Reference Projects Tarentum Borough, PA; Elgin, TX; Thief River Falls, MN

Kevin B., Conversion Engineer

Tenure Employee since November 2014
Experience Kevin has taken 50+ projects live in his tenure with Tyler. In addition to the Utility Billing module, he has also completed Business License and Building Permits conversions.
Education University of Colorado, Boulder - BS Computer Science
Reference Projects Columbia, IL; Harrisonville, MO; Camilla, GA

4.0 Implementation Methodology

Training Team

Mia M., Curriculum Developer & Trainer

Tenure	Employee since September 2011
Experience	Mia combines her previous experience with Tyler in Development and Support with her public accounting and auditing experience to develop and maintain training curriculum. She is constantly looking for the best way to train our clients and use Tyler Software to make their business processes more efficient.
Education	Texas Tech University, Bachelor of Business Administration – Accounting Tarleton State University, Master of Science – Management Certified Public Accountant in Texas and Oklahoma
Reference Projects	City of Bay Village, OH; City of Catoosa, OK; Jamestown Parks and Recreation District, ND; City of Brawley, CA

Shara H., Senior Curriculum Developer & Trainer

Tenure	Employee since June 2006
Experience	Shara's journey at Tyler has taken her through Support, Development, and Implementation. In her current role here at Tyler as a Curriculum Developer & Software Trainer, she has the pleasure of training new and existing clients on the ERP Pro and ERP Pro products. She uses her business knowledge as well as her product knowledge of Tyler to guide users through the training courses on different applications while sharing examples of when and how the software can best be used for their scenario.

Shanna M., Training Specialist

Tenure	Employee since August 2019
Experience	Shanna's teaching career allows her to play a vital role in the development and implementation of our New Employee Training Program for ERP Pro Utility Billing. Her ability to connect with clients during remote training sessions has proven to create a comfortable learning atmosphere in which clients can thrive.
Education	Texas Woman's University, Masters in Teaching Northwood University, Bachelor of Marketing/Management and Associate in Advertising
Reference Projects	City of Republic, MO; Glenville, NY; Gridley, CA

Miguel Z., Senior Software Trainer

Tenure	Employee since May 2014
Experience	Miguel has 7 years of experience in software implementation and production as a Trainer, Consultant, and Business Analyst and 8 years of experience in government finance as an Accountant.
Education	Grand Canyon University, Bachelor of Science – Finance and Economics
Reference Projects	City of Buckeye, AZ; Kennewick Irrigation District, WA; City of Oregon City, OR

4.0 Implementation Methodology

Augusta M., Training Specialist

- Tenure** Employee since August 2018
- Experience** As an Implementation Trainer, Augusta uses her two years of ERP Pro experience as a client, paired with her accounting education and skills learned at Tyler to conduct several different types of trainings in a live atmosphere to new and existing clients. Augusta possesses strong presentation and people skills to capture her audiences for the 4-hour segments.
- Education** University of North Alabama - Masters in Business Administration (accounting concentration)- 2020
- Reference Projects** Scottsboro, AL; Columbiana, AL; Clemson, SC

Ashley S., Senior Software Trainer

- Tenure** Employee since January 2013
- Experience** Ashley has over 8 years of experience in LGD Professional Services and 7 years as a Bank Internal Auditor. As an Implementation Trainer, Ashley uses her 5 years of experience as an ERP Pro Financial Implementation Consultant to provide high quality and thorough learning experience for the client. Through experience and formal training, Ashley has excellent analytical and communication skills that allow her to provide training, implementation work, and tutoring to clients and internal staff as needed.
- Education** Texas Tech University – Bachelor of Business Administration in Finance
- Reference Projects** Bosque County, TX; Bolivar, MO; Justin, TX; Sabine River Authority

5.0 Support & Maintenance

5.0 Support & Maintenance

The vendor should provide the following Support and Maintenance information:

- *Support Options*

- o Does the vendor provide a toll-free support number?*

- o Does the vendor provide Online Support?*

- o Other options for support?*

- *Support Goals*

- o Please provide Response Times and Resolution Times for the following incident levels:*

- *Emergency – process(es) of a workflow is(are) at a standstill*

- *Critical – process(es) within a workflow is(are) not currently at a standstill but will be in the future until support is resolved*

- *Standard Help Call -the support required does not interfere with the workflow, but there are questions or clarity needed to define the workflow or process(es).*

- *Problem Escalation Procedures*

- o How are incidents handled?*

- o What tools do the vendor Support Staff use?*

- o What is the basic chain of command?*

- *System Updates*

- o How are updates managed?*

- o How often are updates released?*

- o What is the typical downtime during an update?*

Our mission is to deliver superior service by providing a timely response, issue resolution and operational support, resulting in a high-level of client satisfaction. Unlike some companies who outsource their application support to a third party, Tyler offers a complete solution of customer support services provided by our in-house experts.

Transparency is important, that's why every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident, and each incident is assigned a priority number, which corresponds to your needs and deadlines. Clients can track the progress of these incidents online using Tyler's support portal.

Tyler Support provides our clients with peace of mind through many different tools including but not limited to the following:

5.0 Support & Maintenance



Support Channels

Tyler offers **Live telephone support** on our toll-free support hotline (8am – 5pm across four US time zones). For urgent or complex questions, users receive, unlimited telephone software support.

On-line submission (portal) for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.

Our E-mail support allows our clients to ask unlimited detailed questions, attach documents and screenshots, and explain the issues so that our staff can create a resolution efficiently.

Tyler Community – your direct link to thousands of Tyler software users across the country, as well as Tyler personnel in support, implementation, sales, etc.

Additional Support Resources

- **Tyler Search** – Our search engine is an online query tool that provides answers for your questions by culling through all Tyler’s online resources using Knowledge Centered Service
- **Tyler Knowledgebase** – A thorough documentation library in a single, easily accessible location
- **Tyler Community** – Tyler’s online forum available 24/7 where you can talk to other users, Tyler support and product specialists, and more.
- **Tyler University** – An e-learning solution to enhance support and training of your employees using your data
- **Tyler Release Management Console*** – Shows all release version information, with a summary of each release and associated enhancements, open, closed, and non-critical issues
- **Online Help** – Context sensitive field help and procedural information to assist your team in completing program tasks built directly into your software
- **Answer Panel** – Instant results to online questions in the panel that matches your question. Answers provided are the most relevant to your question, regardless of the source of the information.

5.0 Support & Maintenance

- **Online Support Portal** – Log or manage incidents and attach documentation and screenshots
- **GoToAssist & Bomgar*** – Remote assistance from Support used to connect to your desktop
- **Phone** – Tyler provides a dedicated 800 number that places no limits on who from your team may contact Support, or the number of calls placed
- **Email** – Our dedicated support email is often the easiest way to communicate issues. From providing screenshots and other images to including entire conversation threads, email can provide insight into the issue leading to faster resolution.
- **State User Groups** – Forums organized by Tyler staff and attended by existing clients to get the latest information on Tyler products
- **Annual Conference** – Tyler Connect features online courses taught by Tyler subject matter experts hosted in a different city each year

Support Availability

Regardless of how your team contact us, we are here to help. Tyler Technical Support is divided into application specific teams to enable product specialization and provide timely resolution of support incidents. This application specific approach allows our Technical Support Representatives to focus on a small group of applications offering a high level of product expertise to our clients. Customer support's goal is to return all requests for Support within one business hour.

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Support Response and Resolution

Though our Live Telephone Support reduces call-backs, it does not eliminate them. Response times and resolution times have been established for those incidents and are monitored via constant communication with our clients and specific metrics. The information presented below does NOT include live support, only incidents where live support may not be available.

5.0 Support & Maintenance

CRITICAL		Response ~ 1 Business Hour - Resolution within 1 Business Day Issue is severe and requires immediate resolution. A critical issue is one where there is a complete work stoppage, or the loss of multiple essential system functions for all users.
HIGH		Response ~ 4 Business Hours - Resolution within 10 Business Days A high priority issue is one where there is a repeated, consistent failure of essential functionality affecting more than one user, or the loss or corruption of data. Your system is operational, but an essential piece of functionality is not working.
MEDIUM		Response ~ 1 Business Day - Resolution in Next Release Issue is non-severe, occasional, or only affects one user, and there is an existing circumvention procedure.
LOW		Response ~ 2 Business Days - Resolution in Future Release Incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.

*Please see Tyler's Terms & Conditions for additional details.

Issue Handling

Tyler records all your contacts and incidents in a customer relationship management system. This system tracks the history of each incident, including the contact, time, priority level, case description, correspondence, attached files, support recommendations, your feedback, and the resolution. The priority is assigned to each case as it is logged based upon the initial information provided and can be modified.

Support Analysis

With many our customers taking advantage of our Live Telephone Support, we track First Call Resolution. The Industry Standard for Call Back Resolution falls below 49 percent. Tyler stays well above the industry standard with an average of 70 percent resolution rate upon first contact by our customers. Taking support calls live allows us to resolve issues more quickly creating a more efficient environment for our customers.

Tyler carefully gauges all the aspects of support to maintain a customer-conscious atmosphere, so in addition to tracking First Call Resolution, we track relevant data that helps us to better serve our customers.

- Average wait time in the queue
- Average response time
- Average resolution time
- Average call volume by day
- Average incidents closed by agent by day
- Incident trend analysis

Problem Escalation

The goal of the Tyler Support department is to provide technical assistance to Tyler Product users in overcoming issues, understanding certain functionality, and recommending approaches to various situations.

An incident is originated when a customer contacts Tyler's support staff. Support can be contacted via the toll-free support line, e-mail, or the support website. The incident can be received in several different ways via our flexible support systems.

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If the support incident is received via the toll-free support line, a support representative will create and log the support issue into our help desk system. The support representative will take ownership of the incident and see it to resolution. The support representative will use many different resources to resolve the issue including on-line help, Knowledge Base, advisors, team leaders, managers, and software developers.

If the support incident is received via e-mail or online support portal, an incident is created, and a support representative will contact the customer based on a combination of the priority of the issue and the order that the issue was received. The support representative will take ownership of the incident and see it to resolution. The support representative will use many different resources to resolve the issue including on-line help, Knowledge Base, advisors, team leaders, managers, and software developers.

The Team Leaders and Manager of Support Services monitor the status of all support incidents received during the day. In situations where the Team Leaders or Manager identify an incident that needs escalation, the Team Leader or Manager may manually escalate the incident or assign it to a specific support representative. If the software support representative cannot resolve the incident, they have several different levels of help in order to resolve the incident in a timely manner. The levels are as follows: Support Specialist > Advisor > Team Leader > Manager of Support Services > Director of Client Services.

Tyler Community

As America's largest software provider dedicated to serving the public sector, Tyler is uniquely qualified to leverage the combined experience of tens of thousands of users with our staffs' deep domain knowledge to bring a one-of-a-kind interactive online community.

In the Tyler Community clients connect with other users and Tyler staff to share information, collaborate, access support, and receive training. In this interactive environment, individual knowledge is amplified exponentially across the community.

Get connected. Connect with colleagues from neighboring communities or from across the country. And stay connected by joining groups with other users who are in the same geographic region, share common job functions or use the same software products.

Join the Discussion. Join discussions on topics that impact your daily life, keep up with the latest software tips and tricks and discover what other agencies around the nation are doing to connect and empower their constituents.

Software Updates & Maintenance

Tyler has proven history of providing upgrades and enhancement releases on a continual basis, which are available to all clients. Our evergreen philosophy ensures that those upgrades and enhancements are provided at no cost to those current with their annual software maintenance contract. Enhancement releases take place every year and are scheduled with the City to provide the best possible timeframe for both the City and Tyler. Upgrades, however, occur periodically and are initiated by the City at any time via the Internet through a process called Live Update, making the process as convenient as possible for our clients. Patches and fixes are provided to the City through Live Update as well.

Our evergreen development philosophy has been a strong differentiator that separates us from our competitors and provides a significant cost savings to our family of clients. Through evergreen, our clients receive the latest technology developments, releases, and updates



5.0 Support & Maintenance

without paying additional license fees – for the life of their Tyler product. While this has provided our clients with a return on investment that is unrivaled in our industry, the frequency and complexity of software releases can sometimes create a consumption gap for our clients.

The gap exists when new features are released and, over time, users don't learn and apply these features to their work environments. EverGuide® is a Tyler-wide continuous improvement initiative to address the consumption gap. With EverGuide, our goal is to help our clients continue to grow and evolve their use of the functionality and enhancements of their Tyler product over time. Through our EverGuide initiative, we will:

- Help clients better leverage product enhancements
- Provide a workflow “maturity model” for clients to follow
- Offer strategic planning services and training resources
- Offer a client executive program to help clients build and implement a continuous
- improvement plan
- Provide domain expertise, with defined integration points and common support methodology



With EverGuide, our goal is to help our clients continue to grow and evolve their use of the functionality and enhancements of their Tyler product over a long period of time. It's also our hope that this initiative is a catalyst for our clients' organizations to embrace change, commit to training and developing their staff, and fully use the wide ranges of Tyler's service and support offerings available to them.

6.0 Hardware Specifications

6.0 Hardware Specifications

The vendor must include the necessary hardware and system operating software requirements to run the software program adequately. The vendor is encouraged to recommend any enhancements to the minimum requirements stated below that will improve the overall performance and usability of the system.

- *Server Details*
- *Operating System*
- *Network Environment*
- *Processor Information*
- *Size of Memory*
- *Hard Drive Arrays*
- *Available Disk Space*
- *Workstation Requirements*
- *Printer Compatibility*
- *Please provide all configuration options*
- *Who is responsible for hardware and system software maintenance?*
- *If the hardware and system software is purchased from a third-party vendor, who is responsible for hardware and system software support?*

Tyler Cloud Solutions

Overview

Tyler's subscription-based cloud applications run on AWS, the world's most comprehensive and broadly adopted cloud platform. Applications are available securely from any internet connection, anywhere, anytime. Tyler Technologies manages all client cloud operations, including application upgrades and platform administration, providing clients with a single point of contact for all software and hosting needs.

Clients receive clear and concise documentation, defining all aspects of the relationship including contract (commitment to partner) and service level agreement (measurable expectations of availability).

Features

Tyler SaaS solutions eliminate heavy up-front and unpredictable ongoing on-premises infrastructure fees. Many administration tasks are offloaded to Tyler support staff, allowing client IT staff to focus on other mission critical initiatives. Services include:

- **System Administration.** Tyler performs routine administrative tasks to provide application access at industry standard performance levels. This includes the installation, upgrade, support, and maintenance of the Tyler applications, platforms, and infrastructure. Tyler's dedicated Network Operations Center (NOC) provides 24x7 performance and security monitoring of all cloud solutions.
- **Enhanced Security Controls.** Tyler employs security controls through compliance standards, layers of network security, adherence to best practices, and qualified staff. All client data is secured and protected both in-transit and at-rest data using industry standard encryption protocols. Annual assurance audits include Service Organization Controls (SOC) 1 Type 2 and SOC 2 Type 2 conducted by an independent AICPA firm, and PCI Security Council PA-DSS and PCI-DSS validation for Tyler's payment processing applications.
- **Streamlined Account Management.** Tyler solutions include zero-trust identity management built on technology from Okta, the industry leader in identity management. Support for industry standard

6.0 Hardware Specifications

identity providers (IdP's) such as Microsoft Azure AD and Google Cloud Identity provides clients with seamless, single sign-on to Tyler back-office solutions. This also enables clients to use their own login and password policies, including the use of multifactor authentication for enhanced identity verification.

- **Business Continuity & Disaster Recovery.** Tyler solutions run on AWS, built to guard against outages and incidents, minimizing impact on customers and the continuity of services. Solutions and data are replicated across multiple AWS Availability Zones, connected to each other with fast, private fiber-optic networking, providing automatic fail-over for minimal disruption. Client data is backed up and retained using a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use and encrypted using FIPS140-2 and FIPS140-3 standards.

Benefits

- **Reduce IT workload:** IT resources are freed up to enable work on more strategic initiatives.
- **Eliminate server acquisitions and maintenance costs:** Costly hardware purchases, upgrades, and maintenance are avoided.
- **Easy budgeting:** Tyler's SaaS subscription is a set fee, flattening the peaks and valleys associated with the acquisition of software and services. Subscribing dramatically lowers initial costs and provides consistent ongoing costs that can be easily budgeted for the duration of the agreement.
- **No secondary operational fees:** Maintenance, support, and hosting fees are included.
- **Expandable:** Additional Tyler solutions applications are easily added, as needed.
- **24/7/365:** Tyler provides round-the-clock, on-call coverage for critical outages.

Tyler on AWS

Tyler solutions run on AWS state of the art data centers using innovative architectural and engineering approaches. Amazon has many years of experience in designing, constructing, and operating large-scale data centers. This experience has been applied to the AWS Cloud.

AWS builds to guard against outages and incidents, and accounts for them in the design of their services; so, when disruptions do occur, their impact on customers and the continuity of services is as minimal as possible. AWS data centers operate in alignment with Tier III+ guidelines. More information regarding Uptime Institute guidelines employed can be found at: <https://aws.amazon.com/compliance/uptimeinstitute/>.

As part of Tyler's defined business continuity plan, full server snapshots are replicated across multiple Availability Zones. Availability Zones consist of one or more discrete data centers, each with redundant power, networking, and connectivity, and housed in separate facilities. They are connected to each other with fast, private fiber-optic networking, providing automatic fail-over for minimal disruption. Tyler employs a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use. Data transfer and storage is encrypted as defined in FIPS140-2 and FIPS140-3 standards over private connections within the AWS network. Backup of client production data occurs nightly and are retained as defined by application-specific retention policies. Data restoration requests must be submitted through the standard support ticketing process by client approved personnel only.

Tyler Technologies warrants its service to its standard service level agreement (SLA). The SLA defines service availability (% of uptime), and recovery point objective (RPO) and recovery time objective (RTO) for data centers used for Tyler SaaS hosting. Tyler's business continuity plan is tested annually, and backup restore tests are performed weekly. Further information regarding Tyler's business continuity plan can be found in Tyler's most recent Type 2 Service Organization Controls No. 2 (SOC 2) report.

6.0 Hardware Specifications

Client Workstation Requirements

Tyler's ERP Pro client software is designed to function on a current, fully patched workstation capable of running Windows 7 or newer. The typical bandwidth requirements to run the software are comparable to any standard shared business internet connection.

Additional technical requirements for server resources (on-prem), network bandwidth (SaaS solutions), and optional workstation resources (cashiering, content management) can be found at the following site:

<https://check.tylertech.com/docs/totaltyler/hosted/incode10/>

On the login form, enter your email address and the password "Tyler".

7.0 Pricing

7.0 Pricing

In addition to Attachment A, all proposals must identify and itemize all costs associated and required to complete a successful implementation and Go-Live including:

- *Licensing and Costs*
- *Project Management*
- *Implementation, Installation, Configuration and Testing*
- *Data Conversion & Migration*
- *Interface Development*
- *Ongoing Support and Maintenance services*
- *Training and Documentation*
- *Travel*

Notes

The following 7.0 Pricing is based on the stated requirements provided by City of Abilene in this RFP. It includes Tyler software license fees, estimated services, project management, conversion, and travel and expense costs.

Any stated conversion prices may vary depending on cooperation of previous vendor and/or the complexity of converting the data.

Travel expenses are estimated; however, actual expenses will be billable.

The license fees listed in this Cost Summary do not include any tax or other governmental impositions including, without limitation, sales, use, or excise tax. All applicable sales tax, use tax, or excise tax shall be paid by client and shall be paid over to the proper authorities by client or reimbursed by client to Tyler Technology on demand in the event that Tyler Technology is responsible or demand is made on Tyler Technology for the payment thereof. If tax-exempt, client must provide Tyler Technology with client's tax-exempt number or form.

7.0 Pricing



Sales Quotation For:
City of Abilene
419 N Broadway St
Abilene KS 67410-0519

Quoted By: John Hardin
Quote Expiration: 12/31/23
Quote Name:

Tyler Annual Software – SaaS	
Description	Annual
ERP Pro powered by Incode	
ERP Pro 10 Financial Management Suite	
Invoice Approvals	\$ 0
Core Financials	\$ 13,500
Contracts Management	\$ 0
Fixed Assets	\$ 1,433
Grants Management	\$ 1,350
Human Resources Management (Includes Position Budgeting)	\$ 13,500
Employee Access Pro	\$ 0
Project Accounting	\$ 2,829
Employee Access Pro Time & Attendance	\$ 4,950
Purchasing	\$ 3,395
Accounts Receivable Access	\$ 1,200
Accounts Receivable	\$ 3,537

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Page 1

7.0 Pricing

Tyler Annual Software – SaaS		Annual
Description		
ERP Pro 10 Customer Relationship Management Suite		
Utility Billing Water/Gas		\$ 8,356
Cashiering		\$ 0
Utility Access		\$ 1,200
Service Orders Mobile		\$ 643
Tyler One		
Content Manager Suite		
Core		\$ 0
TOTAL:		\$ 55,893
Term # of Years:		3
Tyler Fees per Transaction		Net Unit Price
Description		
ERP Pro powered by Incode		
ERP Pro 10 Financial Management Suite		
AP Automation		\$ 0.00
Notify		
Notifications for Utilities		\$ 0.10
Tyler One		
Payments		
Utility Access Payments Bundle		\$ 0.00

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7.0 Pricing

Third Party Software & Hardware				
Description	Quantity	Unit Price	Extended Price	Annual
Tyler One				
Payments				
PCI Service Fee (Per Device)	1	\$ 0	\$ 0	\$ 180
Payments EMV Card Reader Purchase	1	\$ 529	\$ 529	\$ 0
Tyler Third Party				
Hardware				
Epson TMH6000V Thermal Receipt Printer Black USB NEW	1	\$ 1,200	\$ 1,200	\$ 203
Symbol LS2208 Bar Code Scanner w/ intellistand NEW	1	\$ 350	\$ 350	\$ 70
TOTAL:			\$ 2,079	\$ 453

Services			
Description	Hours/Units	Extended Price	
ERP Pro 10 Financial Management Suite			
Professional Services	496	\$ 71,920	
Data Conversion Services		\$ 9,000	
Project Management	1	\$ 1,750	
ERP Pro 10 Customer Relationship Management Suite			
Professional Services	200	\$ 29,000	
Project Management	1	\$ 1,500	
Data Conversion Services		\$ 6,000	
Content Manager Suite			
Professional Services	32	\$ 4,640	
TOTAL:			\$ 123,810

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7.0 Pricing

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 55,893
Total Third Party Hardware, Software, Services	\$ 2,079	\$ 453
Total Tyler Services	\$ 123,810	
Summary Total	\$ 125,889	\$ 56,346
Contract Total	\$ 182,235	

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at: <https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

Utility Billing Water/Gas

Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

Utility Access

Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).

Core Financials

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

Cashiering

Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.

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7.0 Pricing

Invoice Approvals	Invoice Approvals, included with AP Automation, automates invoice workflows by routing them to the appropriate departments for completion and approval.
Accounts Receivable Access	Accounts Receivable Access: Note that the customer pays \$1.25 fee per transaction for payment on-line. Accounts Receivable Access Component displays account status, accounts for payment, has Security-(Secure Socket Layer), and payment processing via credit cards. Payment packet is created to be imported to accounts receivable system.
Utility Access Payments Bundle	The Utility Access Payments Bundle includes: ERP Pro Payments and IVR (an automated phone system which securely allows for the collection of utility payments and the checking of balances and due dates).
Notifications for Utilities	Notification for Utility Access (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.
AP Automation	AP Automation pricing quoted reflects processing via ACH or Virtual Card. Processing checks will incur a fee and an invoice will be provided annually based on actual usage. Please refer to the Terms of Use for Fee Structure.
Utilities Data Conversion	Utility Billing conversion includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.
Human Resources Management /Payroll History Data Conversion	Human Resources Management History conversion includes unlimited historical records.
General Ledger History Data Conversion	General Ledger History conversion includes unlimited historical records
General Ledger Data Conversion	General Ledger conversions include Chart of Accounts - additional fee for historical views.
Accounts Payable History Data Conversion	Accounts Payable History conversion includes unlimited historical records
Accounts Payable Data Conversion	Accounts Payable conversions include Vendor Master Only - additional fee for historical views.

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7.0 Pricing

Accounts Receivable Data Conversion Accounts Receivable conversions include master files (contacts properties)

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Exceptions

Exceptions

City of Abilene, Kansas ("Client")
Request for Proposal: Municipal Software

Tyler's Statement of Exceptions to the Procurement Documents

Tyler's Proposal is based on the delivery of the requested software and services according to Tyler's standard implementation methodology and Tyler's standard contract. That methodology, and that contract, have been refined and enhanced over Tyler's many years of operation in the public sector information technology market. ***Tyler's submission of its Proposal does not waive Tyler's right to negotiate any and all terms to the mutual satisfaction of the parties.*** Tyler will be obligated to provide products and services only upon execution, and under the terms and conditions, of the mutually negotiated contract between Tyler and the Client.

Tyler will consider its implementation methodology and its contract to be the starting point for those negotiations unless expressly stated otherwise in its Proposal. Tyler's standard contract is included for your reference.

Tyler has provided its evidence of insurance certificate. Tyler's insurance program is established at a corporate level and is not subject to change for individual customers.

Tyler is providing representative exceptions to standard procurement terms and conditions for your review. This list does not negate any of the expectations Tyler has stated above.

- Contract: As previously stated above, Tyler expects to use the standard Tyler contract as the basis for beginning contract negotiations, as it contains language specific to the software industry, such as license grant and intellectual property infringement. Tyler recognizes that there may be clauses of particular importance to the Client that may not be included in the Tyler contract. Tyler is amenable to accommodating the Client's contract requests by incorporating mutually agreed clauses into the Tyler contract. If you ask to incorporate your procurement documents and our Proposal documents into the contract package, we will agree to do so as long as the order of priority is: (a) the final, negotiated contract; (b) our Proposal documentation; and (c) your procurement documentation.
- Confidentiality of Documents/Ownership: The Client may use the Tyler Proposal for its internal reference in evaluating proposals. Tyler shall retain ownership of all (i) software products licensed to the Client; and (ii) proprietary information contained in all deliverables. Tyler reserves the right to protest the public disclosure of its confidential and proprietary information, consistent with applicable public records laws. Tyler does not agree to work-for-hire provisions.
- Pricing: Tyler's Proposal contains estimates of the amount of services and associated expenses needed, based on the size and scope of the Client's project. The actual amount of services and expenses depends on such factors as the Client's level of involvement in the project and the speed of knowledge transfer. If required, Tyler will provide a not-to-exceed quote once the scope of services has been finalized. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated and are payable in accordance with our then-current Business Travel Policy.
- Defects/Software Warranty: For as long as the Client has an in-force maintenance or SaaS agreement, as applicable, Tyler warrants that the Tyler software will substantially conform to the functional descriptions of the Tyler software contained in Tyler's Proposal, or their functional equivalent. Future

Exceptions

functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current documentation. Tyler disclaims all implied warranties. Defects are handled in accordance with the support call process attached as an exhibit to the Tyler standard contract.

- Compliance with RFP: Tyler's Proposal complies with and is subject to the RFP's terms, **except as modified by, taken exception to, and as otherwise provided in Tyler's Proposal**.

Terms & Conditions

Terms & Conditions

Please see the Tyler Technologies standard Terms and Conditions contract in this section of this RFP Response. Tyler Technologies is willing to negotiate contract terms to suit both parties upon award of contract.

<https://www.tylertech.com/portals/0/terms/public-administration/New-Public-Administration-Group-Clients-SaaS-Agreement.pdf>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 99 HIGH STREET BOSTON, MA 02110 CN102891976-GAWXC-GAWXC-23	CONTACT NAME: ... PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:												
	INSURER(S) AFFORDING COVERAGE <table border="1"><tr><td>INSURER A: Hartford Fire Insurance Company</td><td>19682</td></tr><tr><td>INSURER B: Trumbull Insurance Company</td><td>27120</td></tr><tr><td>INSURER C: Hartford Casualty Insurance Company</td><td>29424</td></tr><tr><td>INSURER D: Sentinel Insurance Company</td><td>11000</td></tr><tr><td>INSURER E: QBE Specialty Insurance Company</td><td>11515</td></tr><tr><td>INSURER F:</td><td></td></tr></table>		INSURER A: Hartford Fire Insurance Company	19682	INSURER B: Trumbull Insurance Company	27120	INSURER C: Hartford Casualty Insurance Company	29424	INSURER D: Sentinel Insurance Company	11000	INSURER E: QBE Specialty Insurance Company	11515	INSURER F:
INSURER A: Hartford Fire Insurance Company	19682												
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INSURER C: Hartford Casualty Insurance Company	29424												
INSURER D: Sentinel Insurance Company	11000												
INSURER E: QBE Specialty Insurance Company	11515												
INSURER F:													
INSURED Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024													

COVERAGES **CERTIFICATE NUMBER:** NYC-011495459-08 **REVISION NUMBER:** 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																					
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		10 UEN DL0437	04/01/2023	04/01/2024	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td>1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td><td>10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$</td><td>2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>2,000,000</td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$	1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000	MED EXP (Any one person)	\$	10,000	PERSONAL & ADV INJURY	\$	1,000,000	GENERAL AGGREGATE	\$	2,000,000	PRODUCTS - COMP/OP AGG	\$	2,000,000		\$	
EACH OCCURRENCE	\$	1,000,000																									
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GENERAL AGGREGATE	\$	2,000,000																									
PRODUCTS - COMP/OP AGG	\$	2,000,000																									
	\$																										
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		10 UEN DI9897	04/01/2023	04/01/2024	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td>1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000	BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$							
COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000																									
BODILY INJURY (Per person)	\$																										
BODILY INJURY (Per accident)	\$																										
PROPERTY DAMAGE (Per accident)	\$																										
	\$																										
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		10 XHU DL0102	04/01/2023	04/01/2024	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td>25,000,000</td></tr><tr><td>AGGREGATE</td><td>\$</td><td>25,000,000</td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$	25,000,000	AGGREGATE	\$	25,000,000		\$													
EACH OCCURRENCE	\$	25,000,000																									
AGGREGATE	\$	25,000,000																									
	\$																										
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N N/A	10WBAK8AGK	04/01/2023	04/01/2024	<table border="1"><tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td>1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td>1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td>1,000,000</td></tr></table>	☒ PER STATUTE ☐ OTH-ER			E.L. EACH ACCIDENT	\$	1,000,000	E.L. DISEASE - EA EMPLOYEE	\$	1,000,000	E.L. DISEASE - POLICY LIMIT	\$	1,000,000									
☒ PER STATUTE ☐ OTH-ER																											
E.L. EACH ACCIDENT	\$	1,000,000																									
E.L. DISEASE - EA EMPLOYEE	\$	1,000,000																									
E.L. DISEASE - POLICY LIMIT	\$	1,000,000																									
E	Professional Liability Cyber Protection		130001996	06/17/2023	06/17/2024	<table border="1"><tr><td>Limit:</td><td></td><td>5,000,000</td></tr></table>	Limit:		5,000,000																		
Limit:		5,000,000																									

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence Only

CERTIFICATE HOLDER

Tyler Technologies 5101 Tennyson Parkway Plano, TX 75024	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>

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AGENCY CUSTOMER ID: CN102891976

LOC #: Boston



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, LLC.		NAMED INSURED Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The Professional Liability / Cyber policies evidenced contain Self Insured Retentions to various perils covered. If you would like additional information regarding these sub limits or deductibles, please contact the insured.



City of Abilene, Kansas

Request for Proposal

Municipal Software

September 08, 2023

James Mitchell
Central US Sales Director
JMitchell@edmundsgovtech.com

Bob Edmunds
VP of Sales & Marketing
bjedmunds@edmundsgovtech.com

301 Tilton Road, Northfield, NJ 08225
www.EdmundsGovTech.com
888-336-6999 / Fax 609-645-3111

September 5, 2023

City of Abilene, KS
Attn: Leann Johnson, Finance Director
419 N. Broadway; P.O. Box 519
Abilene, KS, 67410

RE: Municipal Software

Leann,

Edmunds GovTech (EGT) is pleased to provide the City of Abilene with the following response for Municipal Software and Services in accordance with this RFP.

In business since 1972, Edmunds GovTech takes considerable pride in our 99% client retention. We partner with over 2,050 small to mid-sized municipalities, counties, authorities, and government agencies throughout the United States to improve efficiency and productivity. Local government technology is our business, and customer service is our passion.

We acknowledge that we have received, read, and understand all aspects of the RFP including any released addendum(s). No third parties will be utilized. EGT owns, develops, and supports the proposed solution. We are confident our software can meet all of the City's objectives as outlined in the RFP.

I, Jim Mitchell, am authorized to participate in proposal modifications and contract negotiations on behalf of Edmunds GovTech.

We consider the contained references, pricing information, and MCSJ software proprietary.

Thank you for your interest in Edmunds GovTech MCSJ software.

Sincerely,



Jim Mitchell
Central US Sales Director
JMitchell@edmundsgovtech.com

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4. Implementation.....	13
5. Support.....	21
6. Hardware Specifications.....	28
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Please Note: Edmunds GovTech considers the contained references, pricing, financial documents/reports (if applicable) and MCSJ software information proprietary and confidential.

1. Introduction

Edmunds GovTech (EGT) appreciates the opportunity to participate in your RFP. Our response offers a completely integrated MCSJ Software Suite used by over 2,050 local governments in 27 states across the nation.

Located in Northfield, NJ, Edmunds GovTech is proud to provide our clients with cost effective financial and revenue collection software solutions. Edmunds GovTech a privately held and debt free corporation that has been dedicated to servicing only government agencies since 1972. Edmunds began developing PC based financial and revenue collection software for clients in 1984.

EGT is a privately owned, financially stable corporation. Seventy percent of employees are dedicated to customer support, product implementation/management, and product development team. EGT is 100% dedicated to serving the local government market. All marketing, sales, implementation, training, data conversion, support, and other related services are performed by staff hired by EGT.

If awarded the project, EGT will apply a time-tested implementation experience to meet and exceed the goals agreed upon in the bid. All software applications are developed exclusively for government agencies by EGT. The annual operating budget of these clients ranges from less than \$850,000 to over \$1,000,000,000.

The product line includes the following modules:



Financial Management

Finance Super Suite
Electronic Requisitions
Developers Escrow
Municipal Dashboard



Revenue Management

Tax Billing
Utility Billing
AR/Business Licensing
Parks & Recreation
Clerk Licensing
Animal Licensing



Municipal Management

Permitting & Enforcement
Work Orders
Fleet Maintenance
Inventory Control
Data Vault
Open Record Request Tracker
Land/Project Management



Personnel Management

Payroll
Human Resources



Web Portals

Online Payment
Employee Self-Service
Permitting Self-Service
Resident Self-Service
Vendor Self-Service



Mobile Apps

eReq App
Work Order App
Inspection App
Attendance App
My Town App
Inventory App

Introduction

EGT's track record over the 50+ years in business is proof that quality software and award winning support can still be affordable. The Edmunds GovTech solutions offer the definition of value; feature rich, easy to use, technologically advanced software, and award winning customer service for a reasonable price.

Edmunds is happy to have added clients nationwide each and every year. Even with the extensive company growth, ownership has not changed, but staffing has increased to provide clients with superior customer support that is second to none.

Our customer service team is available in a variety of ways. Our support hours are from 8 am to 5 pm (EST), Monday through Friday. All calls are answered by a receptionist. A prompt 2-hour response time is guaranteed for most cases, and the current average response time for urgent cases is under 30 minutes. Full details on case response times can be viewed on the SLA document included in this proposal. System end users can initiate an online connection to the support department so that both the client and support specialist can work together in real-time. For the client that prefers to find their own answers, EGT also offers a very robust customer website that includes FAQs, helpful hints, video tutorials, and more.

Once a government client joins the EGT user community, many seminars, webinars, and user group meetings become available. The seminar and webinar topics range from general product courses to very detailed instruction (i.e. year-end procedures). The user training available to clients will continue to be enhanced as the software progresses with technology.

MCSJ System Overview

- True MS-Windows compatible software, developed solely by Edmunds GovTech
- Available in a self-hosted or hosted environment
- Complete and seamless integration among all software modules
- Unlimited number of tasks can be processed concurrently
- Each solution has a built in, very easy to use, custom report writer which allows you to create, save, and generate any report
- All reports offer point-in-time reporting, allowing reports to be run as of any prior date, with or without transaction detail
- Detailed end user documentation available for every application
- Dynamic end user web site featuring FAQ's, helpful hints, manuals, user forums for sharing ideas with other users, and a video tutorial library
- Continuing education opportunities, including user group functions and frequent web classes on new features, end of year processing, and other relevant topics
- Quarterly solution enhancements available to all end users included in yearly maintenance fee
- Easy and dynamic access of database can be used with popular third party tools
- Solutions all feature an incorporated document attachment system which allows records to have an unlimited number of documents attached to it for easy viewing – any format is

Introduction

compatible including pdf, doc, docx, xls, tiff, etc

- Workspace functionality permits the end user to create screens and inquiries based upon personal preferences
- Favorites menu stores frequently visited screens to make them easy and quick to access

A complete overview of the products that Edmunds GovTech offers can be found here:

<https://www.edmundsgovtech.com/solutions/>

Staff Snapshot

Number of staff members by primary responsibility:

Support: 42

Development/QA/IT: 45

Implementation & Data Conversion: 38

Marketing & Sales: 25

Concept Development: 13

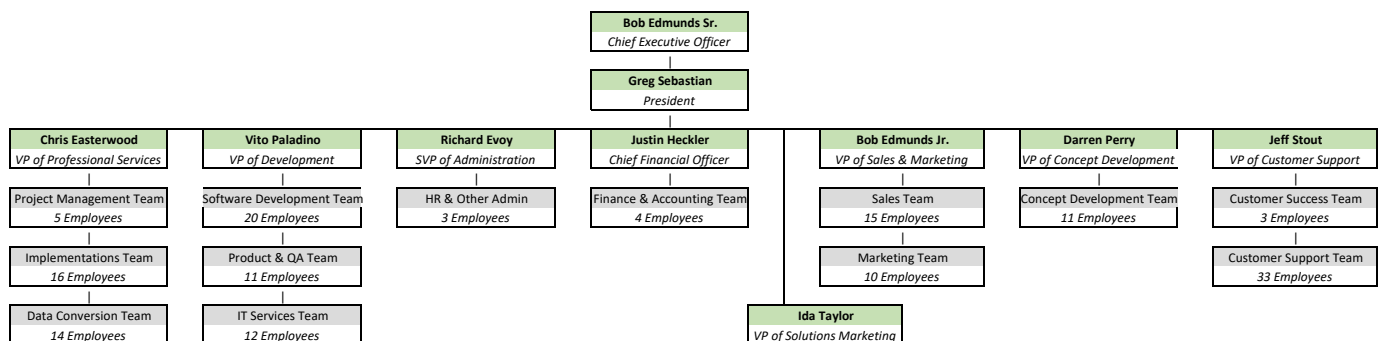
Accounting: 4

HR & Admin: 3

**Implementations & Development staff also help handle escalated support cases*

Total number of Employees: 170

Edmunds GovTech, Inc.
Organizational Chart - 09/2022



Introduction

Company Overview

Edmunds GovTech is headquartered in Northfield, NJ. The company has over one hundred employees and has been in business since 1972, offering in-house financial and revenue collection software to governments agencies since 1984. Seventy percent of our employees are dedicated to customer support, product implementation/management, and product development team. In addition, EGT has been selected as a Top 100 GovTech company in 2021, 2022, and 2023.

EGT is a privately owned, financially stable corporation. Our annual revenue has totaled over \$31 million while bolstering an average revenue growth of 20 percent over the last 5 years. For more information on our financial standing, please feel free to contact our VP of Finance, Justin Heckler at jheckler@edmundsgovtech.com.

Key Personnel:

Name: Chris Easterwood

Title: Vice President of Professional Services

Experience: Chris joined Edmunds in 2010 as a Software Support Specialist with a degree and background in Accounting. Through the years, he has led over 450 implementations, and has managed our Client Services Team. Chris received his certificate as a Project Management Professional in 2015, and is currently leading our experienced Professional Services Team who is responsible for delivery of our software implementations.

Relevant Duties: Chris leads the Professional Services Team which includes our Implementation, Data Services, and Project Management teams, and their goal is to work together to deliver our products successfully to new and existing customers.

Name: Darren Perry

Title: Vice President, Software Strategy and Development

Experience: Darren joined EGT in 2019 as a Senior Software Engineer. He is a multi-talented individual who has held a variety of previous roles including Software Architect, Engineering Manager, Math Teacher, and even a professional Opera Singer. After striking the right notes at Edmunds, he was promoted to a Software Architect and most recently, VP of Software Strategy and Development. Darren holds bachelor's degrees in both Computer Science and Vocal Performance, as well as a graduate degree. He is also certified as a AWS Solutions Architect Associate.

Relevant Duties: Darren's main objective is to lead strategic planning to achieve business goals by identifying and prioritizing development initiatives of all company products and services. He also focuses on establishing support processes for development, design, and introduction of new products and services.

Name: Richard White

Title: Director of Data Services

Experience: Rich joined Edmunds GovTech in 2014 shortly after graduating from Stockton University. He began in customer support before transferring into a technical role as a computer programmer. Throughout his career, Rich has functioned as a Software Specialist, Consultant, Data Analyst, Data Engineer, and Team Lead where he successfully implemented

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and contributed to hundreds of software projects for government organizations throughout the country. His skillset ranges from teaching/training/educating, data modelling, systems design, software architecture, and business process engineering. Rich holds a B.S. in Applied Physics from Stockton University and a M.S. in Computer Science from Vanderbilt University. Rich has led the roll-out and implementation of new technologies to automate and improve the implementation process and overall system configuration. Rich is an open-source software advocate and contributes as a software developer both professionally and as a hobbyist/enthusiast.

Relevant Duties: Rich's main objective is to ensure our customer's success throughout their system implementation life cycle focusing primarily on the data oriented aspects of the implementation process. He is responsible for managing the technical resources on each of the project teams, monitoring all data conversion and technical project initiatives, ensuring on time delivery of all technical project deliverables, and driving client success through go-live. Rich is also responsible for process improvement initiatives internally at EGT that are focused on providing the most efficient, effective, and engaging customer experience possible.

Name: Frank Champion

Title: Director of Implementations

Experience: Frank started at Edmunds in 2014 as a member of our Client Services Team. He holds a B.S. degree in Mathematics from Gwynedd Mercy College. During his early years at Edmunds, Frank learned every aspect about our software from front-end customer support to the back-end development process. In 2019, Frank was promoted to a Senior Level Implementation Consultant working with our most complex implementations. He ensured that our customers were implemented with the highest level of detail and provided quality customer care. After successfully implementing more than 150 ERP modules, Frank was promoted in 2020 to the Director of Implementations. In this role he works hand in hand with our Implementation Consultants to ensure that each and every project is delivered to the highest level of customer satisfaction.

Relevant Duties: Frank's main objective is to ensure our customer's success throughout their system implementation life cycle. He is responsible for managing the project implementation teams, monitoring all implementation tasks and training for each project, ensuring on time delivery of all project deliverables, and driving client success through go-live. Frank is also responsible for training improvement initiatives internally at EGT that are focused on providing the most efficient, effective, and engaging customer training experiences possible.

Name: Michele Lysack

Title: Director of Customer Support

Experience: Michele has over 20 years' experience in the service industry, 11 of which have been in municipal government. Michele served as Director of Customer Relations at Business Automation Services until 2019 when Edmunds GovTech acquired BAS. In 2020, Michele was promoted to Director of Customer Support for her outstanding attention to customer satisfaction.

Relevant Duties: Michele's main objective is to ensure that customers receive outstanding product support. Managing a team of support specialists, this is achieved by closely monitoring customer support cases and reviewing customer calls to ensure timely responses and quality assurance. She is instrumental in the advancement of our staff, providing

Introduction

ongoing educational opportunities and training events to build upon industry and product knowledge. Michele also helps create new processes that will enhance the customer experience. EGT is known as a software provider, and while developing a competitive product portfolio is important, the team understands that providing outstanding customer support is the key to developing long successful relationships with our customers. We feel that this is what sets us apart from other providers and greatly attributes to our 98% client retention rate.

Name: Paul Skibo

Title: Customer Success Director

Experience: Mr. Skibo has been with Edmunds GovTech since 2002 where he served as a Network Technician in our IT Department. In 2008 Paul transitioned into the role of Customer Relations Director. Now the Director of Customer Success, Paul heads a customer advocacy team committed to helping customers achieve their goals. Paul has a B.S. in Management Information Systems from Florida State University.

Relevant Duties: The main objective of the Customer Success Team is to ensure customers meet their evolving goals through utilizing our products/services completely and efficiently. Every customer is assigned a dedicated Customer Success Manager (CSM) who serves as the main point of contact throughout the relationship. The CSM's are responsible for aiding in the onboarding of new customers, monitoring customer health, collecting customer feedback for operational teams, and keeping customers informed of products, services, and company initiatives. Paul is also responsible for providing continuing education opportunities via virtual training events and user conferences.

Name: Reid Burchell

Title: Director of IT Services/DevOps

Experience: Reid assumed the role of Director of IT / DevOps in 2019 after serving as the Chief Software Innovation Officer at Business Automation Services (BAS) which EGT acquired in 2019. Reid has served as a technical lead in many functional areas over his 10 years with the business, with experience ranging from operations and implementations to product design, development, and quality assurance. Reid is a graduate of the Pennsylvania State University with a B.S. in Information Sciences and Technology.

Relevant Duties: The IT Services/DevOps team supports the business in both internal IT operations/security, management of our hosted environments and product offerings, and technical escalation for our Customer Support department. Reid's team assists in staging new hosted environment implementations or migrations from legacy on-premise installations. They deploy updates and upgrades to our hosted applications, monitor system health, security, and availability to ensure uptime, adherence to security best practices, and integrity of backup systems. The team also performs migrations, reinstalls, and assists with technical troubleshooting for clients.

Name: Allen Foster

Title: Senior Product Manager

Experience: Allen started at Edmunds in 2002 as a Support employee. He worked for many years in Implementations and has also managed our internal employee training. Allen is now the MCSJ Product Manager where he helps prepare product releases and manages development requirements. He continues to assist the Support and Implementations teams

Introduction

when needed. Allen has a B.S. in Business Administration from Drexel University and is a Certified Municipal Finance Officer. He is the part-time Finance officer in Maurice River Township, NJ where he prepares the budget, annual financial reports and manages the Finance office.

Relevant Duties: He is involved in the approval and requirement gathering process for new development requests and helps to ensure any new enhancements or product modifications meet client needs.

Name: Jeffrey Stout

Title: Vice President of Customer Service

Experience: Jeff joined Edmunds in 1999 as a Software Support Specialist. Prior to Edmunds he served as a treasurer for a local government in southern NJ. After implementing and supporting hundreds of customers, he moved to Edmunds Solution Consulting department. He was responsible for demonstrating our software and consulting with both perspective and current customers. Since October of 2020 he has been running our Customer Support Department.

Relevant Duties: Jeff leads the Customer Support Team which includes the customer support and customer success teams. Their goal is to provide the industry's best customer support experience.

Name: Vito Paladino

Title: Vice President of Development

Experience: Vito started with Edmunds in 1988 in the computer programming department. He has a B.A. in Computer Science from Richard Stockton College of New Jersey and has also taken Computer Science graduate courses at the University of Delaware. Vito has technical certifications that include a MCSE and SCJP. In addition to his computer programming and software development accolades, he has a Tax Collection Certification (CTC).

Relevant Duties: Vito is the lead in system configuration and customization that is needed during the term of the project and through on-going support efforts.

Name: Bill Barber

Title: System Manager

Experience: Bill has been with the company since 1999. He started managing software installations and the hardware department in 2000. In 2020, he moved into the System Manager role.

Relevant Duties: Bill's current role focuses on clients in the cloud environment on AWS. He installs and configures the hosted client software with the EGT cloud solution and assists client IT teams when needed along with environment maintenance.

2. References

1) City of Washington, GA

Finance Director
Kathy Bouttry
kbouttry@wga.gov
706-678-3277
Population – 3,994

2) City of Acworth, GA

Lindy Tisdell
Finance Director
ltisdell@acworth.org
770-974-3112
Population – 21,824

3) Town of Middletown, DE

Kelly Fletcher
Process Manager
kfletcher@middletown.delaware.gov
302-378-2711
Population – 20,045

4) Montgomery County, NC

Amber Daniels
Finance Director
Amber.daniels@montgomerycountync.com
910-576-4221
Population - 25,136

5) City of DeRidder, LA

Holly Buxton
Finance Director
hbuxton@cityofderidder.org
337-462-8935
Population – 10,578

3. Specifications & Costs

Function	Cost	Comment
A. Finance		
Fund Accounting	9,500.00	Finance Super Suite & Positive Pay Connector
General Ledger and Financial Reporting		Included in Finance
Bank Reconciliation		Included in Finance
Accounts Payable		Included in Finance
Vendor Management		Included in Finance
Accounts Receivable (Invoice creation)	3,000.00	
Debt, Cash and Investment Management		Included in Finance
Budgeting		Included in Finance
Forecasting		Included in Finance
Fixed Assets		Included in Finance
IRS Tax Management (1099's)		Included in Finance
Financial Reports	5,750.00	Finance ViewPoint Dashboard & Municipal Dashboard
4		Included in Finance
Finance Data Conversion	6,000.00	
B. Project Management		
Capital Planning		Included in Finance
Grant Management and Accounting		Included in Finance
Purchasing/Procurement	2,000.00	Electronic Requisitions
Contract Management		Included in Finance
Content Manager (scanned Documents)		Included in Finance
C. Payroll/Human Resources		
Payroll Processing	8,000.00	Payroll & Employee Self-Service Portal
Employee Benefits	5,000.00	Human Resources
Employee Time and Attendance		
Position Management		Included in Human Resources
Performance Management		Included in Human Resources
Workforce Budgeting		Included in Human Resources
Risk Management		Included in Human Resources
Recruiting (optional)		Included in Human Resources
Onboarding (optional)		Included in Human Resources
Payroll Reports		Included in Payroll Processing
Payroll Data Conversion	8,000.00	This cost includes HR conversions
Content Manager (scanned Documents)		Included in either Human Resources or Payroll Processing
D. Utility Billing		
Account Management	9,500.00	Utility Billing & Collections & Utility ViewPoint Dashboard
Billing Management		Included in Utility Billing & Collections
Payment Management		Included in Utility Billing & Collections
Collection Management	4,400.00	WIPP - AR & Misc & Utility
Customer/Service Order Management	9,500.00	Work Orders & Resident Self-Service & Online Service Applications
Rate Management		Included in Utility Billing & Collections
Usage Management		Included in Utility Billing & Collections
Utility Data Conversion	10,500.00	This cost includes Work Orders conversions
Content Manager (scanned Documents)		Included in Utility Billing & Collections
E. Ad Hoc Reporting		Included in individual applications
G. Training (please include all options)		
Onsite		
Online	23,000.00	Included as part of implementation
H. Integration/Interface of other Software		
Munilogic (Community Development)		
Tyler-Municipal Justice (Municipal Court)		
Parks & Recreation Program		
Other Optional Services offered by Vendor (please list):		
Hosting Services	5,000.00	
Total	109,150.00	

4. Implementation

The e5 Method



Edmunds GovTech is focused on providing the best-in-class implementation services. Our proprietary, customer-centric implementation process is focused on one thing: providing our customers with the most efficient, thorough, and engaging experience possible.

Engage



During the Project Planning Phase, the entire project is reviewed, planned, and scheduled with the client's designated project manager. The project management team will discuss the overall implementation process, key milestones within the project's lifecycle, and expectations for success.

Explore



During the Client Business Discovery Phase, the Edmunds team will collect all client files and perform a detailed analysis and review of business processes, existing data, and critical business needs. Our expert consultants then plan and document how the client's data will be converted and how the system will be configured to meet the client's business requirements.

Evaluate



After the data is converted, our experts perform a thorough and detailed assessment during the Data Assurance Phase to ensure quality, accuracy, and business usability. The converted data is then reviewed and approved by the client.

Educate



As the most unique aspect of the e5 method, training takes place over the course of the entire process. From the moment the project planning begins to post-implementation, our team continually provides training in a variety of ways and on a recurring basis.

Empower



Once the project is complete and live, our team ensures all parties are completely satisfied and feel confident moving forward. The end goal and last phase of this process is to empower our clients to become experts in the use of their own system so they can operate effectively and support their business objectives.

The e5 Method

Engage | Explore | Evaluate | Educate | Empower

Mission & Vision

The Edmunds GovTech Professional Services team is focused on providing the best in class implementation consulting services. We accomplish this through effective engagement, exploration, evaluation, and education to empower our client's success. Our proprietary and customer-centric implementation process is focused on one thing: providing our customers with the most efficient, thorough, and engaging system implementation experience possible. At Edmunds GovTech, we strive for excellence so that we can empower our customers to do the same.

Project Planning

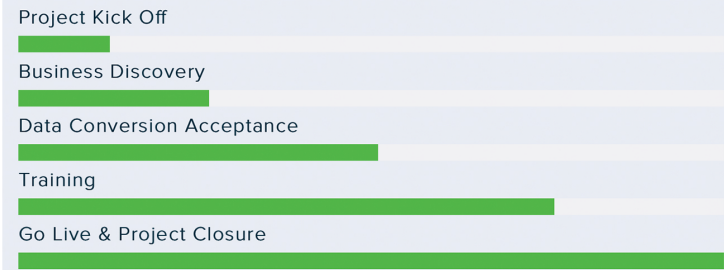
During the Project Planning phase, the entire project is reviewed, planned, and scheduled with the designated project manager. Our Project Management team discusses the overall implementation process, key milestones within the project life cycle, and establishes expectations for success from both the client's project team and the Edmunds GovTech's Professional Services team. Once all resources have been assigned, and the project plan is accepted, the Client Business Discovery phase can begin.

Client Business Discovery

The Client Business Discovery phase begins with a project kick-off meeting that gathers all members of both the client and Edmunds GovTech's project teams. During this call, the Project Management team explains the overall implementation process, reviews the project plan, and answers any questions the team may have.

Following the kick-off meeting, our Implementation Consultants begin the Client Business Discovery session in collaboration with the client's subject matter experts. This phase establishes a strong foundation for the rest of the project's success by performing a detailed analysis and review of the client's processes, existing data, and critical business needs. Our expert consultants then outline the data conversion plan and how the system can be configured to meet the client's requirements. All necessary data files are obtained to complete this phase and begin the Data Conversion and Assurance process.

Milestone Progress



Implementation Phases

Customer Centric Success Approach



Data Assurance

The Data Conversion and Assurance process involves a team of both technical and business experts that analyze and convert the client's data into their new system. Once the data has successfully been converted, a thorough and detailed assessment is performed by multiple team members to ensure its quality, accuracy, and business usability in the new system. Following the review of converted data with the client's team, the Data Conversion and Assurance process is marked complete when stakeholder acceptance is received, setting the stage for a successful client go-live.

Training

The Training phase is a unique step within the implementation process because it takes place throughout the project's life cycle. Edmunds GovTech is dedicated to providing our clients with the best training resources possible by utilizing multiple delivery methods, including remote, in-person, and web training. The goal of this phase is to empower our clients to become self-sufficient when using the system to support their business needs. This training is accomplished through online webinars, and the distribution of support materials, product documentation, and how-to guides. In addition to the end-user training offered during the implementation process, Edmunds GovTech also provides additional educational materials, webinars, seminars, and annual user group conferences to ensure continued success.

Implementation

Project Management

If selected for this project, EGT personnel will lead communications during initial meetings to establish key project dates and learn more about your internal processes. During this time is when a concrete project timeline and training schedule will be established. We have provided a sample timeline on the following page.

EGT strives to provide our clients with a high level of service and establish clear channels of communication during the implementation/project management phases to ensure a successful install as well as set up the framework for continued success post go-live.

Appropriate project management is important to keep the implementation on track and the project team members working effectively. Proper management of the implementation phase must include planning, monitoring, and reporting of progress to ensure the health of the project and to be aware of any problem areas. To facilitate proper management of the project, the client's Project Manager and the EGT Project Manager will discuss the tools, meetings, and reporting that will occur on a scheduled basis during the project planning phase.

Every phase of the implementation process includes allocated project management time to provide the necessary level of project support and guidance. To facilitate efficient progression through the project, the first task of each phase is to conduct a phase kick-off meeting. The purpose of these meetings is to introduce the objectives of the phase to the project team members and to review the tasks ahead.

Adhering to the standard implementation phases and tying in the appropriate amount of project management processes will provide the client with the best opportunity to maximize our services.

Details and qualifications regarding our staff that will be involved with the project management and implementation process can be viewed in the Key Personnel section of this proposal.

Implementation

Project name RFP Abilene, KS Sample Plan					
Task number	Outline number	Name	Est Start	Est Finish	Milestone
1	1	Project Initiation & Planning:	11/1/2023	1/26/2024	No
2	1.1	Contract Closing	11/1/2023	11/1/2023	No
3	1.2	Internal Sales Transition Meeting	12/13/2023	12/13/2023	No
4	1.3	Project Kick Off & Planning Call	12/14/2023	12/15/2023	No
5	1.4	Technical Data Discovery	12/18/2023	12/29/2023	No
6	1.5	Project Plan Acceptance	12/29/2023	1/26/2024	No
7	2	Project Execution	3/5/2024	11/20/2024	No
8	2.1	Phase 1: Finance, Requisition, Dashboard, Payroll, HR, ESS, ViewPoint	3/5/2024	8/5/2024	No
9	2.1.1	Requirements Gathering & Discovery	3/5/2024	4/12/2024	No
10	2.1.1.1	Business Process Review Sessions	3/5/2024	3/25/2024	No
11	2.1.1.2	Data Extraction	3/26/2024	3/28/2024	No
12	2.1.1.3	Data Mapping	3/29/2024	4/11/2024	No
13	2.1.1.4	Technical Review	4/12/2024	4/12/2024	No
14	2.1.2	Data Conversion & User Acceptance Testing	4/15/2024	5/31/2024	No
15	2.1.2.1	Conversion Development	4/15/2024	4/26/2024	No
16	2.1.2.2	EGT User Acceptance Testing (UAT)	4/29/2024	5/10/2024	No
17	2.1.2.3	Client User Acceptance Testing (UAT)	5/13/2024	5/31/2024	No
18	2.1.2.4	Data Conversion Acceptance	5/31/2024	5/31/2024	Yes
19	2.1.3	User Training & System Configuration	6/3/2024	7/10/2024	No
20	2.1.3.1	Training Database Loaded	6/3/2024	6/3/2024	No
21	2.1.3.2	Core User Training	6/4/2024	7/1/2024	No
22	2.1.3.3	End User Training	7/2/2024	7/8/2024	No
23	2.1.3.4	Complete Production Database Configuration	7/9/2024	7/10/2024	No
24	2.1.3.5	Training Acceptance	7/10/2024	7/10/2024	Yes
25	2.1.4	Go Live	7/11/2024	8/5/2024	No
26	2.1.4.1	Go Live Readiness Plan	7/11/2024	7/11/2024	No
27	2.1.4.2	Final Data Extraction	7/30/2024	7/30/2024	No
28	2.1.4.3	Final Data Conversion	7/31/2024	8/2/2024	No
29	2.1.4.4	Go Live - Install to Production	8/2/2024	8/2/2024	Yes
30	2.1.4.5	Go Live Acceptance	8/2/2024	8/5/2024	No
31	2.2	Phase 2: Utility, WIPP, OSA, RSS, and Misc AR	4/9/2024	11/20/2024	No
32	2.2.1	Requirements Gathering & Discovery	4/9/2024	5/21/2024	No
33	2.2.1.1	Business Process Review Sessions	4/9/2024	4/29/2024	No
34	2.2.1.2	Data Extraction	4/30/2024	5/6/2024	No
35	2.2.1.3	Data Mapping	5/7/2024	5/20/2024	No
36	2.2.1.4	Technical Review	5/21/2024	5/21/2024	No
37	2.2.2	Data Conversion & User Acceptance Testing	5/22/2024	7/9/2024	No
38	2.2.2.1	Conversion Development	5/22/2024	6/4/2024	No
39	2.2.2.2	EGT User Acceptance Testing (UAT)	6/5/2024	6/18/2024	No
40	2.2.2.3	Client User Acceptance Testing (UAT)	6/19/2024	7/9/2024	No
41	2.2.2.4	Data Conversion Acceptance	7/9/2024	7/9/2024	Yes
42	2.2.3	User Training & System Configuration	7/10/2024	11/20/2024	No
43	2.2.3.1	Training Database Loaded	7/10/2024	7/10/2024	No
44	2.2.3.2	Core User Training	8/13/2024	9/9/2024	No
45	2.2.3.3	Complete Production Database Configuration	9/16/2024	9/17/2024	No
46	2.2.3.4	Training Acceptance	11/20/2024	11/20/2024	Yes
47	2.2.4	Go Live	9/16/2024	10/14/2024	No
48	2.2.4.1	Go Live Readiness Plan	9/16/2024	9/16/2024	No
49	2.2.4.2	Final Data Extraction	9/26/2024	9/26/2024	No
50	2.2.4.3	Final Data Conversion	9/30/2024	10/6/2024	No
51	2.2.4.4	Go Live - Install to Production	10/7/2024	10/7/2024	Yes
52	2.2.4.5	Go Live Acceptance	10/14/2024	10/14/2024	No

Implementation

Training

EGT hosts detailed training courses prior to the Go-Live phase and will supply detailed process documentation to ensure that users are fully prepared to be self-sufficient with the system. Generally, there is a combination of training the trainer and training all end-users based upon the level of detail for each training session and software application. Training is typically completed remotely, but can also be done on-site, or a combination of both. Throughout the year we also host user groups to provide our clients with additional training and information on module updates and new features.

Responsibilities for implementation and training are divided between both the client and the EGT project team. The scope and timeline for the project is established based on normal working hours and staff schedules.

Responsibilities for the project are as follows:

Edmunds Team Responsibilities:

Project Manager

- Developing the project plan
- Managing overall project communication
- Managing the overall project implementation, resources, and schedules
- Monitoring progress of the overall project and ensuring all key milestones are completed on time
- Validate all deliverables adhere to the EGT quality standards

Implementation Consultants

- Lead Business Discovery session(s)
- Conduct end-user training
- Ensure all requirements are met
- Validate accuracy of the data conversion
- Provide system and industry consulting expertise

Data Engineers

- Conducting the data transformation
- Communicate any data discrepancies discovered
- Provide testing results for review

Data Analysts

- Testing of all system configurations to meet client requirements
- Performing initial data discovery
- Ensuring all final conversion documents are correct and ready for conversion

Client Team Responsibilities:

Project Manager

- Assist with project team adherence to the project plan

Implementation

- Client resource scheduling of tasks within the project plan
- Assist in project status reporting to internal stakeholders
- Key contact for Business Process and Discovery sessions for each phase
- Review and validate converted data
- Attend end-user training for all modules that are implemented
- Review and provide formal acceptance of deliverables throughout the project
- Have key personnel available who will work with EGT on administrative functions and security levels, as well as maintain post implementation efforts

Technical Resource

- Key representative to assist EGT with facilitating technical functions such as installation, network access, data extraction, etc.

End Users

- Attend training sessions as needed
- Access training environment and demo databases to practice day to day tasks through go live

Implementation

Data Conversion

Data conversion is a critical step in the implementation of the Edmunds MCSJ software. A technical definition is that "Data Conversion is the conversion of computer data from one format to another". The Edmunds definition is that Data Conversion is the translation of data from a legacy software system into the Edmunds MCSJ software system. The key word is translation. The legacy data converted and the resulting Edmunds MCSJ data may sometimes look a little different, but it should always be equivalent.

Data conversion process:

The process begins with an EGT Data Analyst connecting to the legacy system's server and front-end applications to generate a database backup (if possible) and any reports needed from the front end for the data conversion process and data validation process. Once all necessary files and reports have been gathered, the EGT Data Analyst will begin extracting the data from the files and prepare a data mapping document in preparation for an EGT Data Engineer to develop a conversion program. Once all data has been mapped and verified, the EGT Data Engineer will begin writing a client specific data conversion program to take the raw extracted data files and convert them into the MCSJ database to create a "Test Conversion" database. Once the Test database is completed, it is turned over to the client's assigned Implementation Consultant to begin the validation/quality assurance testing process. During this process, the Implementation Consultant will review the test database with the client for any feedback or adjustments the client requests. These adjustments (if applicable) are communicated back to the Data Engineer who will perform any adjustments needed to the conversion program and subsequent test database. Three (3) business days prior to a client's scheduled go live, the Data Analyst will connect to the server and front-end system to regenerate all data files and reports needed for final conversion verification, and a final conversion is executed on the final data files to bring all necessary data into sync and prepare for system cut over/go live.

Conversion reports will be provided to assure that all data has been converted properly. While Edmunds will do its best to assure all data is properly converted, it is the responsibility of the customer to verify converted data.

Requirements for data files in regards to electronic conversion:

The client will only need to provide front end access to the legacy product so that reports can be generated and the server so that a SQL Database backup can be retrieved. If we have converted from the legacy system in the past, we have a pre-defined conversion process already developed from prior implementations which helps to streamline the process. In the event that EGT is not granted access or for some reason is unable to gather the data files on their own, the client will be responsible for providing the data files/reports needed in a convertible file type. Under normal operating conditions, EGT Data Analyst are typically able to gather all necessary data files with minimal input needed from the client (once system access and server access have been provided).

Implementation

Data matching process:

An EGT Data Analyst will prepare a data mapping document to plot out the legacy system data files into the MCSJ database schema. This is completed to prepare the data for an EGT Data Engineer to develop a data conversion program.

Data requirements:

The only data requirements EGT has for facilitating an effective data conversion is access to the server and front-end system. This is needed along with the ability to generate files from the legacy system into electronic file formats that can be converted (PDF, Excel, CSV, SQL Backups, DBFs, RTF, etc). We are unable to convert data from scanned documents, they must be the original documents that have been generated directly from the legacy system into an electronic format.

Project Team Members

- (A) Frank Champion, Implementation Consultant
 - Gwynedd Mercy University, Science & Math Dual Degree
 - 8 years in current position
- (B) Chris Easterwood, PMP, VP of Professional Services
 - 12 years in current position
 - Stockton University, Accounting Degree
- (C) Bryan Adams, Director of Project Management
 - Ramapo College of New Jersey
 - 8 years with Edmunds GovTech

We have completed over 200 customer projects over the last 5 years.

5. Support

Providing high quality support is a key focus of Edmunds GovTech. We deploy a variety of resources to ensure our clients receive timely and effective assistance.

When you have a question for our Customer Support Team, you are not limited to one means of communication. When something goes wrong or you need help, our Customer Support team is available via multiple channels to assist you.

Multi-Channel Customer Support Resources

Electronic/E-mailed Help Requests

There are many different ways to get the information that you are seeking, but for the quickest response time, submitting a ticket via e-mail is the best option. Be sure to provide us with as much information as possible regarding your issue as this will help us to respond with a concise resolution. If need be, we can also securely and remotely connect right to your desktop to help resolve your issue.

You can easily contact support by e-mailing: Support@edmundsgovtech.com

Upon receiving your email, the case is routed to the appropriate staff member who will promptly contact you.

Support Website

Log on to our support website to view frequently asked questions, helpful hints, and video tutorials on a variety of different topics. Frequently asked questions and helpful hints contain short explanations of everyday questions and issues. Video tutorials are a step by step video guide on a variety of topics such as End of Year processing, Payment Reversals, Bank Reconciliations, and Reports. Don't have a user name and password to log into the support website? Registering is simple, just click the "Request a User ID" link and fill out the online form.

Telephone Support

Some users prefer to call our support line to open a ticket. Upon calling in for support, the information you provide over the phone will be constructed into a case that we will add to our system. We pride ourselves in providing a short response time and one-call resolution, so please give us as much information as possible over the phone to help us efficiently resolve your issue.

Online Documentation

Documentation is available online on our support website. Information is available for every module offered and is organized in chapters to help you quickly find the topics you are looking for. Documentation can be downloaded and saved for quick reference at a later time.

Support

Webinars, Seminars, and User Groups

EGT webinars are an online presentation that can be attended from the comfort of your own desk. Most of our GovTalk webinars last approximately one hour and are presented on a variety of different topics. You can even submit your own topic that we will try to cover in a future presentation or we can reach out to you personally to inform you on it. Our seminars offer our clients an opportunity to meet face to face with members of our staff. We schedule seminars based on the geographical locations and needs of our clients. We have also provided workshops located at our office in Northfield, NJ which combine both basic training and an open forum atmosphere for questions. As for our user group conferences, EGT hosts multiple user group events throughout the year to offer educational and networking opportunities. User groups occur both in-person and virtually.

Client Success Manager

Your dedicated client success manager is assigned to you after you are live. They are the main point contact that checks in quarterly to make sure you are utilizing all the features and tools that are offered by EGT. In addition, they are the point of contact for any matters that do not fall under the "support" category, such as trainings for new employees, new products, recommendations/concerns, GovTalks, and user groups. You can reach out to them at any time with questions, concerns, or requests for additional training. If there is something you're not so sure about, they'd love to help.

Blog & Newsletter

Subscribing to our blog or newsletter can provide you with helpful content and articles that will keep you up-to-date with trends, software functionality, and current topics within the industry. There are a variety of categories you can sign up for and content is consistently published to keep our customers informed on trending topics.

Resource Center

Our resource center is a great place to stop to see past GovTalk events, product information, whitepapers, product demos, and more. It is always being updated, so be sure to check in to see what you may have missed. To view our resource center you can follow this link: <https://www.edmundsgovtech.com/resource-center/>

Response Times and SLA

Please view the document on the following page for this information. Our maintenance services and system requirements are included subsequently.

Customer Support SLAs

Edmunds GovTech will use reasonable efforts to respond to all support cases in the published times below, by utilizing commercially available software tools to access the customers database when necessary. EGT's liability is limited to assisting with the restoration of the most recent backup in the event of data corruption.

Case Severity	Response Time
Tier I - Critical	30 minutes or less

Defined as:

- a) Complete system failure and/or unavailable
- b) Loss of vital system functionality
- c) Customer Care Customers (new customers, customers with specific needs, etc..)

Case Severity	Response Time
Tier II – High	30 to 60 minutes

Defined as:

- a) Consistent failure of vital functionality
- b) The issue is time sensitive (payroll processing, billing error, etc.)
- c) Loss of data

Case Severity	Response Time
Tier III – Medium	1 to 3 hours

Defined as:

- a) Issue with an available workaround

Case Severity	Response Time
Tier IV – Low	3 to 6 hours

Defined as:

- a) Issue for a non-vital function
- b) Issue that is aesthetic in nature
- c) User is looking for non-support assistance with a process

Support

Annual Support & Maintenance Services

Client Support Services

- Phone support with priority resolution and case escalation
- Email to case creation as well as software to case submission
- Rutgers University trained Government Certified Finance Officers & Tax Collectors staffed
- Remote desktop access for all support inquiries & resolution via Bomgar
- Technical issue resolution for MCSJ software operations and covered hardware
- Dedicated Customer Success Manager
- MCSJ reporting and printing resolution
- Client input for upcoming enhancements and updates
- Software system enhancements at no additional cost
- State & Federal mandated changes at no additional cost

Software Updates, New Products, & Development

- MCSJ application enhancements in new versions available at no additional cost
- MCSJ mobile app and web portal enhancements at no additional cost
- 24/7 access to downloadable system patches and updates
- Automated system patches and updates with cloud hosting services
- New products developed will be showcased and available for purchase

Client Support Website Access

- Knowledge base articles
- FAQ's
- Helpful hints
- Video tutorials
- Software system & technical documentation
- Upcoming events posted, such as webinars or user groups

Client Services

- Webinar and video tutorial library
- E-mail alerts & notification of statutory changes
- End of year documentation and procedures
- Notifications of quarterly and/or annual tasks, such as state and federal mandates
- Free on-site and virtual user group meetings
- And more!

Support

Security

EGT assists the client to setup the desired security for each end user. The system administrator is given the tools to change or modify user access as needed. The software gives access to the system per user ID and is module and task specific. Users can be given access from look-up only to full editing capabilities in some or all of the software modules. Users can also be limited to a range of accounts or departments.

Each task completed in MCSJ has a transaction number associated with the item. This transaction number includes information about what was done at the specific date and time and includes the user posted the transaction.

Each user is granted access to the system based on a module and a task. If a user is not given access to certain modules, they do not see those menus when they sign into the system. This ranges from lookup only access to full editing capabilities. EGT provides a security document to the client during the implementation and training phase to assist in setting up the desired level of access per user. For example, a "1" may be lookup only or limited access, where a "4" may be the ability to edit or view depending on the module. This can be seen on a sample for G/L Security below:

Account Maintenance:	1
Add:	2
Edit:	2
Delete:	3
Detail:	1
Opening Bal Changes Prior to Activity Closing Date:	4

Sensitive information such as social security numbers and banking information can only be viewed by users with the proper security. Reports do not print any privacy information unless a check box is selected and the user has the proper security to check the box.

Security vulnerabilities will be patched on the system within ten business days. In addition, EGT will commit to revising the software to repair critical security issues within ten business days.

Hosted Services

The design of Hosted MCSJ includes software and database security, redundant backup, and robust disaster recovery.

MCSJ Host and Database Security

a. Encryption

All communication between the MCSJ client and MCSJ server is encrypted. All sensitive data that is stored in databases is encrypted. Encryption keys are not stored in the database or on the MCSJ Host.

Support

b. Access Control

Hosted MCSJ servers can be restricted to only accepting connections from client specified IP addresses. All MCSJ login and logout activity is recorded in an audit able format. Clients are locked out for ten minutes after five consecutive failed log ins.

c. Data Protection

Protection from viruses, malware, and ransomware is installed on the MCSJ Host.

Database Server Redundancy

Hosted MCSJ servers use the Amazon Aurora (<https://aws.amazon.com/rds/aurora>) database. Aurora provides a high performance and high availability environment for Hosted MCSJ. Client databases run on a primary database node and are replicated in real time to a second/separate database node. This setup is called a "two node database cluster".

Database Backup Redundancy

Hosted MCSJ has redundant backups. Each night a complete server SnapShot is created and a database backup is sent to Amazon S3. Additionally, clients can create a backup on demand. This backup can be stored in S3 or transferred to the local network.

a. Server SnapShot Retention

Daily MCSJ Host snapshots are retained for 30 days.

b. Amazon S3 Database Backup Retention

S3 database backups are created for Monday thru Thursday and retained for a week. Weekly database backups are created and retained for a month. Monthly snapshots are retained for 1 year. Yearly snapshots are retained forever.

Disaster Recovery

Hosted MCSJ servers are monitored using Amazon CloudWatch (<https://aws.amazon.com/cloudwatch>). CloudWatch monitors and notifies Edmunds GovTech of various server events. In the event of a failure of a MCSJ Host Edmunds GovTech will restore the failed server within four hours. No client-side configuration changes are required to communicate with the restored server.

Availability Time Guarantee

Hosted MCSJ has a guaranteed availability of 99.9% "three nines". Scheduled maintenance is performed after business hours. This maintenance is usually server and MCSJ software updates. Scheduled maintenance is excluded from the availability of 99.9%. Client connectively issues are also excluded from the availability of 99.9%.

Support

Updates

Edmunds GovTech strives to provide industry leading software solutions for local governments. This is accomplished in part by our commitment to continually improving and upgrading our software. The MCSJ software has been in use by municipalities for decades and will continue to remain a core component of the company's product suite.

The MCSJ system continually receives quarterly updates/enhancements and will do so for the future of the product line. A core component of the path forward of the company is to invest in continual improvements to core products. MCSJ is developed, tested, sold, implemented, trained, and supported by EGT staff exclusively.

As noted above, major upgrades and enhancements are rolled out 3-4x a year. Smaller system patches and updates are published to the software almost weekly.

When hosted, a client will be automatically upgraded by EGT. A notification of system maintenance and updates will be sent to users and are completed after-hours. Prior releases always remain supported. New releases do not remove functionality, but enhance existing features or provide federal/state compliance. All updates and enhancements are included in the annual support and maintenance agreement. Hosted clients remain on the newest/latest version via EGT handling the updates. Many key system updates include bringing certain modules up to compliance for federal and state mandates.

Our most current updates can be viewed via the link below:

<https://www.edmundsgovtech.com/releases/>

To view our Service Terms & Conditions, please follow the link below:

<https://go.edmundsgovtech.com/terms>

6. Hardware Specifications

MCSJ Minimum Requirements



Server

Processor Speed:	Quad Core
Memory:	10 GB
Operating System:	Windows 2012 R2 Server or later
Database Engine:	Pervasive SQL 12 or later MS SQL 2012 or later
HD Space Needed:	100 GB
Additional Space for Scanning:	20 GB

Workstation

	<u>Minimum</u>	<u>Recommended</u>
Processor Speed:	i3 Processor	i5 Processor
Memory:	4 GB	8 GB or higher
Operating System:	Windows 10 Pro	Windows 10 Pro
HD Space Needed:	10 GB	
Resolution:	1024 x 768 min	

7. Pricing



SALES PROPOSAL



Prepared exclusively for:
Abilene City, KS

Prepared By:
Proposal Date:08/31/2023
Expiration Date:12/30/2023

Investment Summary

Software Services - Subscription	\$56,650.00
Hosting Services	\$5,000.00
Professional Services - Implementation	\$23,000.00
Conversion Services	\$24,500.00
Total Proposed Year 1 Cost:	\$109,150.00

Payment Terms

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Hosting Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

**Please return executed Sales Orders
via DocuSign or Email to:
Edmunds GovTech**

SalesOrders@EdmundsGovTech.com

P: 888.336.6999 | F: 609.645.3111

www.EdmundsGovTech.com

Software Services - Subscription	Amount
AR & Business Licensing - 3 Year	\$3,000.00
Electronic Requisitions - 3 Year	\$2,000.00
Employee Self-Service - 3 Year	\$3,000.00
Finance Super Suite - 3 Year	\$8,000.00
Finance ViewPoint Dashboard - 3 Year	\$3,000.00
Human Resources - 3 Year	\$5,000.00
Municipal Dashboard - 3 Year	\$2,750.00
Online Service Applications - 3 Year	\$3,500.00
Payroll - 3 Year	\$5,000.00
Positive Pay Connector - 3 Year	\$1,500.00
Resident Self-Service - 3 Year	\$3,000.00
Utility Billing & Collections - 3 Year	\$7,000.00
Utility ViewPoint Dashboard - 3 Year	\$2,500.00
WIPP - AR - 3 Year	\$1,750.00
WIPP - Misc. - 3 Year	\$900.00
WIPP - Utility - 3 Year	\$1,750.00
Work Orders - 3 Year	\$3,000.00
Annual Fees:	\$56,650.00

Hosting Services	Amount
Hosting (Level I)	\$5,000.00
Annual Fees:	\$5,000.00

Professional Services - Implementation	Amount
Finance ViewPoint Dashboard Implementation	\$1,250.00

Professional Services - Implementation	Amount
Standard AR/Business Licensing Implementation	\$3,000.00
Standard Finance Implementation I	\$6,000.00
Standard Personnel Implementation I	\$5,000.00
Standard Utility Implementation I	\$6,500.00
Utility ViewPoint Dashboard Implementation	\$1,250.00
One-Time Fees:	\$23,000.00

Conversion Services	Amount
Finance - Advanced Conversion	\$6,000.00
<i>Chart of Accounts</i>	
<i>Summary Account Financial Information for 3 years + current fiscal year budgets</i>	
- <i>Opening/Ending Balances</i>	
- <i>Summarized Year to Date Activity</i>	
- <i>Vendor Master Information</i>	
- <i>Current Calendar Year 1099 Payment Totals</i>	
- <i>Fixed Asset Master Information</i>	
<i>Detailed Financial Information for 3 years + current fiscal year</i>	
- <i>Budget Activity</i>	
- <i>General Ledger Transactions</i>	
- <i>Accounts Payable Check History</i>	
- <i>Open and Paid Purchase Order/Voucher/Invoice/Check History</i>	
Human Resources- Advanced Conversion	\$4,000.00
- <i>Employee Master Information</i>	
- <i>Employee Profile History</i>	
- <i>Salary, Position, Education History, etc.</i>	
- <i>Employee ACA Benefit Information</i>	
- <i>Employee Dependent Benefit Information</i>	
- <i>Employee Benefit Time Transaction History for 3 years + current</i>	
Payroll - Base Conversion	\$4,000.00
- <i>Employee Master Information</i>	
- <i>Current Year Check History</i>	
- <i>Gross Pay</i>	
- <i>Detailed Deductions</i>	

Conversion Services	Amount
- Detailed Taxes - Net Pay - Leave Time Balances	
Utility Billing - Advanced Conversion	\$8,500.00
- Current Customer Master Account and Bill to Information - Meter Master Information - Current Billing Configuration (Services, cycles, rates, etc.) - Current Open Balance Information for Active and Inactive Accounts (Open balances by service, Penalty, Interest, Deposits, etc.) - Minimum required consumption information needed to calculate next cycle billing by service - Meter Reading History Information for 3 years + current based on reading date - Billing and Payment Transaction History for 3 years + current based on transaction date - Backflow Master Account Information - Backflow Inspector Master Information - Backflow Inspection History for 3 years + current based on inspection date	
Work Orders - Base Conversion	\$2,000.00
- Open Work Order Information	
One-Time Fees:	\$24,500.00

Software Services -Subscriptions

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

Smart Phone Apps – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

Security – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee's security profile. The security is module and task specific.

Integration – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system dynamically posts all related entries to the appropriate modules.

Reporting – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

PDF Forms - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding record.

Attachments - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided. There is no limitation with the amount or size of those items you wish to attach.

Edmunds Cloud Provides:

- Convenience and Resiliency
- Fast and secure access to information from anywhere, anytime
- Expansive data storage
- Redundant data backups to 3 locations in the US
- Maintains workflow during and after a crisis
- Always access the most current data available
- Empowers mobile and citizen engagement apps to work efficiently

Implementation & Project Management

Edmunds GovTech has a goal to make the transition from a legacy system as painless as possible. Project management includes planning, monitoring, and reporting of progress to ensure the success of the software implementation. The Client's Project Manager and EGT Staff will work in concert to identify the scope of the project, estimate the work involved, and create a project schedule with appropriate resources. The project plan is then developed to describe the tasks that will lead to a successful implementation. The project is carefully planned, implemented, monitored, and controlled. Problem resolution, risk management, opportunity management, change management, software configuration management, and data management are included, identified, and documented throughout the project. Project Managers and Training and Implementation Employees have been involved in hundreds of similar successful projects.

Abilene City

Leann Johnson
Finance Director

Date



8. Additional Information



FINANCE SUITE

Edmunds GovTech's **Finance Suite** features a customizable chart of accounts and unlimited number of funds that can be tailored to meet your specific needs. The system's vast array of financial reports provides you with drill-down capability and a one-click export to Excel. A single source of entry streamlines processes and provides seamless integration, which allows for strict enforcement of real time budgetary controls.

The Finance Suite's user-friendly budget preparation tools allow you to either export budget details to Excel or work directly within the application. Budgeting can optionally be configured by fund or department, creating more tailored workflows. Expenditures are fully integrated into the general ledger, completing all two-sided journal entries automatically. Grant, project, and capital account management are included with the financial suite, providing users plenty of flexibility and all of the tools needed to complete tasks in a streamlined manner.



CORE FEATURES

- Increased data integrity
- Automated functionality
- Streamlined information hand-off
- Grant tracking
- Bank reconciliation
- Budget preparation
- Financial, comparative, and drill-down reports
- Search feature
- Easy Excel custom reporting
- Real-time budget updates
- Paperless options with electronic signatures

INTEGRATION FEATURES

- Single-source of data entry for integrated applications
- Mobile App and Web Portal Options
- Revenue Management
- General Ledger
- Encumbrance Accounting
- Purchasing & Accounts Payable
- Contracts Management
- Grant Administration
- Electronic Payment Options



Finance Software

Standardized data and centralized visibility
for more efficient financial management.

Key Benefits



Eliminate the need for time consuming manual data entry.



Ensure the accuracy and compliance of all financial data.



Automate tedious financial processes across departments.



Establish seamless integrations with internal accounting systems.



Access valuable data to inform financial decision making.



Maintain transparency with internal and external constituents.



Municipal financial management requires the ability to unify financial data across functional areas, automate routine processes, and access meaningful insights. As a highly capable and tightly integrated fund accounting solution, the Edmunds Finance Super Suite is made to handle all of your jurisdiction's specialized accounting needs while saving valuable time for your financial and accounting teams.

What Edmunds Financial Management Can Empower You to Do:

- Manage fund accounting
- Manage your budget
- Measure your KPIs
- Enhanced purchasing
- Maximize transparency
- Integrate systems seamlessly

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PERSONNEL SUITE

Edmunds GovTech's **Personnel Management Solution** is a highly intuitive set of modules that enhances the functions of local government payroll and human resource departments. Formatted to comply with federal or local mandates, this system is designed to improve data accuracy and expedite cumbersome processes. The Personnel Management Suite utilizes centralized data that is fully integrated with other Edmunds GovTech modules to efficiently power your local government.

This solution invigorates in-house operations by giving you full control over your organization's employee data. Track and evaluate employee earnings, accruals, history, and more via this all-encompassing suite. While bolstering your own personnel management efforts, you can also empower employees through our available **Employee-Self Service Portal** and **Attendance App**. When utilizing these applications, employees can request PTO and even access paystubs, tax documents, benefits, and more. These features allow for a transparent and digitally connected environment for your entire workforce.

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PAYROLL FEATURES

- Securely track, report, and store employee data
- Easy processing to pay and deliver paystubs electronically
- Federal, state, and ACA compliant
- Customizable accrual options
- Detailed deductions & earnings capabilities
- Custom reporting

HUMAN RESOURCES FEATURES

- Track employee status, salary history, disciplinary actions, education, and training for more effective personnel management
- Record detailed time and attendance entries and opt for time clock integration
- Seamless integration of time and attendance tracking
- Applicant and incident tracking
- Personnel action forms with approval processes
- Detailed benefit tracking with global edit functionality

OPTIONAL PORTALS & APPS

- Employee Self-Service Portal
- Attendance App

Personnel Software

Intuitive Payroll and HR solutions that cultivate efficient personnel management with direct integration to finance.

Key Benefits



Automate tedious processes and eliminate time consuming data entry.



Federal, state, and ACA compliant modules.



Employee Self-Service web portal and mobile app.



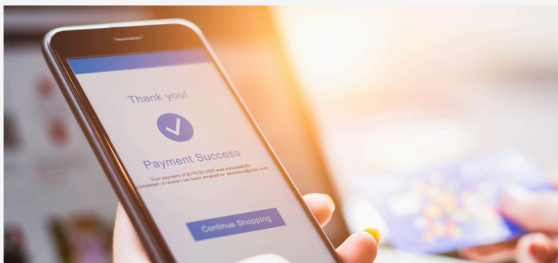
Securely track, report, and store employee data.



Maintain transparency between departments and employees.



Centralized data powered by seamless integration throughout Edmunds full software suite.



Personnel management requires a high degree of upkeep to support those who serve your community. As a highly capable and transparent module, the Edmunds personnel management suite is engineered with industry leading automation to reduce repetitive tasks and is designed to create a digitally connected work experience.

What Edmunds Personnel Management **Can Empower You to Do:**

- Invigorate in-house operations
- Data management
- Take action efficiently
- Expand employee resources
- Intuitive integration
- Revitalized reporting



Accounts Receivable & Business Licensing with Online Bill Pay



Invoice and Receipt Payments for Anything, at Anytime

The **Accounts Receivable & Business Licensing** module gives you the flexibility to invoice and collect for any type of fee with online payment functionality. It makes invoicing and licensing seamless with quick entry, automated fee population, and renewal options.

Invoicing for miscellaneous charges such as property maintenance fees, false alarms, dumpster pickup, yard sale fees, and other billed municipal services make receipting, tracking, and reporting effortless. It is also easy to create a recurring invoice to make future billing even simpler.

Licensing adds the ability to bill, renew, and print unlimited license types, including mercantile and retail, liquor and special businesses, hotel and occupancy, meals and lodging, vehicles and taxi, landlord registration, business tax, and more. A user can easily create and renew licenses and generate the bill based on a service fee, type of license, length of license, renewal date, and more. PDF forms and licenses allow for easy customization.

Online Bill Pay extends the functionality of the Accounts Receivable and Business Licensing module to make it simple to take a payment online with a credit card, debit card, or e-check. It gives you the ability to easily receipt payments with a link on your website that are automatically posted to the invoice and integrated with revenue and finance.

FEATURES INCLUDE

- Flexible invoicing, billing, and cash receipting
- Unlimited, customizable license types & rates
- Single or recurring charges with renewal alerts
- Automated renewal & invoice generation
- Generates detailed customer statements with history of invoices, payments, and more
- Charge penalty if an invoice is past due
- Custom reporting for detailed tracking
- 360 view of all charges tied to a property
- Finance, Revenue, & Online Bill Pay integration
- PDF forms allowing for easy customization and e-mailing of licenses and notices



UTILITY BILLING

Edmunds GovTech's **Utility Billing Solution** is an all-inclusive Utility Billing, Collections, and Customer Information System (CIS) engineered for local governments, utility districts, and authorities. Designed to facilitate your utility services, this scalable system automates the tedious billing and account management processes of residential and commercial properties to drive efficiency and alleviate operational challenges.

This full-featured, flexible application integrates with Finance, Service/Work Orders, Inventory Control, Online Payments, Meter Management App, and more to provide an exceptional end-to-end experience for both the user and customer. With streamlined workflows, user-friendly functionality, and integrated reporting processes, your organization can easily configure, bill, and collect any utility service type charge within one centralized location.



CORE FEATURES

- E-Billing feature
- Service shut-off functionality
- Custom account alerts & notifications
- Year over year usage charts
- Mapping interface for parcel or property
- Customizable billing options
- Ability to add notes or documentation to accounts
- Recalculate bill button
- Easily export to Excel
- User-friendly tracking of municipal charges

INTEGRATION FEATURES

- Online payments and auto-pay option
- Cash receipting and billing receivables integrate with Finance module
- One-point entry for service applications and orders
- Integrated with Service/Work Orders
- Parcel integration and mapping
- Compatible with all meter reading software
- Supports touch pads and radios
- Ability to record results directly from the field



Utility Billing **Software**

Comprehensive utility management and billing software
powered by centralized data and integrated features.

Key **Benefits**



Unlimited number of meters, accounts, and utility rates.



Flexible integration with meter reading devices, cash collection, and other Edmunds modules.



Revenue collection via online bill pay and automated billing.



Generate custom reports on billing, collections, and usage.



Centralize data via a cloud/hosted solution.



Interface for parcel integration and service shutoff functionality.



Keep your utility services flowing with Edmunds Utility Billing Software. Available for both residential and commercial properties to manage, bill, and report utilities via an all-encompassing module. Made for metered and standard billing options, our module comes packed with a variety of tools that fully integrate to simplify processes for both you and those you serve.

What Edmunds Utility Management **Can Empower You to Do:**

- Provide superior service
- Revitalized reporting
- Complete tasks on the go
- Seamless data integration
- Time saving automation
- Reduce stress and worry less

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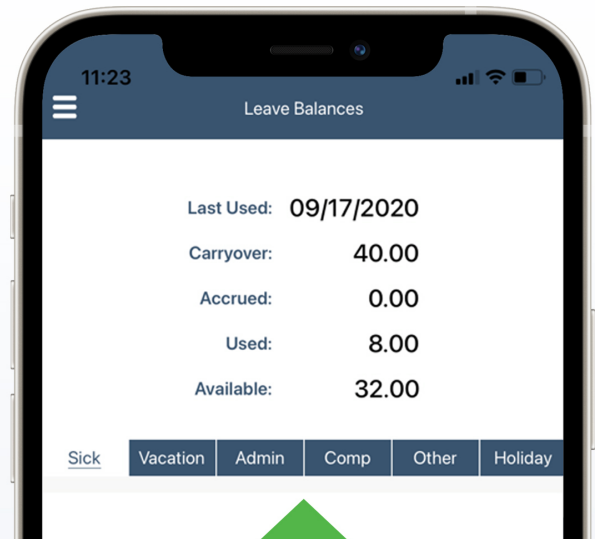
Employee Self-Service

Give Employees 24/7 Access



The **Employee Self-Service Portal** provides employees access to their personal information from anywhere, at any time. It allows employees to enter their daily hours, view pay stubs, request time off, and much more.

Supervisors are set up with a manager's view to review and approve time entries as they are submitted which integrate directly with the Payroll and Human Resources modules. If approved, the requested day is automatically scheduled. If denied, the user can type a reason for denial, and the employee can see the message with the status on the web portal. System notifications make it easy to alert users.



The **Attendance App** extends the functionality of the Employee Self-Service Portal on a mobile device. It provides employees access to view their timesheet, add time worked, view paycheck history, and see current leave balances.

FEATURES INCLUDE

- Direct access to information 24/7
- Reduces payroll & HR workload
- Enter & view timesheet/hours worked
- Print / view past check stubs, W-2, or W-4
- View balances & request time off
- Automatic alerts for approvals & revisions
- Customizable approval workflows
- Optional employee access to personal data
- View benefit & dependent information
- Post forms & documents for employees
- View employee calendar with manager's view
- Manager's view of department schedules
- Custom reporting capabilities
- Integrates with Payroll & HR modules

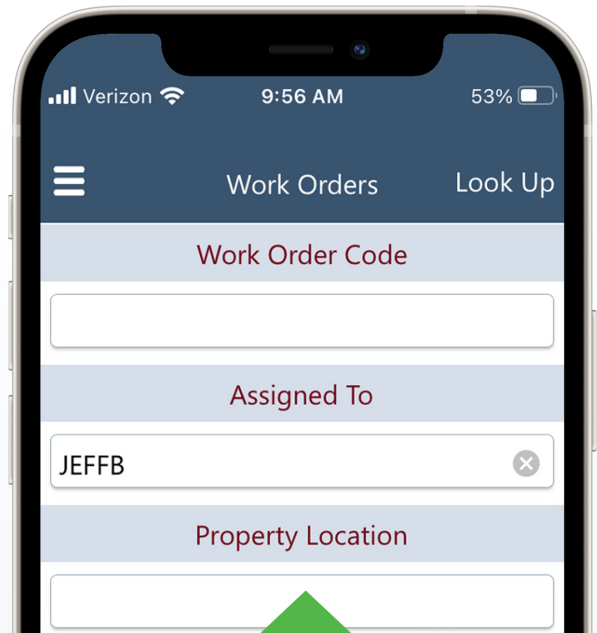
Work Orders

Serve Your Residents More Efficiently



Work Orders allows you to add and assign items for any type of service provided to your citizens. The system directly integrates with our optional Resident Self-Service portal, which will allow you to streamline citizen requests through your website.

If the service correlates to utilities, work orders will automatically populate to the account for tracking purposes. Specifics such as labor and materials for completed and billable work can be added directly to a utility bill, which can then be tracked within the system to see if payment has been received.



The **Work Order & Meter App** is an extension of the Work Order system. The app allows users the flexibility to access work orders directly from their device to create, view, update, or complete assigned tasks. It provides users the ability to easily navigate to a location, attach a photo, record meter readings, view current reads, approve meter replacements, and more. The app automatically syncs information within the system, so that any updates or changes to an account are reflected under work orders and meter readings.

FEATURES INCLUDE

- Increase automation by reducing the paper trail
- Create custom & unlimited activity & service types
- Track & manage work
- Easily schedule recurring work orders
- Save time by duplicating previous work orders
- Built in scheduling to increase work efficiency
- Assign work to department, employee, or group
- Track productivity with management reports
- Track labor & equipment costs
- Utility account integration for readings & billing
- Upload attachments & record meter readings
- Integrates with Mobile App, Finance & more!

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Purchase Requisitions

Simplify your Budget and Purchasing Process



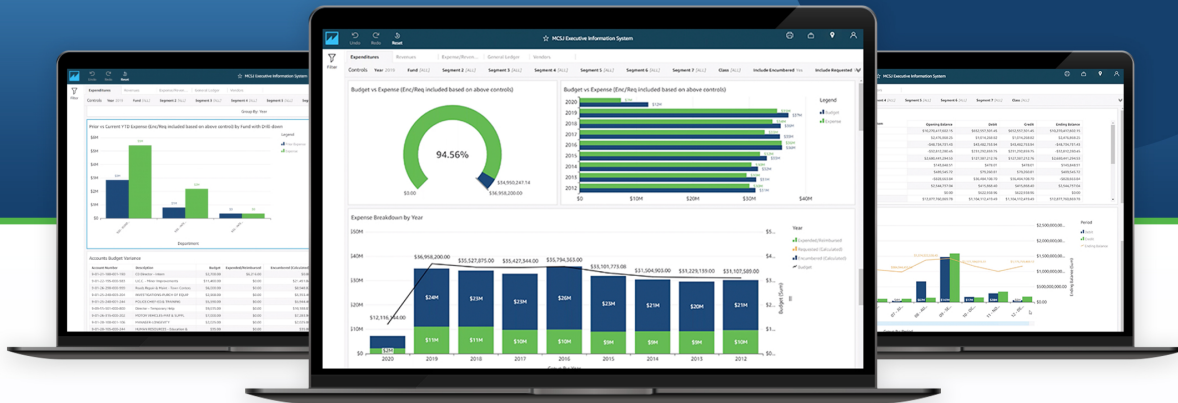
The **Purchase Requisition** module streamlines the purchasing and accounts payable process by allowing users to submit a request for budgetary expenditures. Real-time balance verification permits users to submit requests for review and approval based on a customizable hierarchy.

Approvers receive automatic notifications to review requests, view supporting document attachments, and update the status of the request. The complimentary mobile app makes approvals on the go even easier. Once approved, purchase requisitions convert to a purchase order, which allows for seamless integration to accounts payable.

FEATURES INCLUDE

-  Streamlined budgeting and approvals, eliminating the need for paper requests
-  Customizable workflows for the approval process
-  Real-time balance verification for users
-  Automatic notifications when review, approvals, or revisions are needed
-  Free mobile app that makes approvals easy
-  Document management for attaching quotes, bids, and invoices
-  Split charges to multiple expense accounts and funds
-  Duplication option for prior requisitions
-  One-click approval process for numerous open requisitions
-  Purchase order creation from an approved requisition
-  Detailed tracking with custom reporting capabilities
-  Integration with finance, budgeting, purchasing, accounts payable, and purchase orders

Edmunds ViewPoint



REPORTING FINANCIAL ANALYTICS AT YOUR FINGERTIPS

Eliminate the constant departmental data requests and daily, manual reporting processes with **Edmunds ViewPoint**. Edmunds ViewPoint Analytics Dashboard is a visual dashboard that displays all of your Key Performance Indicators in a combination of charts, tables, and other elements to effectively analyze all of your essential data. This cloud-native solution comes complete with configurable widgets to project real-time data that is readily available whenever and wherever you need it.

BENEFITS INCLUDE



Provide transparency to your council or board by offering a holistic view of financial data



Gain key insights into spending trends of your local government



Achieve the financial reporting goals of your municipality



Decentralize budgetary reporting



Ability to easily view, print, or e-mail key data sets



One-click export to Excel

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Finance

- Finance Super Suite
- Requisitions & Mobile App
- Inventory & Mobile App
- Escrow
- Vendor Self-Service Portal
- Municipal Dashboard
- ViewPoint Dashboard

Tax & Revenue

- Real & Personal Property Tax Billing & Collections
- AR & Business Licensing
- Clerk
- Animal Licensing
- Parks & Recreation
- Online Bill Pay

Utility

- Utility Billing & Collections
- Inventory & Mobile App
- Work/Service Orders & Mobile App
- Fleet Maintenance
- Online Bill Pay
- Online Service Applications

Personnel

- Payroll
- Human Resources
- Employee Self-Service Portal
- Attendance App

Community Development

- Permitting & Code Enforcement
- Rentals
- Land Management
- Permitting Self-Service Portal
- Online Bill Pay
- Inspection Mobile App

Citizen

- Online Bill Pay
- Parks & Recreation
- Open Records Request Tracker
- Resident Self-Service Portal
- MyTown Mobile App



7 Considerable Benefits of Edmunds GovTech Software



1. **Improve Customer Service** to your residents and ratepayers. All data is housed in one location, allowing faster, more accurate access to customer's information.
2. **Reduce Manual Work** by eliminating repetitive processes and the need to enter redundant data manually. Lessen human error and reduce employee frustration, especially with features like paperless purchasing.
3. **Enhance Interdepartmental Collaboration** by effortlessly accomplishing and bolstering access to centralized data.
4. **Secure Data** with redundant backups of critical data and built-in disaster recovery.
5. **Save Money** with one source of accurate and real-time information. The software will reduce administrative and operational costs, allowing you to budget available funds to other areas.
6. **Improve Reporting & Enhance Forecasting** with all data in one central repository. The system collects and houses data across all departments to create real-time, accurate reporting and business intelligence to assist in making key decisions.
7. **Add Mobility & Flexibility** to increase citizen and employee engagement through Edmunds GovTech's cloud services, numerous mobile applications, and web portals.

Everything you need to run your local government in a single, integrated solution.



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City of Abilene, Kansas

Request for Proposal Municipal Software

ADDENDUM #1 RFP Questions and Answers August 22, 2023

Proposal Deadline: September 8, 2023, 5:00 p.m. CST

This addendum answers questions submitted by potential bidders as of August 18, 2023. Explanations contained in this document are considered part of the RFP for the purposes of determining whether a proposal satisfies a particular criterion discussed herein.

Submitted by:

Leann Johnson

Finance Director

[City of Abilene, Kansas](#)

Address: 419 N. Broadway; P.O. Box 519
Abilene, KS 67410

Phone: 785-263-2550; **Facsimile:** 785-263-2552

Email: leann@abilenecityhall.com



Addendum 1

Question #	Question	Response
1	In Attachment A under Comments, can we give more than a brief 1 sentence explanation?	Yes, if more than one sentence is required for a clear explanation. Please limit the explanation to no more than 250 characters.
2	Has a budget for this project been established?	The City of Abilene has set aside funds to implement new finance and payroll software.
3	Have there been any demonstrations performed by vendors prior to the release of this RFP? If yes, who?	No, the RFP was put together before seeing any demonstrations. The City of Abilene will review the received proposals prior to offering or scheduling demonstrations.
4	On the RFP you ask for "Financial History". Can you please elaborate? What are you looking for specifically and how many years?	The purpose of this question is to gauge a company's financial status. The City of Abilene is seeking responses to the RFP that will prove strong financial security with evidence of sufficient cash flow, profit margin, not heavily indebted and has a healthy number of long-term customers. It will be up to the company to decide how they choose to do this and how far they want to go back.
5	Are you accepting proposals for a utility billing software that also will integrate seamlessly with any other software or are you only looking for a software that does all of those requests?	The City of Abilene is looking for a proposal that will meet all the City's required needs for Fund Accounting, Payroll and Utility Billing as mentioned in the Introduction of the RFP.
6	How many users will be required for the full financial system?	There are 6 users who enter all the data and administer the City's current software. Depending on the setup of the proposed software system, the City will consider additional users as needed.
7	How many Purchase Order and Requisition users?	Refer also to the answer for number 6. The current software is only accessed and managed by the Administration department which includes a utility clerk, administrative assistant, Deputy Finance Director, HR Director, Finance Director and the City Manager.
8	How many users for the Payroll & Human Resources?	Currently, there are 2. Depending on the setup of the proposed software system, the City will consider additional users as needed.

9	There are 3,200 accounts but how are they broken out: How many residential accounts? How many commercial accounts?	As of July 31, the City has the following customer accounts: Resident In City Limits – 2515 Resident Outside City Limits– 188 Commercial In City Limits – 365 Commercial Outside City Limits – 12
10	How is water/sewer billed? (Ie usage, or flat-fee)	Please refer to the attached current Fee Schedule. Water, sewer and utility rates and fees are highlighted.
11	Do you have hydrant meters and/or irrigation meters?	Yes, we have one hydrant meter that we use when a contractor requests bulk water. The contractor is then billed for the bulk water used. We do not have separate irrigation meters. If a customer irrigates, it comes straight off of and is billed through their water meter.

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Administrative	Facsimile Transmission - 1st Page	\$1.00
Administrative	Facsimile Transmission - Additional Pages	\$0.50
Administrative	Mailing Fee	\$1.00 plus postage
Administrative	Photo Copy Charges - First Page	\$1.00
Administrative	Photo Copy Charges - Additional Pages	\$0.50
Airport	Hangar Ground Rental Lease	\$0.10 per square ft. of developed structural space per year
Airport	Ground Rental Late Fee (After February 10th)	12%
Airport	Ground Rental Late Fee (After February 15th)	\$5.00 per day
Airport	Hanger Rental	\$90.00 per month
Airport	Hangar Rental Late Fee (After 10th of month)	12%
Airport	Hangar Rental Late Fee (After 15th of month)	\$5.00 per day
Alcoholic Beverages	Alcoholic Liquor Distributor	\$500.00
Alcoholic Beverages	Alcoholic Liquor Retailer (2-year license)	\$500.00
Alcoholic Beverages	Alcoholic Liquor Temporary Permit	\$25.00
Alcoholic Beverages	Cereal Malt Beverage - Consumption on premise	\$200.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Packaged Sales	\$50.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Special Event/Temporary Permit	\$25.00 plus applicable ABC fees
Alcoholic Beverages	Class "A" Club (2-year license)	\$300.00
Alcoholic Beverages	Class "B" Club (2-year license)	\$500.00
Alcoholic Beverages	Caterer (Temporary)	\$25.00 per day
Alcoholic Beverages	Drinking Establishment (2-year license)	\$500.00
Animal Control	Dog License Fee - Spayed/Neutered	\$2.00
Animal Control	Dog License Fee - Not Spayed/Neutered	\$5.00
Animal Control	Dog License Late Fee (After March 1st)	\$2.00
Animal Control	Kennel License	\$25.00
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$25.00 initial fee
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$5.00 annual renewal fee
Business	Adult Oriented Business	\$250.00
Business	Fireworks License (4 Days Retail Sale)	\$500.00
Business	Ice Cream Vendor - License (6 Months)	\$25.00
Business	Ice Cream Vendor - Vehicle Fee	\$10.00
Business	Mobile Food Vendor License	\$200.00
Business	Solid Waste Hauler License (per truck)	\$36.00
Business	Solicitors License (6 months)	\$25.00
Business	Transient Merchant License (90 days)	\$50.00
Community Development	Building Permit - Base Fee	\$25.00
Community Development	Building Permit - Each \$1,000 of value	\$3.50

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Community Development	Building Permit - Additional Inspections	\$25.00
Community Development	Electrical Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Sewer	\$10.00
Community Development	Plumbing Permit - Septic	\$20.00
Community Development	Mechanical Permit - Base Fee	\$25.00
Community Development	Chicken Permit-Annual Fee	\$25.00
Community Development	Curb Cut/Driveway Permit	\$25.00
Community Development	Demolition Permit-Residential	\$25.00
Community Development	Demolition Permit-Commercial	\$50.00
Community Development	Development Approval Application	\$250.00
Community Development	Fence Permit	\$25.00
Community Development	Mobile Home Permit	\$50.00
Community Development	Roof Permit	\$25.00
Community Development	Sign Permit - Base Fee	\$25.00
Community Development	Licensing - Roofing Contractor-initial	\$200.00
Community Development	Licensing - Roofing Contractor-renewal	\$25.00 per year
Community Development	Licensing - Electrical Contractor-initial	\$200.00
Community Development	Licensing - Master Electrician-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Electrician-renewal	\$ 15.00 per year
Community Development	Licensing - Apprentice Electrician-renewal	\$5.00 per year
Community Development	Licensing - Mechanical Contractor-initial	\$200.00
Community Development	Licensing - Master Mechanical-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Mechanical-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Mechanical-renewal	\$5.00 per year
Community Development	Licensing - Plumbing Contractor-initial	\$200.00
Community Development	Licensing - Master Plumber-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Plumber-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Plumber-renewal	\$5.00 per year
CVB	Civic Center Rental (6 hours) \$100 deposit	\$100.00
CVB	Civic Center Rental (6 hours) \$100 deposit Non-Profit Organization	\$80.00
CVB	Civic Center Rental (12 hours) \$100 deposit	\$175.00
CVB	Civic Center Rental (12 hours) \$100 deposit Non-Profit Organization	\$120.00
CVB	Civic Center Rental Weddings \$500 deposit (8:00 am Friday - 1:00 pm Sunday)	\$500.00
CVB	Table and chair set up (requires one week notice)	\$150.00

Fee Schedule for the City of Abilene, Kansas		
As adopted by resolution No. 012323-1		
Category	Description	Amount
Municipal Court	Court Costs	\$100.00
Municipal Court	Court Record	\$5.00 per case
Municipal Court	Warrant fee	\$45.00 per warrant
Municipal Court	30-Day Notice (Late Fee)	\$5.00
Municipal Court	Diversion Fee	\$150.00-\$250.00
Municipal Court	DUI Evaluation Fee	\$150.00
Municipal Court	Court Appointed Attorney Fee	\$250.00 per case upon conviction
Municipal Court	Fine/Bond Fee Schedule	established by Municipal Court Judge
Open Public Records	1st Page-copying fee	\$1.00
Open Public Records	Each Additional Page-copying fee	\$0.50
Open Public Records	Fax fee-1st page	\$1.00
Open Public Records	Fax fee-each additional page	\$0.50
Open Public Records	Mailing Fee	Actual cost of mailing plus \$1.00
Open Public Records	Inspection/Research Fee- Readily Available Rec	No Charge
Open Public Records	Inspection/Research Fee Minimum	\$10.00
Open Public Records	Inspection/Research Fee Above Minimum	Hourly rate of employee performing search plus 20%
Parks & Recreation	Community Center-Multi-Purpose Room	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Community Center-Basketball Court	\$30.00 per court per hour
Parks & Recreation	Community Center-Volleyball Court	\$15.00 per court per hour
Parks & Recreation	Senior Center rental	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Band Shell Rental-with Electricity	\$25.00
Parks & Recreation	Band Shell Rental-without Electricity	\$15.00
Parks & Recreation	Ball Diamonds-individual games	\$25.00 per field
Parks & Recreation	Ball Diamonds-tournaments	\$100.00 per field per day
Parks & Recreation	Rose Garden-all day	\$100.00
Police	Special Purpose Vehicle	\$50.00
Police	Fingerprints	\$20.00 per card
Police	Accident Reports	\$5.00
Police	Offense Reports	\$5.00
Police	Research/Redaction Fee	Report fee plus hourly rate of employee time used
Police	Case photo(s)	\$10.00
Police	Case Video(s)	\$20.00

Fee Schedule for the City of Abilene, Kansas		
As adopted by resolution No. 012323-1		
Category	Description	Amount
Police	Video Redaction	\$50.00 minimum plus case video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Police	View Video	\$20.00 plus hourly wage of employee monitoring the viewing.
Police	View Video Redaction	\$50.00 minimum plus view video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Public Works	Right-of-Way Permit	\$25.00
Public Works	Bulk Asphalt Millings-loaded	\$15.00 per ton
Public Works	Sewer-Extraterritorial Sewer Connection	\$1,500.00
Public Works	Sewer Tap Fee-if Street Work required	\$500.00
Public Works	Sewer Truck-use to neighboring cities	\$350.00 per hour plus mileage
Recycling	Monthly Recycling Fee	\$2.50
Sewer	Inside City Limits Monthly Minimum Charge-Ordinance 22-3412, effective 3/1/2022	\$15.30
Sewer	Inside City Limits Winter Water Usage Average-Ordinance 22-3412, effective 3/1/2022	\$0.638 per 100 gallons
Sewer	Outside City Limits Monthly Minimum Charge-Ordinance 22-3412, effective 3/1/2022	\$22.94
Sewer	Outside City Limits Winter Water Usage Average-Ordinance 22-3412, effective 3/1/2022	\$0.956 per 100 gallons
Storm Drain	Drainage Unit	\$1.25
Storm Drain	Single Family Dwelling (1 DU)	\$1.25
Storm Drain	Multiple Family Dwelling (up to 6 units)	.7 DU per unit
Storm Drain	Multiple Family Dwelling (7 tp 40 units)	.5 DU per unit
Storm Drain	Multiple Family Dwelling (over 40 units)	.4 DU per unit
Storm Drain	Central Business District (Double frontage and corner lots assessed for the shortest frontage)	One DU per 25 ft. or increment of frontage

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Storm Drain	Commercial/Industrial Surface Less than 20,000 SF	3.00 x \$1.25 = \$3.75
Storm Drain	Commercial/Industrial Surface 20,000 to 29,999 SF	3.50 x \$1.25 = \$4.38
Storm Drain	Commercial/Industrial Surface 30,000 to 39,999 SF	4.00 x \$1.25 = \$5.00
Storm Drain	Commercial/Industrial Surface 40,000 to 49,999 SF	5.40 x \$1.25 = \$6.75
Storm Drain	Commercial/Industrial Surface 50,000 to 59,999 SF	6.80 x \$1.25 = \$8.50
Storm Drain	Commercial/Industrial Surface 60,000 to 69,999 SF	8.50 x \$1.25 = \$10.63
Storm Drain	Commercial/Industrial Surface 70,000 to 79,999 SF	10.20 x \$1.25 = \$12.75
Storm Drain	Commercial/Industrial Surface 80,000 to 89,999 SF	11.90 x \$1.25 = \$14.88
Storm Drain	Commercial/Industrial Surface 90,000 to 99,999 SF	13.60 x \$1.25 = \$17.00
Storm Drain	Commercial/Industrial Surface 100,000 to 119,999 SF	17.00 x \$1.25 = \$21.25
Storm Drain	Commercial/Industrial Surface 120,000 to 139,999 SF	20.40 x \$1.25 = \$25.50
Storm Drain	Commercial/Industrial Surface 140,000 to 159,999 SF	23.80 x \$1.25 = \$29.75
Storm Drain	Commercial/Industrial Surface 160,000 to 179,999 SF	27.30 x \$1.25 = \$34.13
Storm Drain	Commercial/Industrial Surface 180,000 to 199,999 SF	30.70 x \$1.25 = \$38.38
Storm Drain	Commercial/Industrial Surface 200,000 to 219,999 SF	34.10 x \$1.25 = \$42.63
Storm Drain	Commercial/Industrial Surface 220,000 to 239,999 SF	37.50 x \$1.25 = \$46.88
Storm Drain	Commercial/Industrial Surface 240,000 to 259,999 SF	40.90 x \$1.25 = \$51.13
Storm Drain	Commercial/Industrial Surface 260,000 to 279,999 SF	44.30 x \$1.25 = 55.38
Storm Drain	Commercial/Industrial Surface 280,000 to 299,999 SF	47.70 x \$1.25 = \$59.63
Storm Drain	Commercial/Industrial Surface 300,000 to 319,999 SF	51.10 x \$1.25 = \$63.88

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Storm Drain	Commercial/Industrial Surface 320,000 to 339,999 SF	54.50 x \$1.25 = \$68.13
Storm Drain	Commercial/Industrial Surface 340,000 to 359,999 SF	57.90 x \$1.25 = \$72.38
Storm Drain	Commercial/Industrial Surface 360,000 to 379,999 SF	61.30 x \$1.25 = \$76.63
Storm Drain	Commercial/Industrial Surface 380,000 to 399,999 SF	64.80 x \$1.25 = \$81.00
Storm Drain	Commercial/Industrial Surface 400,000 to 419,999 SF	68.20 x \$1.25 = 85.25
Storm Drain	Commercial/Industrial Surface 420,000 to 439,999 SF	71.60 x \$1.25 = \$89.50
Storm Drain	Commercial/Industrial Surface 440,000 to 459,999 SF	75.00 x \$1.25 = \$93.75
Storm Drain	Commercial/Industrial Surface 460,000 to 479,999 SF	78.40 x \$1.25 = \$98.00
Storm Drain	Commercial/Industrial Surface 480,000 to	81.80 x \$1.25 = \$102.25
Storm Drain	Commercial/Industrial Surface 500,000 SF and Over	85.20 x \$1.25 = \$106.50
Water	Water/Sewer Application Fee	\$25.00
Water	Water/Sewer Transfer Fee	\$25.00
Water	Water Reconnection Fee	\$30.00
Water	3/4" Water Service - Inside City Limits	\$1,800.00
Water	3/4" Water Service - Outsided City Limits	\$1,800.00 plus \$750.00 Service Fee
Water	1" Water Service - Inside City Limits	\$1,950.00
Water	1" Water Service - Outside City Limits	\$1,950.00 plus \$750.00 Service Fee
Water	2" Water Service - Inside City Limits	Actual cost of Time, Material & Equipment plus 10%
Water	2" Water Service - Outside City Limits	\$3,000 service fee plus the actual cost of time, material & equipment plus 10%
Water	Any new Service involving Railroad Tracks	Actual cost of Service plus Permitting Process
Water	Bulk Water	\$25.00 plus \$2.00 per 100 gallons
Water	Residential in City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$18.77
Water	Residential in City Limits-Base Tier-Ordinance 22-3412, effective 3/1/22	\$0.443 per 100 gallons

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Water	Commercial in City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$18.77
Water	Commercial in City Limits 0-225,000 gallons-Ordinance 22-3412, effective 3/1/22	\$0.443 per 100 gallons
Water	Commercial in City Limits 225,001 gallons & higher-Ordinance 22-3412, effective 3/1/22	\$0.375 per 100 gallons
Water	Residential Outside City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$37.54
Water	Residential Outside City Limits Base Tier-Ordinance 22-3412, effective 3/1/22	\$0.888 per 100 gallons
Water	Commercial Outside City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$37.54
Water	Commercial Outside City Limits 0-225,000 gallons-Ordinance 22-3412, effective 3/1/22	\$0.888 per 100 gallons
Water	Commercial Outside City Limits 225,001 gallons & higher-Ordinance 22-3412, effective 3/1/22	\$0.750 per 100 gallons



EDMUNDS-02

TCOWAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 8028637 Glenn Insurance, Inc. 333 Dutch Mill Road Malaga, NJ 08328	CONTACT NAME: Trish Cowan		
	PHONE (A/C, No, Ext): (856) 777-5406	FAX (A/C, No): (856) 777-5419	
	E-MAIL ADDRESS: tcowan@glenninsurance.com		
INSURED Edmunds GovTech, Inc., Logics, LLC, Business Automation Services, Inc. & Municipal Software, Inc. 301 A Tilton Road Northfield, NJ 08225	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Travelers Casualty Ins. Co. of America		19046
	INSURER B : Travelers Indemnity Co of America		25666
	INSURER C : Travelers Property Casualty Co. of America		25674
	INSURER D : Travelers Indemnity Co. of Connecticut		25682
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			ZLP11S7633321	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BA6N27890222	10/1/2022	10/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 10,000			CUP0L67238622	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 10,000,000
							AGGREGATE \$ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☒ Y / N ☒ N / A If yes, describe under DESCRIPTION OF OPERATIONS below			UB5J31199721I5G	10/1/2022	10/1/2023	☒ PER STATUTE ☐ OTH-ER \$
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
C	E&O incl Cyber Liab			ZPL61M6752420	10/1/2022	10/1/2023	Claims Made - Agg 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

RFP Bid Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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***Confidential - Do not make insurance certificate public**



ABILENE, KS

SUBMITTED 9.8.2023

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1. Introduction

Springbrook Software was established in 1985 in Newberg, Oregon, and developed its first product focused on financial accounting, with a strong focus on utility billing. For over 30 years, Springbrook has delivered comprehensive government accounting and billing software solutions to thousands of local agencies nationwide. Our solutions are developed with input from local government agencies and specifically designed to meet their needs for continued functionality, security, user experience, and customer service improvements. Throughout our 30-plus years, we have continued to set the industry standard for how small and medium-sized municipalities and utility districts operate with high efficiency, economy, and security, as they provide their citizens with the utmost convenience, dependability, and security.

Springbrook's primary office is in Portland, Oregon, with additional locations in the Northeast. We offer state-of-the-art technology for our Product, Support, Technology, and Account Management teams to maintain quality services for all our customers. Our dedicated staff is comprised of industry leaders, subject matter experts, and cutting-edge developers who constantly strive to offer the best products and services in software solutions.

TOTAL # OF EMPLOYEES	203 in US & 74 in AUS/NZ
SALES	22 in US & 8 in AUS/NZ
MARKETING	4 + 4 Contractors
HR, FINANCE, LEGAL	22 + 4 Contractors
FUNCTIONAL CONSULTANTS, PROF SERVICES, PRODUCT	10 in US & 2 in AUS/NZ
PROJECT MANAGERS	10 + 1 Contractor in US & 3 in AUS/NZ
DEVELOPERS & INTEGRATION SPECIALISTS	13 + 12 Contractors in US & 14 + 2 Contractors in AUS/NZ
SOFTWARE ENGINEERS & TECHNICAL CONSULTANTS	7 in US & 4 in AUS/NZ
CUSTOMER SUPPORT	45 in US & 13 in AUS/NZ
IT/SECURITY	9 in US & 2 in AUS/NZ
PUBLIQ BATCH OPERATIONS	9 in US
XBP FACILITIES	4 in US

Over the decades, we have continued to innovate and develop technologies that support our customers and help them manage shrinking budgets, personnel and knowledge loss, and challenging remote work conditions. Our solutions have grown to embrace every business function, covering finance, utility billing, human resources, payroll, online payments, tax collection, and asset management. We have grown to a company of over 300 strong with offices across the world, adding technologies to expand the scope and reach of our product range. Our acquisitions of KVS Cloud, SoftRight, Bias Software, MAGIQ Software, and PUBLIQ® Software demonstrate our investment in innovation. Our solutions are accessible and available for a wide range of local governments with populations ranging from 300-100,000, and we have been named to GovTech top 100 for multiple years running.



Springbrook's proposal will provide significant cost savings by reducing the cost to manage and support various software systems, reducing redundancy or manual data entry, and providing the flexibility to grow due to the unique nature of our cloud-based solution. The Springbrook platform offers integrated financial, accounts receivable, payroll, human resources, utility billing, civic payments, municipal payments, and reporting with a strong workflow and project management capabilities. The modules proposed in this response are:

- General Ledger
- Budgeting and Accounting
- Cash Receipts
- Bank Reconciliation
- Purchase Orders
- Accounts Payable
- Accounts Receivable
- Project/Grant Management
- Fixed Assets
- Payroll, HR & ESS
- Utility Billing
- Tableau

Product Summary

The proposed modules are as follows:

General Ledger

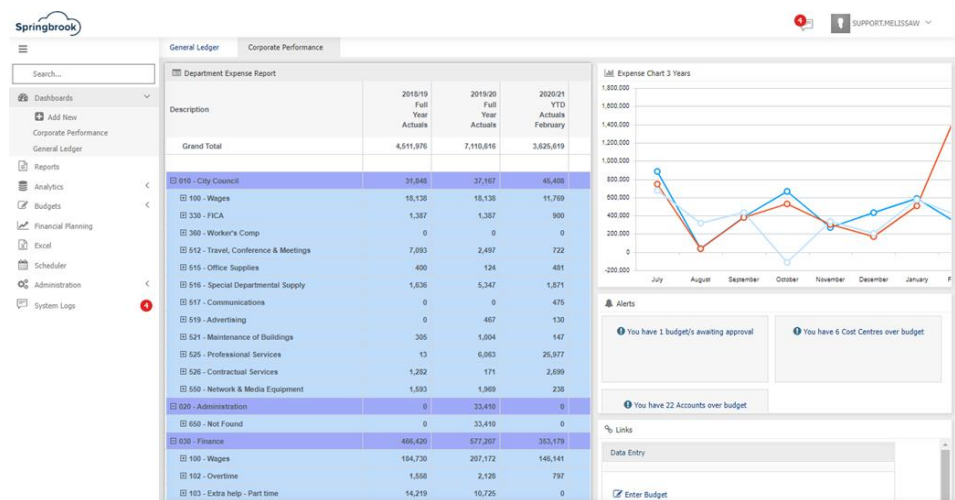
General Ledger (GL) is a robust, feature-rich foundation for the Springbrook suite of applications. This intuitively designed application provides the functionality needed for more informative online analysis and financial reporting. The flexibility of the application provides a stable foundation for current operations and future growth. Complete integration with the Springbrook suite of applications allows for easy and thorough consolidation of all financial activity.

- Documents can be attached to Journal Entries and General Ledger accounts
- Features robust and powerful report writing tools, including the ability to create GASB Reporting (budgetary and GAAP reporting)
- Maintenance/Utilities – Create and maintain GL units and execute specialized GL tools
- Uniform Chart of Accounts – Allows for multiple funds and departments to be utilized
- Configurable Imports for Journal Entries, Adjustments, and Misc. transactions are available
- New Budget & Budget Adjustment Info – Edit, maintain, and report on GL budgets
- Display history information at the account level can be drilled down to the source module

Budgeting & Planning

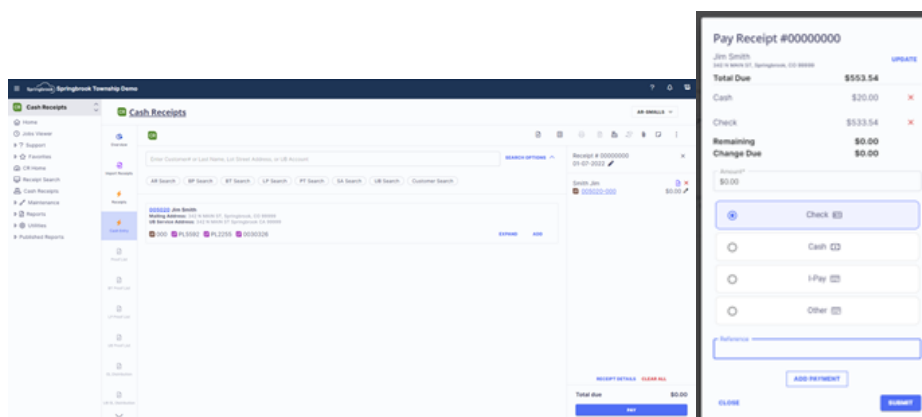
Springbrook Budgeting is a comprehensive tool used to generate a requested, proposed, approved, or adopted budget. This process allows you to:

- Track budget revisions
- Add attachments, such as budget documents, to the budget amounts
- Group general ledger accounts to create budgets for department heads
- Create and document budget adjustments
- Create period budgets
- Budgeted amounts can also be imported from and exported to Microsoft Excel, which allows you to manipulate the budgets in a spreadsheet and then import the budget amounts back into the Extended Budgeting process



Cash Receipts

The Cash Receipts module is where all payments are entered for the system. They can be imported, scanned, or entered manually.



Bank Reconciliation

Springbrook's Bank Reconciliation module provides the tools to track and maintain the relationship between an organization's accounting and bank records.

- Clear Transactions – Including clearing checks or deposits that have cleared your bank accounts
- Receipt Deposits – Create deposit transactions using committed receipts
- Reporting – Generate reports and display BR data
- Utilities – Execute specialized BR tools

Purchase Orders

The Purchase Orders module provides internal controls and access for agencies to create and send purchase orders to vendors. It also provides approvals through workflows if the agency wants it set up that way. Overall, the purchase order (PO) is where the approval and buying happen. Once the purchasing or procurement department has approved the purchase requisition and given you the figurative thumbs up to purchase your desired goods and services, it issues a purchase order number. The purchase order can then be sent to the vendor through our AP invoicing module.

Accounts Payable

Springbrook Accounts Payable helps to manage the money owed to vendors. You can:

- Enter invoices for accounting records if they are not already being created from other integrated modules
- Schedule invoice payments
- Pay vendors electronically using ACH transactions rather than generating a physical check in the Computer Checks process with the Electronic AP process

Accounts Receivable

The Accounts Receivable module provides a comprehensive system for creating and maintaining all information pertinent to recording and tracking customer data, invoices, and balances. Here are a few AR features:

- Allows users to search for invoices by multiple methods, including by invoice number, customer number, or customer name
- Accommodates multiple line items and multiple revenue distributions for each invoice
- Allows users to set up and make use of recurring invoices
- Provides analysis of invoice information by department, activity, items/services, age, etc.
- Creates statements for new invoices as processed and includes an option to provide customers with regular statements, regardless of account activity
- Prints statements from history for a single invoice or range of transactions

- Allows users to set up and use individual billing types to allocate revenue to various GL accounts
- Provides exhaustive transaction history of customer accounts, including aged balances

Project / Grant Management

Also referred to as project accounting or grant management, the PM module gathers transactions from other modules and generates reports summarizing the information. PM is integrated by pulling transactions generated in other modules like AP, AR, CR, GL, IC, PR, PO, ESS, and WO. These transactions are sent to the PM module by including a PM task and type code. It can be used for very basic, simple projects or large, complex projects that span over multiple years.

Task Maintenance

GENERAL

HISTORY

BALANCE

BUDGET

Date From

Date To

Encumbered

\$0.00

Uncommitted P.O.'s

\$0.00

LEMS Code	Budget	Previous Amount	Period Amount	Total Amount	Percent Remaining
E	\$16,000.00	\$0.00	\$500.00	\$500.00	96.88%
Type Code EQU	Previous Amount	Period Amount	Total Amount		
		\$0.00	\$500.00	\$500.00	
L	\$5,000.00	\$0.00	(\$200.00)	(\$200.00)	104.00%
M	\$15,000.00	\$0.00	\$50.56	\$50.56	99.66%
R	\$200.00	\$0.00	\$0.00	\$0.00	100.00%
S	\$7,100.00	\$0.00	\$1,979.25	\$1,979.25	72.12%

Fixed Assets

The Fixed Assets module allows you to accurately track the value of your fixed assets from the date of purchase to final disposal. This process involves a series of steps.

Payroll

Our Payroll module is designed to pay employees and create batches to some of our other integrated modules based on the payroll and timekeeping processes we complete.

The screenshot displays a web application interface with two main sections: 'Timesheet' and 'Computer Checks'.

Timesheet Section:

- User Profile:** Dusty Jasmine, 010, January 01, 2024, 10:00 AM - 7:00 PM.
- Quick Entry:** A dropdown menu for 'Add Timesheet' with a 'Working 7' option.
- Download Line Item:** A table with columns: Date, Description, Type, Amount, and Total. It lists various timesheet entries.
- Time by Date Chart:** A bar chart showing hours worked per day. The x-axis represents dates from 1/1/2024 to 1/10/2024. The y-axis represents hours from 0 to 10. The chart shows a peak of 7 hours on 1/1/2024 and 1/2/2024, and 1 hour on 1/10/2024.

Computer Checks Section:

- Table:** A table with columns: Employee ID, First Name, Last Name, Department, Hours, and Amount. It lists computer usage data for employees 005, 010, 015, 020, and 025.
- Download Line Item:** A table with columns: Date, Description, Type, Amount, and Total. It lists various computer check entries.

HR & Employee Self Service

Our Springbrook HR module provides an HR application that connects HR information directly to payroll records for maximum efficiency when managing payroll. It has integrated human resources capabilities that provide full personal histories at a glance, so you never have to worry about updating double entries again.

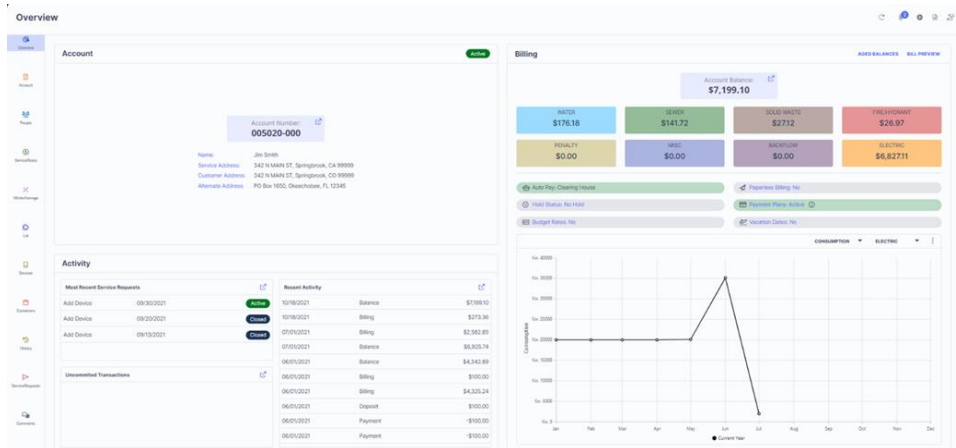
The Employee Self Service (ESS) online application is a web-based HR Portal that allows your employees to manage many of their HR tasks at their convenience. Once an employee has set up an ESS account, they can update personal and dependent information, view historical documents such as W2s and paystubs, request time off, and submit timesheets.

Utility Billing

Our Utility Billing (UB) module is a straightforward yet flexible suite that is easily configured to work with third-party billing companies or as a complete end-to-end billing wizard for a wide variety of utility services.

- Backflow maintenance/tracking capabilities
- Third-Party Meter Reading import/export capabilities
- Meter Management
- Ability to define account policies for effective tracking and reporting of customer information
- Fee codes, tax codes, penalties, and deposits can be tracked and maintained
- Consumption tracking and reporting
- Adjustment processing to accounts
- Processing of payments from CivicPay integration available

- Winter averaging capabilities
- Service Requests
- Lot management
- Robust reports and tools



Reporting – Tableau

Tableau is the industry-leading reporting software that enables fast, customized, easy-to-develop and interpret visualizations supporting virtually any local government data reporting need. Tableau will provide your agency with many important advantages that collectively deliver a comprehensive, interactive view of programs, budgets, and high-level trends. Additionally, Tableau will provide the reporting capabilities necessary to deliver analysis that may become necessary for any government entity that received relief funding. Tableau is pre-configured with the most popular templates and provides access to a growing library composed of templates culled from all other local government agency users. Tableau is easy to use, can deliver results in minutes, and provides report automation deliverable across any platform or device. Take advantage of what hundreds of major cities, states, and government agencies are already using. Tableau is a leader on the Gartner Magic Quadrant, is InfoWorld Technology product of the year, and is offered free of charge to all Springbrook cloud customers.



2. References

1. City of Little Canada, MN – Population 10,320

Sam Magureanu – 651-766-4035 sam.magureanu@littlecanadamn.org

2. Village of North Point, NY – Population 7,494

Janine D’Orio – 631-651-8141 j.dorio@northportny.gov

3. City of North Branch, MN – Population 10,215

Ragini Varma – 763-221-3652 raginiv@ci.north-branch.mn.us

4. City of Clear Creek, CO – Population 9,303

Maria Ostrom – 303-679-2371 mostrom@clearcreekcounty.us

5. City of Springfield, FL – Population 9,442

Beth Strobel – 850-872-7570 bstrobel@springfield.fl.gov

3. Specifications and Cost (Attachment A)

See Attached Order Form for Details.

Utility Billing Subscription: \$11,645.00

Professional Services: \$46,530

Project Management Subscription: \$3,825.00

Professional Services: \$4,356

Finance Suite Subscription: \$10,965.00

Professional Services : \$34,650

Human Resources Management Subscription: \$4,207.50

Professional Services: \$6,930

Payroll Subscription: \$6,077.50

Professional Services: \$46,530

Accounts Receivable Subscription: \$3,230.00

Professional Services: \$2,970

Fixed Assets Subscription: \$3,655.00

Professional Services: \$4,356

Purchase Orders Subscription: \$3,612.50

Professional Services: \$2,970

Annual Product Pricing Total: \$47,217.50

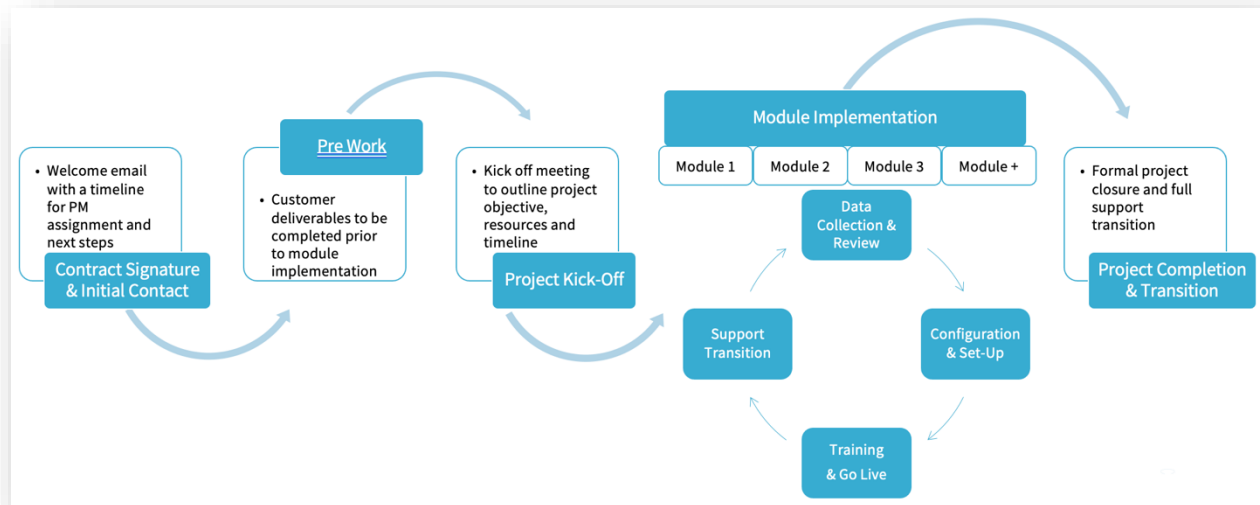
Professional Services Total: \$149,292

Contract Total: \$196,509.50

4. Implementation Methodology

Implementation Framework & Installation

The software implementation framework comprises five key elements that outline the stages and activities involved in successfully deploying and transitioning Springbrook software solutions to customers:



Contract Signature & Initial Contact: This initial stage involves signing the contract between the software provider and the customer. It marks the beginning of the implementation process and includes establishing initial contact with the customer to set expectations, clarify requirements, and gather the necessary information to initiate the project.

Customer Pre-Work: In this phase, the customer undertakes preparatory activities to ensure a smooth implementation process. This may include providing access to relevant systems and data, conducting user readiness assessments, and identifying key stakeholders involved in the implementation.

Project Kick-Off: The project kick-off marks the official start of the implementation process. Springbrook and the customer discuss project goals, deliverables, timelines, and resource requirements during this phase. The project team is introduced, roles and responsibilities are defined, and a detailed project plan is established. This phase sets the foundation for successful collaboration and communication throughout the implementation.

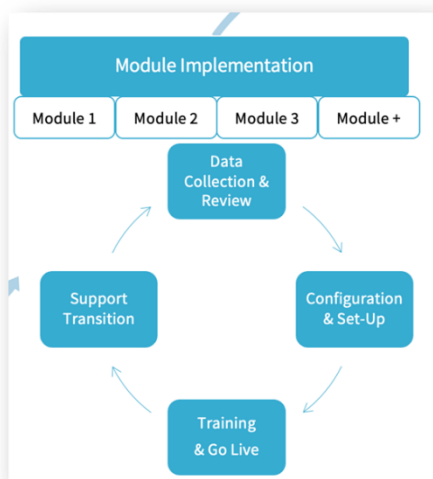
Module Implementation: This stage focuses on implementing software modules or components. It involves configuring the Springbrook solution based on the customer's specific requirements. The module implementation phase includes activities such as data migration, system integration, testing, and training. It ensures that Springbrook's software solution is tailored to the customer's needs and aligns with their business processes.

Project Completion & Support Transition: The software implementation framework's final phase involves the project's completion and the transition to ongoing support. This includes finalizing any remaining tasks, concluding post-go-live services, and communicating project completion. The transition to support involves transferring knowledge and responsibilities to the customer's support team, ensuring they are equipped to handle any future software maintenance and support needs.

Springbrook and the customer can ensure a structured and efficient deployment process by following this software implementation framework. It enables effective project management, clear communication, and collaboration between all stakeholders, ultimately leading to a successful software implementation and a smooth transition to ongoing support.

Module Implementation Details

The software implementation framework consists of four key elements that guide the process of deploying and transitioning software solutions to users:



Data Collection and Review: In this initial stage, data relevant to the software implementation is collected and reviewed. This includes gathering existing data, such as customer records or system information, and conducting a thorough analysis to ensure data accuracy and completeness. The goal is to lay the foundation for successful configuration and setup of the software.

Configuration and Set-Up: Once the necessary data has been collected and reviewed, the software is configured to meet the organization's specific requirements. This involves tailoring the software solution to align with the organization's processes, workflows, and business rules. Configuration may include defining user roles and permissions, customizing forms or templates, and integrating the software with existing systems or databases. The focus is optimizing the software's functionality and usability to suit the organization's needs best.

Training and Go-Live: In this phase, end-users receive comprehensive training on effectively using the software. Training sessions may include workshops, hands-on exercises, or virtual training modules to familiarize users with the software's features and functionalities. The training also covers best practices, tips, and specific guidelines or procedures relevant to software usage. Once training is completed, the software is officially launched and made available to end-users, marking the go-live milestone.

Support Transition: The support transition phase involves shifting from the implementation team to the ongoing support and maintenance team. During this phase, knowledge transfer and handover activities occur, ensuring that the organization's support team is equipped to handle user inquiries, troubleshoot issues, and provide ongoing assistance. This may include providing documentation, support materials, and contact information for technical support. The support transition phase ensures a smooth transition from implementation to ongoing support, facilitating long-term success and sustainability of the software solution.

Project Methodology

The PDCA (Plan-Do-Check-Act) process is a widely recognized framework for continuous improvement and problem solving. It promotes a systematic approach to identify, analyze, implement, and monitor improvements throughout the project lifecycle. The PDCA cycle consists of four iterative steps: Plan, Do, Check, and Act.



Plan: In the planning phase, the project team identifies goals, defines objectives, and determines the best course of action to achieve them. This includes analyzing requirements, establishing success criteria, and creating a detailed plan outlining tasks, timelines, resources, and responsibilities.

Do: The "Do" phase involves executing the planned activities, implementing the solutions, and carrying out the project tasks according to the established plan. This step focuses on effective communication, collaboration, and coordination among team members to ensure smooth project execution.

Check: During the "Check" phase, project performance and outcomes are evaluated against the predefined objectives and success criteria. This includes monitoring key performance indicators, conducting quality assurance reviews, and gathering feedback from stakeholders. The purpose is to assess whether the project is on track and if any deviations or issues need to be addressed.

Act: In the "Act" phase, based on the findings from the "Check" phase, necessary corrective actions and improvements are implemented. This may involve adjusting the project plan, revising processes, or resolving identified issues. The focus is continuously improving project performance and ensuring that lessons learned are incorporated into future iterations or projects.

The PDCA process is a cyclical and iterative approach, with each cycle building upon the knowledge and insights gained from the previous one. It encourages a proactive and flexible mindset, fostering a culture of learning and adaptability within the project team.

By incorporating the PDCA process into the project, Springbrook Software aims to drive continuous improvement, optimize project outcomes, and ensure the successful delivery of high-quality software solutions. The project team will actively engage in each phase of the PDCA cycle, leveraging feedback and data-driven insights to refine processes, enhance performance, and achieve project objectives effectively.

Data Conversion

The data conversion process involves the client providing data in required formats, with the consulting assistance of the Springbrook staff, and then having Springbrook's development staff programmatically move data into our system.

Extraction: The client extracts the data from their legacy system into one of the formats requested by Springbrook. Springbrook provides templates or guidelines to assist in this process.

Conversion: Springbrook utilizes the templates to update the data into our software.

Review: Springbrook software consultants can work with the client to review the data.

Data validation: It is the client's responsibility to verify that the data is converted to their satisfaction and in a way that meets their processing and reporting needs.

Data Conversion is completed using various tools, including templates and internal wizards. The data conversion team consists of subject matter experts who have developed best practices and fine-tuned the data conversion process. Data Conversion is included in the cost of our professional services fees.

Deliverables

The following deliverables will be executed as a part of the executed SOW:

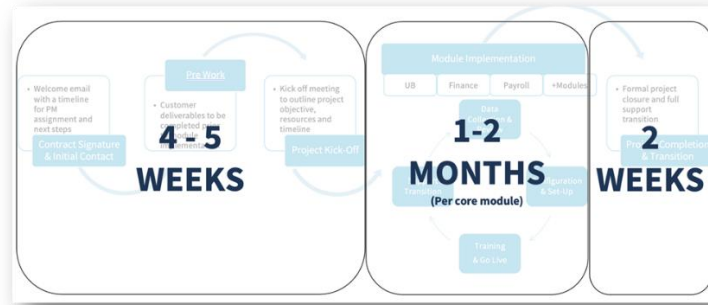
1. Agreed upon project plan with timeline and milestones
2. Roles & responsibilities matrix and communication plan
3. Well-maintained issue log with individually tracked status updates
4. Feature request log with Springbrook's product team review(s) and comment(s)
5. All modules in scope will be deployed to a production environment

6. Key customer resources will have received training on the in-scope modules

Proposed Timeline

The total estimated time to complete the work is outlined in the attached quote. If approved, the project start date will vary based on Springbrook's project backlog. Springbrook commits to beginning the work as quickly as possible.

A sample timeline is provided below for estimation purposes. An agreed-upon timeline with dates and project milestones will be completed as part of the project kick-off.



Critical Success Factors

Several critical success factors are key to successfully implementing the project:

Knowledge Transfer – A critical part of the implementation involves the City of Abilene's transfer of knowledge from Springbrook with the goal of becoming self-sustainable in supporting Springbrook Software. Strong and focused participation by the City of Abilene's personnel throughout the analysis, configuration, and deployment of Springbrook's Cirrus Cloud Application will enable Springbrook's services to mentor and equip the City of Abilene to assume standard operations once the project ends.

Dedicated Customer Participation – The success of the project hinges on thoughtful, prepared, and sustained participation from the county's team and Information Technology staff. The county will be asked to identify key stakeholders to be involved in the tasks and provide deliverable reviews and feedback. This collaborative approach will help verify that the collective knowledge of the City of Abilene team is reflected in the design and implementation of the new system. It will also encourage a strong level of user engagement and help communicate a clear understanding of the project processes and direction to relevant staff throughout the involved agencies. If needed, Springbrook will communicate insufficient participation of the City of Abilene's or Springbrook's resources.

Project Governance – The successful management and implementation of a software project of this size and complexity requires strong management communication and participation from the City of Abilene and Springbrook. Springbrook and the City of Abilene will follow the agreed-upon escalation procedure to resolve issues and mitigate risks in a timely manner.

No Custom Development – As part of this SOW, no custom development items are identified to bring the City of Abilene live. The intent is to complete this engagement using the system's existing capabilities without any additional development effort. This will help avoid incorporating conflicting or unique requirements in the design that will later cause rework or other issues when another agency is incorporated into the solution. A single design effort will also help maximize the integration level that can be realized across the various system functions, allow common business functions to be implemented consistently for the separate agencies, and establish the template for including additional customers in the Springbrook Cirrus application.

5. Support & Maintenance

Ongoing Support

Springbrook Software offers many options for support. We offer an 800-phone number for immediate support. Hours of operation are 5 AM to 5PM PST, as well as a Community website, which has many FAQ, tips and tricks, videos, webinars, and case creation. We also offer Disaster Recovery Services and refresher training classes from our Community website.

Springbrook support can be accessed via phone, email, or the Community customer portal. We encourage customers to use our Community customer portal. Customers can find many answers via our knowledge base. You have the option to create a ticket if needed.

Springbrook support operates on a severity level philosophy. If a customer calls in with work stoppage issues, that case moves to the head of other tickets. We let the customer initiate what level of severity they believe their case to be. Our Tier 1 agents assess the case and place it in the appropriate queue. Our success is measured in our response SLAs. Critical severity: 1-hour response, Highs severity: 4-hour response, Medium severity: 8-hour response and Low severity: 24-hour response.

Springbrook also offers an online 24/7 help system, which includes a variety of webinars, videos, and other documentation in an easy-to-search system. Every Springbrook Software module implemented requires sign-off by the client at go-live to ensure the software has been implemented according to previously documented requirements. Any post go-live issues are tracked to ensure timely resolution.

Springbrook support has agents categorized in 3 tiers. As stated, we offer phone support from 5 AM to 5 PM PST, and we have a Community website available 24/7. All agents can remote into customers' computers with permission. Our ongoing maintenance is provided through our engineering group. We release service packs as needed to address software changes and fixes.

Our dedicated team of support agents know Springbrook Software inside and out. The average tenure of our support staff is 10+ years. We get to know your environment and needs. Our support staff works extremely hard to determine the issue and keep you informed of the solutions needed to complete the task.

Springbrook has its own Backup and Recovery systems monitoring our Cloud environment. We would often know of an issue before you or your team would identify it.

Springbrook's documentation is accessible via our online help which can be searched by keyword, module, or process. This helpful information can be downloaded in PDF and saved or printed by the user. The online help information is updated with the newest information when available. All support costs are included in the annual subscription fees.



Springbrook conducts an annual conference in partnership with the Springbrook National Users Group (SNUG) that offers multiple days of training at a variety of skill levels. Additionally, we host smaller, regional user group meetings nationwide on an ongoing basis.

6. Hardware Specifications

Springbrook Languages

Springbrook development languages, structures, or frameworks used include C#, TypeScript, JavaScript, .NET Framework 4.7.2, .NET Core 3.1, HTML5, and SQL Server.

Hardware & Software Requirements

The following table lists the nominal workstation hardware and software requirements for a Springbrook Cloud implementation. This includes Springbrook Cloud and Springbrook web applications.

Processor, RAM, Hard Drive	Notes	Internet Connection
Processor, RAM, and Hard Drive specifications must meet the recommended hardware requirements for Windows 10 Professional and Enterprise (64-bit).	Springbrook Cloud: .NET Framework 4.7.2 is required Springbrook Cloud should be accessed via a fully up-to-date installation of the Microsoft Edge web browser. Microsoft Webview2 runtime component provides improved security and user experience. Users will be prompted to install before launching Springbrook Cloud. Microsoft Office 2010, 2013, or 2016 (this is an optional installation component and is only used for some features). Springbrook Cirrus Workstations must be running the Cirrus Agent in order to work in Cirrus Cash Receipts. Click the following link to download, install, and run the Cirrus Agent. Download Cirrus Agent	Internet connection with standard access to communicate on ports 80 and 443. IP 52.240.137.85 and IP 52.162.10.206 over port 443 added to the Intrusion Preventative Service and Gateway AV service for all firewalls and/or any security software and/or proxy settings. <i>Note: The cloud application updates weekly. Sometimes the application is modified enough that it can trigger some AV software to identify it as malicious and either quarantine a file or prevent it from deploying all together. Certain firewalls (SonicWALL) have a specific setting for cloud-based applications that sometimes needs to be adjusted.</i> Springbrook recommends latency to cloud servers be

Processor, RAM, Hard Drive	Notes	Internet Connection
	The Cirrus Agent is a desktop application that is a required install to use Cirrus Cash Receipts Cash Entry and Receipts or edit Stations. When running, it provides a rest API that communicates with the Cirrus browser-based application, providing host information that facilitates the use of local peripheral devices like receipt printers, cash drawers, barcode scanners, and credit card terminals in Cirrus. Firefox is not a supported browser for Cirrus Cash Receipts Cash Entry and Receipts due to an incompatibility to communicate with the Cirrus Agent. Other modern browsers such as Safari, Chrome, and Edge are supported. Windows 8 is the minimum supported operating system for the Cirrus Agent. The Cirrus Agent requires a 64bit OS. Springbrook SAS Web Applications and CivicPay Online: Springbrook web applications like Employee Self Service should be accessed via a modern, fully up-to-date, TLS 1.2+ compatible web browser. Springbrook supports Edge, Chrome, Safari, and Firefox. You can validate your browser compatibility with TLS 1.2+	no greater than 250 milliseconds. Springbrook recommends 3 Mb/s (megabits per second) be exclusively available for both upload and download bandwidth for the V7 application. <i>Note: This requirement meets the average usage needs of five full-time users. Additional bandwidth may be required for additional users. It can be difficult to specify customer bandwidth because of the nature of the Internet and individual organization usage. Network latency, peering issues, bandwidth at upstream providers, users using their Internet connections for other uses than Springbrook, etc., all affect the perceived performance of the connection and the amount of bandwidth required to keep performance adequate.</i> <i>Springbrook recommends engaging a networking professional to help measure, allocate, and monitor appropriate bandwidth and networking resources.</i>

Processor, RAM, Hard Drive	Notes	Internet Connection
	at https://www.ssllabs.com/ssltest/viewMyClient.html .	

The following table lists requirements and relevant information for application areas within a Springbrook Cloud application.

Application Area	Requirements and Information
Report Modification	Springbrook's Tableau analytics and reporting tool allows Springbrook Cloud users to build and run complex reports, charts, and graphs that pull data from multiple user-selected database tables. Users can then share those reports across the organization.
Printer Support	Laser printers compatible with Microsoft Windows and HP PCL 4, 5, or 6 are required for use with the Springbrook applications. For clients that generate large print jobs, additional memory for the printer may prove necessary. Although inkjet printers are very popular, Springbrook cannot guarantee their compatibility with our software, and their use is not supported. Dot matrix and line printers are not compatible or supported.
Hardware and Network Configuration and Maintenance	All operating systems are the sole responsibility of the client to configure, implement, and maintain. It is the client's responsibility to accurately set up all peripherals to be used in conjunction with the operating system and the application software. This includes, but is not limited to, mapping the correct network path (as needed) and installing the correct print driver. Springbrook does not accept responsibility for poor performance due to incorrect or inefficient hardware, operating system software, or network configuration. Because Springbrook's primary goal is to provide our clients with support for our applications, we highly recommend establishing a partnership with a network-proficient consultant. This will provide clients with security and timely responses to hardware and networking problems and allow the Springbrook staff to assist with software-related issues. Springbrook will assist clients in determining whether a problem is due to a hardware/network issue or a Springbrook application issue. Springbrook reserves the right to bill clients for any hardware and

Application Area	Requirements and Information
	network assistance unrelated to our applications. This service is provided at our current hourly rate.

7. Pricing

Springbrook Software provides a comprehensive pricing model that includes all costs associated with the installation, data migration, implementation, onboarding, training, and ongoing support of our product.

This Statement of Work (SOW) outlines the key objectives, deliverables, and responsibilities associated with the software project to be undertaken by Springbrook Software and the City of Abilene. This document serves as a formal agreement between the parties involved and provides a comprehensive overview of the project scope, timelines, and expectations.

The software project, led by Springbrook Software, aims to address specific business needs, and enhance operational efficiency through the development and implementation of Springbrook's Cirrus Cloud Platform software solution.

By establishing clear guidelines and expectations, this SOW ensures effective project management, promotes collaboration between stakeholders, and serves as a reference point throughout the project's lifecycle. The SOW is intended to serve as a foundational document that aligns all parties involved and facilitates the successful execution of the project.

It is essential that all stakeholders thoroughly review and understand the contents of this SOW before proceeding with the project. Any modifications or changes to the agreed-upon scope, timelines, or deliverables must be documented and mutually agreed upon through a formal change control process.

Order Form: Q-19264-1
Date: 8/25/2023, 11:24 AM
Expires On: 12/8/2023



Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
 Leann Johnson
 Abilene, KS - City of
 P.O. Box 519
 Abilene, Kansas 67410
 leann@abilenecityhall.com

Bill To:
 Abilene, KS - City of
 419 North Broadway Street
 Abilene, Kansas 67410

Account Manager	E-mail	Phone Number	Payment Terms
Dana Rising	dana.rising@sprbrk.com	925-872-0559	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Utility Billing Subscription	USD 13,700.00	1	15.000	USD 11,645.00
Project Management Subscription	USD 4,500.00	1	15.000	USD 3,825.00
Finance Suite Subscription	USD 12,900.00	1	15.000	USD 10,965.00
Human Resources Management Subscription	USD 4,950.00	1	15.000	USD 4,207.50
Payroll Subscription	USD 7,150.00	1	15.000	USD 6,077.50
Accounts Receivable Subscription	USD 3,800.00	1	15.000	USD 3,230.00
Fixed Assets Subscription	USD 4,300.00	1	15.000	USD 3,655.00
Purchase Orders Subscription	USD 4,250.00	1	15.000	USD 3,612.50
Annual Product Pricing Total:				USD 47,217.50

Estimated Professional Services					
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services - Utility Billing	USD 220.00	235	10.000	USD 46,530.00
Standard Professional Services	Standard Professional Services - Project Management	USD 220.00	22	10.000	USD 4,356.00
Standard Professional Services	Standard Professional Services - Finance Suite	USD 220.00	175	10.000	USD 34,650.00
Standard Professional Services	Standard Professional Services - Human Resources	USD 220.00	35	10.000	USD 6,930.00
Standard Professional Services	Standard Professional Services - Payroll	USD 220.00	235	10.000	USD 46,530.00
Standard Professional Services	Standard Professional Services - Accounts Receivable	USD 220.00	15	10.000	USD 2,970.00
Standard Professional Services	Standard Professional Services - Fixed Assets	USD 220.00	22	10.000	USD 4,356.00

PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services - Purchase Orders	USD 220.00	15	10.000	USD 2,970.00
Estimated Professional Services Total:					USD 149,292.00

Grand Total: USD 196,509.50
* excludes applicable sales tax

Order Details

Customer Name: Abilene, KS - City of

Customer Contact: Leann Johnson

Governing Agreement(s): This Order Form is governed by the applicable terms found at:
MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>
MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days before the end of the Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.

** The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered

Invoice Timing

Estimated Professional Services,
On-Site Professional Services, and
Travel Expenses*:

Monthly, in arrears for services in the prior month unless specified in Special Terms.

Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Software Licenses, Subscriptions,
Maintenance,
and Hosting (New):

Annually in advance upon Order Start Date.

Software Licenses, Subscriptions,
Maintenance, and Hosting
(Renewal):

Sixty (60) days in advance of the Order Start Date.

Software Subscriptions, Maintenance,
and Hosting (Add-Ons):

Upon delivery of the product, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon delivery of the product, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

** Professional Services pricing is based on expected hours using Springbrook's standard implementation methodology. Actual hours and billings may vary from this estimate. Please note that only when project costs exceed \$5,000 of this estimate, a signed change order will be required to continue work. Changes under \$5,000 will continue to be delivered and billed accordingly. On-site Professional Services will be subject to a daily minimum rate irrespective of hours on-site. All travel costs associated with on-site travel will be billed as incurred.*

Special Order Terms

Special Order Terms (if any):

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC

Abilene, KS - City of

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

Purchase Order # (if required) _____

Function	Cost	Comment
A. Finance	\$10,965.00	Springbrook provides integrated tools for cash flow, budgeting, payroll, asset management, and more. Our cloud app includes Tableau for top-notch reporting. Handle accounting, budgeting, and procurement with ease, ensuring transparency, informed choices, and efficiency.
Fund Accounting	incl	Springbrook Software is adept at fund accounting and boasts extensive experience in serving the government sector. Our platform is well-equipped to handle the complexities of fund accounting, ensuring accurate financial management and compliance with government regulations.
General Ledger and Financial Reporting	incl	Springbrook's General Ledger (GL) is a robust foundation offering intuitive design for online analysis and financial reporting. It ensures stability for current operations and future growth. Integrated with Springbrook suite, it consolidates financial activity, allows attachments to entries/accounts, offers strong report tools (including GASB), manages GL units/utilities, supports flexible Chart of Accounts, and facilitates easy imports, budgeting, and historical data access
Bank Reconciliation	incl	Bank Reconciliation module ensures accuracy between accounting and bank records. Clear transactions, create deposit entries, generate reports, and use specialized utilities
Accounts Payable	incl	Springbrook's AP manages vendor payments. Enter invoices, schedule payments, and use Electronic AP for ACH transactions instead of physical checks.
Vendor Management	incl	Springbrook's vendor solution streamlines processes: Vendor Maintenance tool centralizes creation and updates, integrating across modules to reduce duplication. Customer portal expands engagement, enhancing interactions and transactions. Benefits: Efficiency, integration, collaboration, customer engagement, data accuracy.
Accounts Receivable (Invoice creation)	\$3,230.00	Accounts Receivable module maintains customer data, invoices, and balances. Features include invoice search, multi-line items, recurring invoices, detailed analysis, statements, transaction history, and customized revenue allocation.
Debt, Cash and Investment Management	incl	The Cash receipts is where all payments are entered for the system. They can be imported, scanned or entered manually. Springbrook also offers multiple customer portals to make exlectronic, IVR and text based payments.
Budgeting	incl	Springbrook Budgeting creates requested, proposed, approved, or adopted budgets. Features include tracking revisions, attaching documents, grouping accounts for dept. budgets, adjustments, period budgets, and Excel import/export for manipulation
Forecasting	incl	Springbrook Software provides robust budgeting tools for effective financial management. Empower your organization with informed budget decisions and confident future planning.
Fixed Assets	\$3,655.00	The Fixed Assets Module allows you to accurately track the value of your fixed assets from the date of purchase to the final disposal.
IRS Tax Management (1099's)	incl	1099s are printed and handled in our Accounts Payable Module
Financial Reports	incl	Springbrook Software offers an extensive array of reporting features and dashboard components, providing a robust toolkit for in-depth data analysis and visualization. Our platform empowers you with comprehensive reporting capabilities to make informed decisions and monitor key insights efficiently.
Content Manager (scanned Documents)	incl	Springbrook Software offers flexible content management. Upload and maintain content across sections with ease. Integration with LaserFiche enhances document management for seamless expansion.
Finance Data Conversion	incl	Data conversion with Springbrook involves extracting data from your system, using templates for updating in our software, consulting assistance, validation, and expert review. Our team ensures a smooth process, included in professional services cost.
B. Project Management	\$3,825.00	Some call it project accounting or grant management, the PM module is used to gather transactions form other modules and generate reports summarizing the information. PM is integrated pulling transactions generated in other modules like AP, AR, CR, GL, IC, PR, PO, ESS, WO. Basically, these transactions are sent to the PM module by including a PM task and type code on the transactions. It can be used for very basic, simple projects or large complex projects that span over multiple years.
Capital Planning	incl	
Grant Management and Accounting	incl	
Purchasing/Procurement	\$3,612.00	Purchase order module offers internal controls, vendor orders, and optional workflows for approvals. It's the hub for purchasing after approval, with PO numbers issued, and can be sent to vendors through AP invoicing.
Contract Management	incl	Springbrook Software features a dedicated section within the Purchase Order module that allows clients to seamlessly attach and provide comprehensive bid and contract information. This ensures efficient management and easy access to vital procurement details for streamlined purchasing processes.
Content Manager (scanned Documents)	incl	Springbrook Software offers flexible content management. Upload and maintain content across sections with ease. Integration with LaserFiche enhances document management for seamless expansion.

C. Payroll/Human Resources	\$4,207.50	Our Springbrook HR Module integrates HR info with payroll, ensuring efficiency. Full personal histories, no double entry. Employee Self Service (ESS) portal lets staff manage tasks online: update info, view docs, request time off, and submit timesheets.
Payroll Processing	\$6,077.50	Our Payroll Module is designed not only to pay employees, but also to create batches to some of our other integrated modules based on the payroll and timekeeping processes we complete.
Employee Benefits	incl	Springbrook provides benefit management, reporting and enrollment services throughout its various components.
Employee Time and Attendance	incl	Springbrook Software's timekeeping suite enhances self-service entry with default schedules, labor distribution, exceptions, validation, and workflows. Templates streamline processes. Accurate clock-in/out tracking for precise time recording
Position Management	incl	Springbrook Software excels in Position Control Management with effective date tracking. Seamless handling of job tasks, descriptions, revisions, archiving, and market study dates. Streamline and optimize position management with our powerful tool.
Performance Management	incl	Springbrook Software offers the flexibility to construct and monitor performance evaluation information, empowering organizations to efficiently manage and track employee performance assessments. Our platform provides a comprehensive solution for performance evaluation processes, ensuring accurate and effective performance management.
Workforce Budgeting	incl	Our system features robust workforce budgeting capabilities, enabling organizations to strategically plan and manage their workforce expenditures with precision and efficiency.
Risk Management	incl	Springbrook software excels in government ERP, proficiently managing risk
Recruiting (optional)	incl	Springbrook does offer some basic recruitment and tracking capabilities within the HR module, however, we do offer integration capabilities for those clients who choose to use a best in breed ATS.
Onboarding (optional)	incl	Springbrook Software's Personal Action Forms encompass an efficient solution for Onboarding and Offboarding processes, including comprehensive checklist management and task notifications. This ensures a streamlined and organized offboarding experience, allowing you to effectively manage and communicate essential tasks during this crucial phase
Payroll Reports	incl	Springbrook Software offers an extensive array of reporting features and dashboard components, providing a robust toolkit for in-depth data analysis and visualization. Our platform empowers you with comprehensive reporting capabilities to make informed decisions and monitor key insights efficiently.
Payroll Data Conversion	incl	Client provides data in required format, Springbrook assists with extraction, conversion, and review. Data validation client's responsibility. Data Conversion team of experts, tools include templates/wizards. Included in professional services fees
Content Manager (scanned Documents)	incl	Springbrook Software provides a versatile content management solution, enabling you to easily upload and maintain content across different sections of the system. Moreover, our integration with LaserFiche enhances these content management capabilities, allowing you to build upon and expand your document management processes seamlessly.
D. Utility Billing	\$11,645.00	Utility Billing is pivotal in Springbrook Suite. Bills services/fees at a location to responsible individual. Manages various utilities. Handles meter reading, bill processes, IVR, payments, and financial integration.
Account Management	incl	Use the Account Master Maintenance window for Utility Billing customer account updates, balance checks, address changes, service rates, meter readings, service requests, transaction history, comments, and more.
Billing Management	incl	Springbrook Software offers streamlined billing batch processes designed to efficiently calculate charges on UB (Utility Billing) customer accounts within a designated billing cycle. Our platform simplifies the process by generating billing statements, ensuring accurate and timely invoicing for enhanced customer management.
Payment Management	incl	Our Customer Portal is a comprehensive payment solution that integrates seamlessly into the entire Springbrook Suite. While reducing time, steps and errors to improve collection of payments and provide citizens with the fastest, easiest and safest bill paying experience, Xpress remains PCI compliant and allows customers easy login to view their usage, request services, set up reoccurring payments and so much more.
Collection Management	incl	In order to process a Collections batch, you must create a collections adjustment fee code. The collections adjustment fee code will determine which GL accounts attached to the service rates and fee codes on the UB customer accounts in the Collections batch will be used in the journal entry.
Customer/Service Order Management	incl	Track customer account services (meter change, readings, device management) using service requests. Create codes, use Service Request Input Wizard, close after work, and bill if needed
Rate Management	incl	Create, maintain service rates and revisions. Rates affect customer bills: structure, winter avg., taxes, prorating. Attach to accounts on Service Rates tab in Account Master Maintenance
Usage Management	incl	Springbrook software adeptly manages usage in Utility Billing.
Utility Data Conversion	incl	Data conversion process: client provides data, Springbrook assists, development team moves data programmatically. Extraction, Conversion, Review, Data validation steps. Completed with tools, experts, included in professional fees
Content Manager (scanned Documents)	incl	Springbrook Software provides a versatile content management solution, enabling you to easily upload and maintain content across different sections of the system. Moreover, our integration with LaserFiche enhances these content management capabilities, allowing you to build upon and expand your document management processes seamlessly.

E. Ad Hoc Reporting	incl	Springbrook Software offers an extensive array of reporting features and dashboard components, providing a robust toolkit for in-depth data analysis and visualization. Our platform empowers you with comprehensive reporting capabilities to make informed decisions and monitor key insights efficiently.
G. Training (please include all options)	\$149,292.00	Springbrook Software offers comprehensive consulting and training options. Various formats like classroom, online, videos, and manuals. Ongoing support, user community, detailed documentation, direct contact with support. Empowering users for successful software implementation
Onsite	incl	At Springbrook, commitment to your success is ongoing. Flexible training options include monthly sessions, annual conferences, support resources, online and in-person training. We empower you with expertise, enhancing software potential for confident goal achievement.
Online	incl	
H. Integration/Interface of other Software	incl	Springbrook is proud to offer a cutting-edge solution that simplifies data integration and promotes seamless collaboration across various platforms. At Springbrook, we understand the importance of connecting with third-party applications and services to maximize efficiency and productivity. That's why we have expanded our offerings from SFTP and import/export options to also include a real-time API, empowering you with the ability to access and retrieve data from the Springbrook cloud in real-time. With our real-time API, you can effortlessly establish read access to all the data stored within the Springbrook cloud. This means you can now facilitate smooth and reliable integrations with a wide range of third-party systems.
Munilogic (Community Development)		The Springbrook real-time API provides a secure and scalable solution, allowing you to customize your integrations to meet your specific needs. Our API documentation and developer resources make it easy for your team to implement and optimize integrations, even if they have little or no previous experience.
Tyler-Municipal Justice (Municipal Court)		
Parks & Recreation Program		
Other Optional Services offered by Vendor (please list):		

City of Abilene, Kansas

Request for Proposal
Municipal Software

ADDENDUM #1
RFP Questions and Answers
August 22, 2023

Proposal Deadline: September 8, 2023, 5:00 p.m. CST

This addendum answers questions submitted by potential bidders as of August 18, 2023. Explanations contained in this document are considered part of the RFP for the purposes of determining whether a proposal satisfies a particular criterion discussed herein.

Submitted by:

Leann Johnson

Finance Director

[City of Abilene, Kansas](#)

Address: 419 N. Broadway; P.O. Box 519

Abilene, KS 67410

Phone: 785-263-2550; **Facsimile:** 785-263-2552

Email: leann@abilenecityhall.com



Question #	Question	Response
1	In Attachment A under Comments, can we give more than a brief 1 sentence explanation?	Yes, if more than one sentence is required for a clear explanation. Please limit the explanation to no more than 250 characters.
2	Has a budget for this project been established?	The City of Abilene has set aside funds to implement new finance and payroll software.
3	Have there been any demonstrations performed by vendors prior to the release of this RFP? If yes, who?	No, the RFP was put together before seeing any demonstrations. The City of Abilene will review the received proposals prior to offering or scheduling demonstrations.
4	On the RFP you ask for "Financial History". Can you please elaborate? What are you looking for specifically and how many years?	The purpose of this question is to gauge a company's financial status. The City of Abilene is seeking responses to the RFP that will prove strong financial security with evidence of sufficient cash flow, profit margin, not heavily indebted and has a healthy number of long-term customers. It will be up to the company to decide how they choose to do this and how far they want to go back.
5	Are you accepting proposals for a utility billing software that also will integrate seamlessly with any other software or are you only looking for a software that does all of those requests?	The City of Abilene is looking for a proposal that will meet all the City's required needs for Fund Accounting, Payroll and Utility Billing as mentioned in the Introduction of the RFP.
6	How many users will be required for the full financial system?	There are 6 users who enter all the data and administer the City's current software. Depending on the setup of the proposed software system, the City will consider additional users as needed.
7	How many Purchase Order and Requisition users?	Refer also to the answer for number 6. The current software is only accessed and managed by the Administration department which includes a utility clerk, administrative assistant, Deputy Finance Director, HR Director, Finance Director and the City Manager.
8	How many users for the Payroll & Human Resources?	Currently, there are 2. Depending on the setup of the proposed software system, the City will consider additional users as needed.

9	There are 3,200 accounts but how are they broken out: How many residential accounts? How many commercial accounts?	As of July 31, the City has the following customer accounts: Resident In City Limits – 2515 Resident Outside City Limits– 188 Commercial In City Limits – 365 Commercial Outside City Limits – 12
10	How is water/sewer billed? (Ie usage, or flat-fee)	Please refer to the attached current Fee Schedule. Water, sewer and utility rates and fees are highlighted.
11	Do you have hydrant meters and/or irrigation meters?	Yes, we have one hydrant meter that we use when a contractor requests bulk water. The contractor is then billed for the bulk water used. We do not have separate irrigation meters. If a customer irrigates, it comes straight off of and is billed through their water meter.

Fee Schedule for the City of Abilene, Kansas**As adopted by resolution No. 012323-1**

Category	Description	Amount
Administrative	Facsimile Transmission - 1st Page	\$1.00
Administrative	Facsimile Transmission - Additional Pages	\$0.50
Administrative	Mailing Fee	\$1.00 plus postage
Administrative	Photo Copy Charges - First Page	\$1.00
Administrative	Photo Copy Charges - Additional Pages	\$0.50
Airport	Hangar Ground Rental Lease	\$0.10 per square ft. of developed structural space per year
Airport	Ground Rental Late Fee (After February 10th)	12%
Airport	Ground Rental Late Fee (After February 15th)	\$5.00 per day
Airport	Hanger Rental	\$90.00 per month
Airport	Hangar Rental Late Fee (After 10th of month)	12%
Airport	Hangar Rental Late Fee (After 15th of month)	\$5.00 per day
Alcoholic Beverages	Alcoholic Liquor Distributor	\$500.00
Alcoholic Beverages	Alcoholic Liquor Retailer (2-year license)	\$500.00
Alcoholic Beverages	Alcoholic Liquor Temporary Permit	\$25.00
Alcoholic Beverages	Cereal Malt Beverage - Consumption on premise	\$200.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Packaged Sales	\$50.00 plus applicable ABC fees
Alcoholic Beverages	Cereal Malt Beverage - Special Event/Temporary Permit	\$25.00 plus applicable ABC fees
Alcoholic Beverages	Class "A" Club (2-year license)	\$300.00
Alcoholic Beverages	Class "B" Club (2-year license)	\$500.00
Alcoholic Beverages	Caterer (Temporary)	\$25.00 per day
Alcoholic Beverages	Drinking Establishment (2-year license)	\$500.00
Animal Control	Dog License Fee - Spayed/Neutered	\$2.00
Animal Control	Dog License Fee - Not Spayed/Neutered	\$5.00
Animal Control	Dog License Late Fee (After March 1st)	\$2.00
Animal Control	Kennel License	\$25.00
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$25.00 initial fee
Animal Control	Miniature Vietnamese Pot-Bellied pigs	\$5.00 annual renewal fee
Business	Adult Oriented Business	\$250.00
Business	Fireworks License (4 Days Retail Sale)	\$500.00
Business	Ice Cream Vendor - License (6 Months)	\$25.00
Business	Ice Cream Vendor - Vehicle Fee	\$10.00
Business	Mobile Food Vendor License	\$200.00
Business	Solid Waste Hauler License (per truck)	\$36.00
Business	Solicitors License (6 months)	\$25.00
Business	Transient Merchant License (90 days)	\$50.00
Community Development	Building Permit - Base Fee	\$25.00
Community Development	Building Permit - Each \$1,000 of value	\$3.50

	Fee Schedule for the City of Abilene, Kansas	
	As adopted by resolution No. 012323-1	
Category	Description	Amount
Community Development	Building Permit - Additional Inspections	\$25.00
Community Development	Electrical Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Base Fee	\$25.00
Community Development	Plumbing Permit - Sewer	\$10.00
Community Development	Plumbing Permit - Septic	\$20.00
Community Development	Mechanical Permit - Base Fee	\$25.00
Community Development	Chicken Permit-Annual Fee	\$25.00
Community Development	Curb Cut/Driveway Permit	\$25.00
Community Development	Demolition Permit-Residential	\$25.00
Community Development	Demolition Permit-Commercial	\$50.00
Community Development	Development Approval Application	\$250.00
Community Development	Fence Permit	\$25.00
Community Development	Mobile Home Permit	\$50.00
Community Development	Roof Permit	\$25.00
Community Development	Sign Permit - Base Fee	\$25.00
Community Development	Licensing - Roofing Contractor-initial	\$200.00
Community Development	Licensing - Roofing Contractor-renewal	\$25.00 per year
Community Development	Licensing - Electrical Contractor-initial	\$200.00
Community Development	Licensing - Master Electrician-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Electrician-renewal	\$ 15.00 per year
Community Development	Licensing - Apprentice Electrician-renewal	\$5.00 per year
Community Development	Licensing - Mechanical Contractor-initial	\$200.00
Community Development	Licensing - Master Mechanical-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Mechanical-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Mechanical-renewal	\$5.00 per year
Community Development	Licensing - Plumbing Contractor-initial	\$200.00
Community Development	Licensing - Master Plumber-renewal	\$20.00 per year
Community Development	Licensing - Journeyman Plumber-renewal	\$15.00 per year
Community Development	Licensing - Apprentice Plumber-renewal	\$5.00 per year
CVB	Civic Center Rental (6 hours) \$100 deposit	\$100.00
CVB	Civic Center Rental (6 hours) \$100 deposit Non-Profit Organization	\$80.00
CVB	Civic Center Rental (12 hours) \$100 deposit	\$175.00
CVB	Civic Center Rental (12 hours) \$100 deposit Non-Profit Organization	\$120.00
CVB	Civic Center Rental Weddings \$500 deposit (8:00 am Friday - 1:00 pm Sunday)	\$500.00
CVB	Table and chair set up (requires one week notice)	\$150.00

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 012323-1

Category	Description	Amount
Municipal Court	Court Costs	\$100.00
Municipal Court	Court Record	\$5.00 per case
Municipal Court	Warrant fee	\$45.00 per warrant
Municipal Court	30-Day Notice (Late Fee)	\$5.00
Municipal Court	Diversion Fee	\$150.00-\$250.00
Municipal Court	DUI Evaluation Fee	\$150.00
Municipal Court	Court Appointed Attorney Fee	\$250.00 per case upon conviction
Municipal Court	Fine/Bond Fee Schedule	established by Municipal Court Judge
Open Public Records	1st Page-copying fee	\$1.00
Open Public Records	Each Additional Page-copying fee	\$0.50
Open Public Records	Fax fee-1st page	\$1.00
Open Public Records	Fax fee-each additional page	\$0.50
Open Public Records	Mailing Fee	Actual cost of mailing plus \$1.00
Open Public Records	Inspection/Research Fee- Readily Available Rec	No Charge
Open Public Records	Inspection/Research Fee Minimum	\$10.00
Open Public Records	Inspection/Research Fee Above Minimum	Hourly rate of employee performing search plus 20%
Parks & Recreation	Community Center-Multi-Purpose Room	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Community Center-Basketball Court	\$30.00 per court per hour
Parks & Recreation	Community Center-Volleyball Court	\$15.00 per court per hour
Parks & Recreation	Senior Center rental	\$40.00 for first 2 hours, \$10.00 each additional hour
Parks & Recreation	Band Shell Rental-with Electricity	\$25.00
Parks & Recreation	Band Shell Rental-without Electricity	\$15.00
Parks & Recreation	Ball Diamonds-individual games	\$25.00 per field
Parks & Recreation	Ball Diamonds-tournaments	\$100.00 per field per day
Parks & Recreation	Rose Garden-all day	\$100.00
Police	Special Purpose Vehicle	\$50.00
Police	Fingerprints	\$20.00 per card
Police	Accident Reports	\$5.00
Police	Offense Reports	\$5.00
Police	Research/Redaction Fee	Report fee plus hourly rate of employee time used
Police	Case photo(s)	\$10.00
Police	Case Video(s)	\$20.00

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 012323-1

Category	Description	Amount
Police	Video Redaction	\$50.00 minimum plus case video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Police	View Video	\$20.00 plus hourly wage of employee monitoring the viewing.
Police	View Video Redaction	\$50.00 minimum plus view video fee. Rate is figured at hourly wage of employee. If redaction costs exceed the minimum fee then a quote will be provided before work is completed.
Public Works	Right-of-Way Permit	\$25.00
Public Works	Bulk Asphalt Millings-loaded	\$15.00 per ton
Public Works	Sewer-Extraterritorial Sewer Connection	\$1,500.00
Public Works	Sewer Tap Fee-if Street Work required	\$500.00
Public Works	Sewer Truck-use to neighboring cities	\$350.00 per hour plus mileage
Recycling	Monthly Recycling Fee	\$2.50
Sewer	Inside City Limits Monthly Minimum Charge-Ordinance 22-3412, effective 3/1/2022	\$15.30
Sewer	Inside City Limits Winter Water Usage Average-Ordinance 22-3412, effective 3/1/2022	\$0.638 per 100 gallons
Sewer	Outside City Limits Monthly Minimum Charge-Ordinance 22-3412, effective 3/1/2022	\$22.94
Sewer	Outside City Limits Winter Water Usage Average-Ordinance 22-3412, effective 3/1/2022	\$0.956 per 100 gallons
Storm Drain	Drainage Unit	\$1.25
Storm Drain	Single Family Dwelling (1 DU)	\$1.25
Storm Drain	Multiple Family Dwelling (up to 6 units)	.7 DU per unit
Storm Drain	Multiple Family Dwelling (7 tp 40 units)	.5 DU per unit
Storm Drain	Multiple Family Dwelling (over 40 units)	.4 DU per unit
Storm Drain	Central Business District (Double frontage and corner lots assessed for the shortest frontage)	One DU per 25 ft. or increment of frontage

Fee Schedule for the City of Abilene, Kansas
As adopted by resolution No. 012323-1

Category	Description	Amount
Storm Drain	Commercial/Industrial Surface Less than 20,000 SF	$3.00 \times \$1.25 = \3.75
Storm Drain	Commercial/Industrial Surface 20,000 to 29,999 SF	$3.50 \times \$1.25 = \4.38
Storm Drain	Commercial/Industrial Surface 30,000 to 39,999 SF	$4.00 \times \$1.25 = \5.00
Storm Drain	Commercial/Industrial Surface 40,000 to 49,999 SF	$5.40 \times \$1.25 = \6.75
Storm Drain	Commercial/Industrial Surface 50,000 to 59,999 SF	$6.80 \times \$1.25 = \8.50
Storm Drain	Commercial/Industrial Surface 60,000 to 69,999 SF	$8.50 \times \$1.25 = \10.63
Storm Drain	Commercial/Industrial Surface 70,000 to 79,999 SF	$10.20 \times \$1.25 = \12.75
Storm Drain	Commercial/Industrial Surface 80,000 to 89,999 SF	$11.90 \times \$1.25 = \14.88
Storm Drain	Commercial/Industrial Surface 90,000 to 99,999 SF	$13.60 \times \$1.25 = \17.00
Storm Drain	Commercial/Industrial Surface 100,000 to 119,999 SF	$17.00 \times \$1.25 = \21.25
Storm Drain	Commercial/Industrial Surface 120,000 to 139,999 SF	$20.40 \times \$1.25 = \25.50
Storm Drain	Commercial/Industrial Surface 140,000 to 159,999 SF	$23.80 \times \$1.25 = \29.75
Storm Drain	Commercial/Industrial Surface 160,000 to 179,999 SF	$27.30 \times \$1.25 = \34.13
Storm Drain	Commercial/Industrial Surface 180,000 to 199,999 SF	$30.70 \times \$1.25 = \38.38
Storm Drain	Commercial/Industrial Surface 200,000 to 219,999 SF	$34.10 \times \$1.25 = \42.63
Storm Drain	Commercial/Industrial Surface 220,000 to 239,999 SF	$37.50 \times \$1.25 = \46.88
Storm Drain	Commercial/Industrial Surface 240,000 to 259,999 SF	$40.90 \times \$1.25 = \51.13
Storm Drain	Commercial/Industrial Surface 260,000 to 279,999 SF	$44.30 \times \$1.25 = 55.38$
Storm Drain	Commercial/Industrial Surface 280,000 to 299,999 SF	$47.70 \times \$1.25 = \59.63
Storm Drain	Commercial/Industrial Surface 300,000 to 319,999 SF	$51.10 \times \$1.25 = \63.88

Fee Schedule for the City of Abilene, Kansas

As adopted by resolution No. 012323-1

Category	Description	Amount
Storm Drain	Commercial/Industrial Surface 320,000 to 339,999 SF	54.50 x \$1.25 = \$68.13
Storm Drain	Commercial/Industrial Surface 340,000 to 359,999 SF	57.90 x \$1.25 = \$72.38
Storm Drain	Commercial/Industrial Surface 360,000 to 379,999 SF	61.30 x \$1.25 = \$76.63
Storm Drain	Commercial/Industrial Surface 380,000 to 399,999 SF	64.80 x \$1.25 = \$81.00
Storm Drain	Commercial/Industrial Surface 400,000 to 419,999 SF	68.20 x \$1.25 = 85.25
Storm Drain	Commercial/Industrial Surface 420,000 to 439,999 SF	71.60 x \$1.25 = \$89.50
Storm Drain	Commercial/Industrial Surface 440,000 to 459,999 SF	75.00 x \$1.25 = \$93.75
Storm Drain	Commercial/Industrial Surface 460,000 to 479,999 SF	78.40 x \$1.25 = \$98.00
Storm Drain	Commercial/Industrial Surface 480,000 to	81.80 x \$1.25 = \$102.25
Storm Drain	Commercial/Industrial Surface 500,000 SF and Over	85.20 x \$1.25 = \$106.50
Water	Water/Sewer Application Fee	\$25.00
Water	Water/Sewer Transfer Fee	\$25.00
Water	Water Reconnection Fee	\$30.00
Water	3/4" Water Service - Inside City Limits	\$1,800.00
Water	3/4" Water Service - Outsided City Limits	\$1,800.00 plus \$750.00 Service Fee
Water	1" Water Service - Inside City Limits	\$1,950.00
Water	1" Water Service - Outside City Limits	\$1,950.00 plus \$750.00 Service Fee
Water	2" Water Service - Inside City Limits	Actual cost of Time, Material & Equipment plus 10%
Water	2" Water Service - Outside City Limits	\$3,000 service fee plus the actual cost of time, material & equipment plus 10%
Water	Any new Service involving Railroad Tracks	Actual cost of Service plus Permitting Process
Water	Bulk Water	\$25.00 plus \$2.00 per 100 gallons
Water	Residential in City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$18.77
Water	Residential in City Limits-Base Tier-Ordinance 22-3412, effective 3/1/22	\$0.443 per 100 gallons

Fee Schedule for the City of Abilene, Kansas
As adopted by resolution No. 012323-1

Category	Description	Amount
Water	Commercial in City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$18.77
Water	Commercial in City Limits 0-225,000 gallons-Ordinance 22-3412, effective 3/1/22	\$0.443 per 100 gallons
Water	Commercial in City Limits 225,001 gallons & higher-Ordinance 22-3412, effective 3/1/22	\$0.375 per 100 gallons
Water	Residential Outside City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$37.54
Water	Residential Outside City Limits Base Tier-Ordinance 22-3412, effective 3/1/22	\$0.888 per 100 gallons
Water	Commercial Outside City Limits monthly minimum-Ordinance 22-3412, effective 3/1/22	\$37.54
Water	Commercial Outside City Limits 0-225,000 gallons-Ordinance 22-3412, effective 3/1/22	\$0.888 per 100 gallons
Water	Commercial Outside City Limits 225,001 gallons & higher-Ordinance 22-3412, effective 3/1/22	\$0.750 per 100 gallons

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Batch: 100923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
002000 Astra Bank checking					
36227	10/09/23	ABILENE PUBLIC LIBRARY			
E 011-000-520790		DISTRIBUTIONS	\$40,320.38	STM 092523	SEPT 2023 DISBURSEMENT
		Total	\$40,320.38		
36228	10/09/23	ABILENE REFLECTOR-CHRONICLE			
E 002-022-520320		PRINTING & ADVERTISI	\$111.00	276940	WATERLINE REPLACEMENT BID
		Total	\$111.00		
36229	10/09/23	ABILENE RENT-ALL & SALES, INC			
E 003-000-521060		GASOLINE-OIL-LUBRICA	\$58.50	76005	PROPANE
		Total	\$58.50		
36230	10/09/23	AIR AND FIRE SYSTEMS INC			
E 001-004-520690		FIRE EXTINGUISHER RE	\$78.80	68239	FIRE EXTINGUISHER SERVICE
E 001-001-520610		BUILDING MAINTENANC	\$19.60	68398	FIRE EXTINGUISHER TEST & RECHARGE
E 002-024-520610		BUILDING MAINTENANC	\$19.60	68398	FIRE EXTINGUISHER TEST & RECHARGE
E 004-043-520610		BUILDING MAINTENANC	\$19.60	68398	FIRE EXTINGUISHER TEST & RECHARGE
E 001-003-520690		FIRE EXTINGUISHER RE	\$112.10	68399	HYDRO TESTING OF EXTINGUISHER
E 001-002-530390		POLICE EQUIPMENT	\$121.80	68419	FIRE EXTINGUISHER ANNUAL INSPECTIONS
		Total	\$371.50		
36231	10/09/23	AMERICAN RAMP COMPANY			
E 001-006-530332		PARK IMPROVEMENTS	\$1,245.00	8071	SKATE PARK REPLACEMENT PANELS
		Total	\$1,245.00		
36232	10/09/23	APAC, INC - SHEARS			
E 014-000-521020		ASPHALT / CRACK SEAL	\$737.46	8001863700	ASPHALT FOR STREET REPAIRS
E 014-000-521020		ASPHALT / CRACK SEAL	\$721.02	8001863733	ASPHALT FOR STREET REPAIRS
E 014-000-521020		ASPHALT / CRACK SEAL	\$772.31	8001863771	ASPHALT FOR STREET REPAIRS
E 014-000-521020		ASPHALT / CRACK SEAL	\$2,448.52	8001863812	ASPHALT FOR STREET REPAIRS
		Total	\$4,679.31		
36233	10/09/23	ARLAN CO INC			
E 001-007-521220		POOL SUPPLIES	\$368.55	15403	POOL CHLORINATOR
		Total	\$368.55		
36234	10/09/23	AXON ENTERPRISE, INC			
E 001-002-530390		POLICE EQUIPMENT	\$2,043.40	INUS187719	TACTICAL BATTERY PACK, CARTRIDGE, HANDLE
		Total	\$2,043.40		
36235	10/09/23	BIZ SWAG			
E 015-153-522300		YOUTH SPORTS SUPPLI	\$4,081.50	2382	YOUTH FALL SPORTS SHIRTS
		Total	\$4,081.50		
36236	10/09/23	CASCO INDUSTRIES			
E 001-003-521231		FIRE EQUIPMENT	\$357.00	255311	YELLOW FIRE HELMET
		Total	\$357.00		
36237	10/09/23	CATLETT AUTOMOTIVE INC			

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-005-520620		EQUIPMENT REP & MAI	\$15.39	151774	TIGER REPAIR
E 001-004-520620		EQUIPMENT REP & MAI	\$21.99	158183	EMBLEM #21 DUMP TRUCK
E 001-004-520620		EQUIPMENT REP & MAI	\$559.44	158232	BATTERY #06B
E 001-004-520620		EQUIPMENT REP & MAI	\$108.00	158245	CORE DEPOSIT REFUND #06B
E 001-004-520620		EQUIPMENT REP & MAI	\$140.50	158445	FUEL FILTER #10B
E 001-004-521080		TOOLS & MINOR EQUIP	\$47.49	158521	OIL FILTER WRENCH
E 001-004-520620		EQUIPMENT REP & MAI	\$52.47	158521	OIL
E 001-004-520620		EQUIPMENT REP & MAI	\$13.05	158554	PENETRATING OIL & FUSES
E 004-041-520620		EQUIPMENT REP & MAI	\$64.43	158563	#22B AIR FILTER
E 001-004-520620		EQUIPMENT REP & MAI	\$317.45	158965	#09 BRAKES
E 001-004-520620		EQUIPMENT REP & MAI	\$18.32	158974	BRAKE CLEANER
E 001-005-520620		EQUIPMENT REP & MAI	\$6.57	159032	FUSE
E 001-004-520620		EQUIPMENT REP & MAI	\$11.99	159140	#08 REPAIR
E 001-004-520620		EQUIPMENT REP & MAI	\$808.24	159184	#08 FUEL INJECTOR
E 001-004-520600		VEHICLE EXPENSES	\$15.39	159237	OIL STABILIZER
Total			\$2,200.72		
36238	10/09/23	CINTAS			
E 003-000-521140		FIRST AID & MEDICAL S	\$125.48	5176379208	WWTP - 1ST AID CABINET
E 004-042-521140		FIRST AID & MEDICAL S	\$208.86	5176586123	WWTP - 1ST AID CABINET
Total			\$334.34		
36239	10/09/23	CLARK, MIZE & LINVILLE CHARTER			
E 001-001-520110		LEGAL	\$3,401.00	144745	AUG 2023 LEGAL SERVICE
E 001-001-520110		LEGAL	\$1,729.00	144746	AUG 2023 GENERAL RETAINER
Total			\$5,130.00		
36240	10/09/23	CLEAN CUT, LLC			
E 001-011-520975		MOWING/ABATEMENT	\$195.00	3354	CODE CASE MOWING FEES- 714 N OLIVE/1107 NW 1ST
E 001-011-520975		MOWING/ABATEMENT	\$65.00	3355	CODE CASE MOWING FEES- 714 N OLIVE/1107 NW 1ST
Total			\$260.00		
36241	10/09/23	COOPER, KELLY			
E 001-001-520610		BUILDING MAINTENANC	\$200.00	STM 093023	SEPT 2023 CLEANING
E 001-002-520610		BUILDING MAINTENANC	\$200.00	STM 093023	SEPT 2023 CLEANING
E 001-008-520610		BUILDING MAINTENANC	\$200.00	STM 093023	SEPT 2023 CLEANING
E 001-013-521260		CONTRACT LABOR	\$900.00	STM 093023	SEPT 2023 CLEANING
E 001-015-520710		CIVIC CENTER MAINTEN	\$800.00	STM 093023	SEPT 2023 CLEANING
E 002-024-520610		BUILDING MAINTENANC	\$200.00	STM 093023	SEPT 2023 CLEANING
E 004-043-520610		BUILDING MAINTENANC	\$200.00	STM 093023	SEPT 2023 CLEANING
Total			\$2,700.00		
36242	10/09/23	DELTA FIRE & SAFETY TX			
E 001-003-521231		FIRE EQUIPMENT	\$456.41	INVTX22-575	FIRE HELMET
Total			\$456.41		
36243	10/09/23	EVERGY			
E 001-015-520510		ELECTRIC SERVICE	\$44.55	1219189162	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$20.99	1247021166	ELECTRIC SERVICE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-004-520500		STREET LIGHTING	\$75.19	1264060667	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$37.31	1702117183	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$24.66	1717190452	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$162.06	1758193262	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	1904884672	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$63.47	1906689737	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$89.36	2021258017	ELECTRIC SERVICE
E 001-004-520500		STREET LIGHTING	\$11,316.22	246831701	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$199.12	2549851829	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$35.00	2650162371	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$29.84	2791000927	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$82.68	288914741	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$25.14	30783521	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$25.14	30783521	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$25.13	30783521	ELECTRIC SERVICE
E 004-041-520510		ELECTRIC SERVICE	\$25.13	30783521	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$25.72	3082543925	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	3413762565	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$556.41	3413870642	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$22.43	3443600738	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$22.43	3443600738	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$22.43	3443600738	ELECTRIC SERVICE
E 004-041-520510		ELECTRIC SERVICE	\$22.42	3443600738	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	3740342691	ELECTRIC SERVICE
E 015-157-520510		ELECTRIC SERVICE	\$2,367.91	3933636584	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$30.44	416675959	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$26.80	4212846087	ELECTRIC SERVICE
E 001-004-520500		STREET LIGHTING	\$41.47	4288064106	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	4554030512	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$201.44	4867778321	ELECTRIC SERVICE
E 001-003-520510		ELECTRIC SERVICE	\$271.49	4898116762	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$271.49	4898116762	ELECTRIC SERVICE
E 001-002-520510		ELECTRIC SERVICE	\$271.49	4898116762	ELECTRIC SERVICE
E 002-024-520510		ELECTRIC SERVICE	\$271.49	4898116762	ELECTRIC SERVICE
E 004-043-520510		ELECTRIC SERVICE	\$271.48	4898116762	ELECTRIC SERVICE
E 001-008-520510		ELECTRIC SERVICE	\$271.48	4898116762	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$12.92	5054322132	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$24.81	5516010740	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	5751904663	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$36.35	5964839866	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$32.00	6023481527	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$87.74	6046634008	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$87.74	6046634008	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$87.74	6046634008	ELECTRIC SERVICE
E 004-041-520510		ELECTRIC SERVICE	\$87.74	6046634008	ELECTRIC SERVICE
E 004-041-520510		ELECTRIC SERVICE	\$138.50	6177125769	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$60.25	6392647180	ELECTRIC SERVICE
E 003-000-520510		ELECTRIC SERVICE	\$283.27	6409144687	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$112.22	6495096418	ELECTRIC SERVICE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 002-023-520510		ELECTRIC SERVICE	\$623.22	6524781973	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$37.48	661408984	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$24.14	678816549	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$34.66	6955064227	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$150.64	6986074708	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$46.88	7000718326	ELECTRIC SERVICE
E 001-013-520510		ELECTRIC SERVICE	\$808.53	7064307381	ELECTRIC SERVICE
E 001-015-520510		ELECTRIC SERVICE	\$480.32	7288502631	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$304.02	7415927166	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	7484828978	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$13.60	7576542461	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$7,347.05	771952302	ELECTRIC SERVICE
E 005-000-520510		ELECTRIC SERVICE	\$54.53	7850192618	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$30.34	786713586	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$1,183.44	7868072027	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$29.28	7954110285	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$24.79	7992075847	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$37.42	7993583651	ELECTRIC SERVICE
E 004-042-520510		ELECTRIC SERVICE	\$16,043.38	8139961807	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$113.34	8163245625	ELECTRIC SERVICE
E 005-000-520510		ELECTRIC SERVICE	\$12.85	8181824446	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$2,193.44	8186660933	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$482.28	855312560	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$254.75	8623625247	ELECTRIC SERVICE
E 005-000-520510		ELECTRIC SERVICE	\$402.43	8631656121	ELECTRIC SERVICE
E 001-002-520510		ELECTRIC SERVICE	\$30.61	8724162661	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$15.26	8745617303	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$40.51	8813700102	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$11.66	8966692659	ELECTRIC SERVICE
E 001-001-520510		ELECTRIC SERVICE	\$24.37	9031558905	ELECTRIC SERVICE
E 005-000-520510		ELECTRIC SERVICE	\$16.56	9053666773	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$27.78	9255132041	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$24.09	9348861379	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$43.64	950991929	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$1,570.88	9659465165	ELECTRIC SERVICE
E 001-004-520510		ELECTRIC SERVICE	\$8.51	9946085408	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$8.51	9946085408	ELECTRIC SERVICE
E 002-022-520510		ELECTRIC SERVICE	\$8.51	9946085408	ELECTRIC SERVICE
E 004-041-520510		ELECTRIC SERVICE	\$8.50	9946085408	ELECTRIC SERVICE
E 002-023-520510		ELECTRIC SERVICE	\$214.72	9960246323	ELECTRIC SERVICE
E 001-006-520510		ELECTRIC SERVICE	\$36.36	9994690522	ELECTRIC SERVICE
Total			\$51,194.33		
36244	10/09/23	FASTENAL COMPANY			
E 001-006-530332		PARK IMPROVEMENTS	\$148.20	KSSAL24618	SCREWS FOR SKATE PARK
Total			\$148.20		
36245	10/09/23	FELD FIRE			
E 001-003-521231		FIRE EQUIPMENT	\$2,335.72	0428606-IN	6 SCBA MASKS & BAGS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,335.72		
36246	10/09/23	FOUR SEASONS INC			
E 001-001-520610		BUILDING MAINTENANC	\$199.86	70556	CLEAN OUT LOW WATER CUT-OFF BOILER
E 002-024-520610		BUILDING MAINTENANC	\$199.86	70556	CLEAN OUT LOW WATER CUT-OFF BOILER
E 004-043-520610		BUILDING MAINTENANC	\$199.85	70556	CLEAN OUT LOW WATER CUT-OFF BOILER
Total			\$599.57		
36247	10/09/23	GUFFEY PROPERTIES, LLC			
E 038-000-540610		CID SALES TAX	\$1,890.63	STM 092723	CID PROPERTY FAMILY DOLLAR LESS 2% ADMIN FEE - SEPT 2023
Total			\$1,890.63		
36248	10/09/23	HAMM, INC			
E 001-004-520660		ALLEY MAINTENANCE	\$945.78	542390	ROAD ROCK/WASHED ROCK
E 001-004-520660		ALLEY MAINTENANCE	\$842.03	542976	ROAD ROCK/WASHED ROCK
E 001-004-520660		ALLEY MAINTENANCE	\$890.66	543433	ROAD ROCK/WASHED ROCK
Total			\$2,678.47		
36249	10/09/23	BRAD HOMMAN			
E 001-003-521231		FIRE EQUIPMENT	\$640.00	8974	INSTALLED NEW VHF RADIO E31
E 001-003-521231		FIRE EQUIPMENT	\$206.00	8986	2 PAGERS REPAIRED
E 001-003-521231		FIRE EQUIPMENT	\$189.00	8987	2 PAGERS REPAIRED
Total			\$1,035.00		
36250	10/09/23	HUTCHINSON COMMUNITY COLLEGE			
E 001-003-520270		TRAINING	\$1,924.00	61735	FFI & FFII TRAINING
Total			\$1,924.00		
36251	10/09/23	IMAGE QUEST			
E 015-151-521045		OFFICE EQUIPMENT	\$90.66	IN4728070	MONTHLY COPIER CONTRACT
E 001-001-520700		RENT-CONTRACTS-MAI	\$47.39	IN4728249	COPIER OVERAGE CHARGE 8/25-9/24/23
E 002-024-520700		RENT-CONTRACTS-MAI	\$47.39	IN4728249	COPIER OVERAGE CHARGE 8/25-9/24/23
E 004-043-520700		RENT-CONTRACTS-MAI	\$47.39	IN4728249	COPIER OVERAGE CHARGE 8/25-9/24/23
E 001-008-520970		MISCELLANEOUS SERVI	\$41.24	IN4728250	COM DEVO COPIER - QTRLY OVERAGE 6/25-9/24/23
E 001-011-520970		MISCELLANEOUS SERVI	\$41.24	IN4728250	COM DEVO COPIER - QTRLY OVERAGE 6/25-9/24/23
Total			\$315.31		
36252	10/09/23	KANEQUIP, INC			
E 001-005-520620		EQUIPMENT REP & MAI	\$1,707.69	12W27438	TIGER REPAIR
Total			\$1,707.69		
36253	10/09/23	KANSAS GAS SERVICE			
E 001-015-520509		GAS SERVICE	\$93.37	51001600410	GAS SERVICE
E 001-013-520509		GAS SERVICE	\$159.99	51001600410	GAS SERVICE
E 015-157-520509		GAS SERVICE	\$114.24	51001600410	GAS SERVICE
E 001-006-520509		GAS SERVICE	\$183.02	51001600410	GAS SERVICE
E 002-023-520509		GAS SERVICE	\$69.86	51001600410	GAS SERVICE
E 001-001-520509		GAS SERVICE	\$16.13	51001600410	GAS SERVICE
E 001-002-520509		GAS SERVICE	\$16.13	51001600410	GAS SERVICE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
	E 002-024-520509	GAS SERVICE	\$16.13	51001600410	GAS SERVICE
	E 004-043-520509	GAS SERVICE	\$16.14	51001600410	GAS SERVICE
	E 001-003-520509	GAS SERVICE	\$16.14	51001600410	GAS SERVICE
	E 001-008-520509	GAS SERVICE	\$16.14	51001600410	GAS SERVICE
	E 001-004-520509	GAS SERVICE	\$15.84	51001600410	GAS SERVICE
	E 002-022-520509	GAS SERVICE	\$15.84	51001600410	GAS SERVICE
	E 004-041-520509	GAS SERVICE	\$15.83	51001600410	GAS SERVICE
	E 001-004-520509	GAS SERVICE	\$32.73	51001600410	GAS SERVICE
	E 002-022-520509	GAS SERVICE	\$32.73	51001600410	GAS SERVICE
	E 004-041-520509	GAS SERVICE	\$32.72	51001600410	GAS SERVICE
		Total	\$862.98		
36254	10/09/23	KANSAS ONE-CALL SYSTEM, INC			
	E 004-041-520970	MISCELLANEOUS SERVI	\$61.20	3090130	SEPTEMBER LOCATES
		Total	\$61.20		
36255	10/09/23	KDHE			
	E 002-023-520210	LAB ANALYSIS & EQUIP	\$1,050.00	63127	COLILERT DRINKING WATER TESTING
		Total	\$1,050.00		
36256	10/09/23	KDOR-MISCELLANEOUS TAX SECTION			
	E 002-024-520951	WATER TAX / PROTECT	\$2,435.23	STM 092923	WATER PROTECTION FEE - JULY AUG SEPT 2023
	E 002-024-520951	WATER TAX / PROTECT	\$2,283.03	STM 092923	CLEAN DRINKING WATER FEE - JULY AUG SEPT 2023
		Total	\$4,718.26		
36257	10/09/23	KIWANIS CLUB OF ABILENE			
	E 001-002-520910	DUES-SUBSCRIPTIONS-	\$168.00	INV 091523	KIWANIS MEMBERSHIP DUES
		Total	\$168.00		
36258	10/09/23	LEGACY KANSAS, LLC			
	E 038-000-540610	CID SALES TAX	\$10.41	STM 092723	CID PROPERTY LEGACY KS LESS 2% ADMIN FEE - SEPT 2023
		Total	\$10.41		
36259	10/09/23	LINDER ELECTRIC			
	E 001-001-520610	BUILDING MAINTENANC	\$310.48	210127	SERVICE ON ELECTRICAL COMPONENTS IN COM DEVO/INSP. AREA
	E 001-001-520610	BUILDING MAINTENANC	\$515.83	210135	SERVICE ON ELECTRICAL COMPONENTS IN COM DEVO/INSP. AREA
		Total	\$826.31		
36260	10/09/23	LUMBER HOUSE TRUE VALUE			
	E 001-004-520640	STREET REPAIRS	\$11.99	2309-125503	STREET REPAIR @ ADM
	E 003-000-530260	SPECIAL PROJECTS	\$70.75	2309-127394	RECYCLE - PAINT, LUMBER, RAT GUARD & SCREWS
	E 003-000-530260	SPECIAL PROJECTS	\$48.73	2309-128451	RECYCLE - PAINT, LUMBER, RAT GUARD & SCREWS
	E 001-001-520610	BUILDING MAINTENANC	\$5.93	2309-128578	WATERHEATER VENT PIPE
	E 002-024-520610	BUILDING MAINTENANC	\$5.92	2309-128578	WATERHEATER VENT PIPE
	E 004-043-520610	BUILDING MAINTENANC	\$5.92	2309-128578	WATERHEATER VENT PIPE
	E 001-004-520620	EQUIPMENT REP & MAI	\$23.99	2309-128881	EXTREME TAPE #21 DUMP TRUCK

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 003-000-530260		SPECIAL PROJECTS	\$124.92	2309-129017	SUPPLIES FOR WALL REPAIR & INSTALL
E 003-000-530260		SPECIAL PROJECTS	\$89.32	2309-129085	SUPPLIES FOR WALL REPAIR & INSTALL
E 003-000-530260		SPECIAL PROJECTS	\$62.46	2309-129141	SUPPLIES FOR WALL REPAIR & INSTALL
E 001-004-520640		STREET REPAIRS	\$102.98	2309-129389	GRASS SEED - STROAGE UNITS
E 004-042-520610		BUILDING MAINTENANC	\$40.98	2309-129419	PLUMBING PARTS
E 004-042-520610		BUILDING MAINTENANC	\$74.52	2309-129420	PLUMBING PARTS
E 004-042-520610		BUILDING MAINTENANC	\$2.49	2309-129472	PLUMBING PARTS
E 004-042-520610		BUILDING MAINTENANC	\$35.98	2309-129612	JUMBO RAIN GUAGE
E 004-042-520610		BUILDING MAINTENANC	\$19.27	2309-129693	PLUMBING PARTS
E 001-001-521080		TOOLS & MINOR EQUIP	\$28.66	2309-129694	FMS TOOLS
E 002-024-521080		TOOLS & MINOR EQUIP	\$28.66	2309-129694	FMS TOOLS
E 004-043-521080		TOOLS & MINOR EQUIP	\$28.66	2309-129694	FMS TOOLS
E 002-023-521010		OFFICE SUPPLIES	\$4.79	2309-129722	CLEANER
E 001-004-520620		EQUIPMENT REP & MAI	\$5.40	2309-130726	HARDWARE #18 DUMP TRUCK
E 002-022-520610		BUILDING MAINTENANC	\$63.96	2309-131039	STAIN BRUSH
Total			\$886.28		
36261	10/09/23	MARSH, RON			
E 001-001-520280		TRAVEL-MEETINGS & C	\$85.15	STM 092823	MILEAGE LGNC/CMR CONF. NEWTON
Total			\$85.15		
36262	10/09/23	MCCOY, CURTIS			
E 002-024-520780		REFUND EXPENSE	\$73.22	STM 092723	REFUND OVERPAYMENT ON FINAL UTILITY BILL
Total			\$73.22		
36263	10/09/23	MICHELLE WRIGHT			
E 038-000-540610		CID SALES TAX	\$12,248.01	STM 092723	CID PROPERTY ROSEROCK LESS 2% ADMIN FEE - SEPT 2023
Total			\$12,248.01		
36264	10/09/23	MOTOROLA SOLUTIONS, INC			
E 001-002-530390		POLICE EQUIPMENT	\$9.50	8281632695	MICROPHONE BELT CLIP & WATCHGUARD REPAIR
E 001-002-530390		POLICE EQUIPMENT	\$200.00	8330247622	MICROPHONE BELT CLIP & WATCHGUARD REPAIR
Total			\$209.50		
36265	10/09/23	NARAYAN, INC			
E 038-000-540610		CID SALES TAX	\$4,410.94	STM 092723	CID PROPERTY HOLIDAY LESS 2% ADMIN FEE - SEPT 2023
Total			\$4,410.94		
36266	10/09/23	NAVRATS			
E 001-001-521010		OFFICE SUPPLIES	\$66.84	0219100-001	2024 DOG TAGS
E 002-024-521010		OFFICE SUPPLIES	\$66.83	0219100-001	2024 DOG TAGS
E 004-043-521010		OFFICE SUPPLIES	\$66.83	0219100-001	2024 DOG TAGS
Total			\$200.50		
36267	10/09/23	NEW DIRECTIONS BEHAVIORAL			
E 001-001-510290		EMPLOYER CONTRB TO	\$583.34	INV-30109	SEMI-ANNUAL EMPLOYEE ASSISTANCE 10/23/23-3/24/24

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 002-024-510290		EMPLOYER CONTRB TO	\$583.33	INV-30109	SEMI-ANNUAL EMPLOYEE ASSISTANCE 10/23/23-3/24/24
E 004-043-510290		EMPLOYER CONTRB TO	\$583.33	INV-30109	SEMI-ANNUAL EMPLOYEE ASSISTANCE 10/23/23-3/24/24
Total			\$1,750.00		
36268	10/09/23	NEX-TECH RURAL TELEPHONE			
E 002-023-520520		TELEPHONE / INTERNE	\$57.19	329717	PHONE SERVICE
E 004-042-520520		TELEPHONE / INTERNE	\$110.88	329717	PHONE SERVICE
E 005-000-520520		TELEPHONE / INTERNE	\$114.38	329717	PHONE SERVICE
Total			\$282.45		
36269	10/09/23	OLSSON			
E 014-000-520140		ENGINEERING	\$10,215.68	47019	14TH STREET, GENERAL ENGINEERING, CCLIP, WATERLINE REPLACEMENT
E 014-000-520140		ENGINEERING	\$1,593.69	470285	14TH STREET, GENERAL ENGINEERING, CCLIP, WATERLINE REPLACEMENT
E 014-000-531190		CCLIP	\$2,050.00	470291	14TH STREET, GENERAL ENGINEERING, CCLIP, WATERLINE REPLACEMENT
E 014-000-520140		ENGINEERING	\$2,104.00	470375	14TH STREET, GENERAL ENGINEERING, CCLIP, WATERLINE REPLACEMENT
E 002-022-531060		WATER DISTRIBUTION L	\$21,009.50	472002	14TH STREET, GENERAL ENGINEERING, CCLIP, WATERLINE REPLACEMENT
Total			\$36,972.87		
36270	10/09/23	PACE ANALYTICAL SERVICES			
E 004-042-520210		LAB ANALYSIS & EQUIP	\$326.30	2360192501	EFFLUENT SAMPLES
E 002-023-520210		LAB ANALYSIS & EQUIP	\$250.00	2360192514	KDHE POND SAMPLE
E 004-042-520210		LAB ANALYSIS & EQUIP	\$403.20	2360192880	SUSPENDED SOLIDS
Total			\$979.50		
36271	10/09/23	PIONEER FARM INC			
E 004-042-521080		TOOLS & MINOR EQUIP	\$13.99	629451	TAPE MEASURE
E 004-042-520620		EQUIPMENT REP & MAI	\$5.29	629451	BELT
E 004-042-521030		CHEMICALS	\$37.98	629509	ALGACIDE
E 002-022-520970		MISCELLANEOUS SERVI	\$25.77	629711	TRACER WIRE & CONDUIT
E 002-023-520610		BUILDING MAINTENANC	\$9.59	630610	1/2 PUCH ELBOW
E 002-022-520970		MISCELLANEOUS SERVI	\$39.55	631097	TRACER WIRE & CONDUIT
E 002-022-520661		WATER LINE MAINTENA	\$8.99	632113	MALE ADAPTOR
Total			\$141.16		
36272	10/09/23	QUALITY RENTS INC			
E 001-005-520641		LEVEE AND CHANNEL R	\$2,398.75	1674	REMOTE CONTROLLED MOWER RENTAL
Total			\$2,398.75		
36273	10/09/23	ROASTER JOES, INC			
E 001-001-520970		MISCELLANEOUS SERVI	\$17.22	2064:309340	COFFEE
E 002-024-520970		MISCELLANEOUS SERVI	\$17.22	2064:309340	COFFEE
E 004-043-520970		MISCELLANEOUS SERVI	\$17.22	2064:309340	COFFEE
Total			\$51.66		
36274	10/09/23	RYAN & MULLIN, PA			
E 001-012-520110		LEGAL	\$3,250.00	STM 100123	CITY PROSECUTOR OCT 2023

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,250.00		
36275	10/09/23	S & K ELECTRIC			
E 001-006-530332		PARK IMPROVEMENTS	\$253.63	2028	ADD 2 CIRCUITS BY TENNIS COURTS
Total			\$253.63		
36276	10/09/23	SCANSTAT, LP			
E 001-002-521081		EVIDENCE EQUIP / SUP	\$73.11	C80107BCC7	EVIDENCE C. SMITH
Total			\$73.11		
36277	10/09/23	SECURE SHRED OF N.C.K.			
E 001-001-520700		RENT-CONTRACTS-MAI	\$17.21	STM 092123	SEPT 2023 SHREDDING ADMIN/PD & PW
E 002-024-520700		RENT-CONTRACTS-MAI	\$17.21	STM 092123	SEPT 2023 SHREDDING ADMIN/PD & PW
E 004-043-520700		RENT-CONTRACTS-MAI	\$17.20	STM 092123	SEPT 2023 SHREDDING ADMIN/PD & PW
E 001-002-520700		RENT-CONTRACTS-MAI	\$51.63	STM 092123	SEPT 2023 SHREDDING ADMIN/PD & PW
E 001-004-520610		BUILDING MAINTENANC	\$40.00	STM 092123	SEPT 2023 SHREDDING ADMIN/PD & PW
Total			\$143.25		
36278	10/09/23	SHERWIN WILLIAMS			
E 014-000-521090		PAINT & PAINTING SUP	\$256.90	8401-6	YELLOW PAINT FOR STRIPING
Total			\$256.90		
36279	10/09/23	SIDENER ENVIRONMENTAL SERVICES			
E 002-023-520620		EQUIPMENT REP & MAI	\$535.94	531639	VACUUM REGULATOR KITS & FELT FILTERS
Total			\$535.94		
36280	10/09/23	SMITH HEATING & AIR			
E 001-001-520610		BUILDING MAINTENANC	\$3,968.67	78338	INSTALL A/C ADMIN
E 002-024-520610		BUILDING MAINTENANC	\$3,968.67	78338	INSTALL A/C ADMIN
E 004-043-520610		BUILDING MAINTENANC	\$3,968.66	78338	INSTALL A/C ADMIN
Total			\$11,906.00		
36281	10/09/23	SMITH, CLAYTON			
E 001-012-520976		RESTITUTION	\$8.00	STM 092523	REFUND OVERPAYMENT FROM M.O. 22-0203
Total			\$8.00		
36282	10/09/23	SUPERIOR SANITATION SERVICE			
E 001-015-520710		CIVIC CENTER MAINTEN	\$65.00	STM 100223	OCT 2023 TRASH SERVICE @ CVB, RECYCLE & WWTP
E 003-000-520610		BUILDING MAINTENANC	\$65.00	STM 100223	OCT 2023 TRASH SERVICE @ CVB, RECYCLE & WWTP
E 004-042-520610		BUILDING MAINTENANC	\$130.00	STM 100223	OCT 2023 TRASH SERVICE @ CVB, RECYCLE & WWTP
E 015-157-520610		BUILDING MAINTENANC	\$58.00	STM 100323	TRASH SERVICE @ CC, PARKS & SC
E 001-006-520610		BUILDING MAINTENANC	\$58.00	STM 100323	TRASH SERVICE @ CC, PARKS & SC
E 001-013-520610		BUILDING MAINTENANC	\$62.00	STM 100323	TRASH SERVICE @ CC, PARKS & SC
Total			\$438.00		
36283	10/09/23	SYN-TECH SYSTEMS			
E 005-000-520620		EQUIPMENT REP & MAI	\$580.00	272745	INSTALL SUREGE KIT/TECH SUPPORT
E 005-000-520620		EQUIPMENT REP & MAI	\$42.00	272862	INSTALL SUREGE KIT/TECH SUPPORT
Total			\$622.00		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
36284	10/09/23	KELLEE TIMBROOK			
E 015-151-520600		VEHICLE EXPENSES	\$385.14	STM 100323	MILEAGE
		Total	\$385.14		
36285	10/09/23	TRIPLETT, INC			
E 038-000-540610		CID SALES TAX	\$8,367.25	STM 092723	CID PROPERTY 6 LESS 2% ADMIN FEE - SEPT 2023
		Total	\$8,367.25		
36286	10/09/23	UNIFIRST CORPORATION			
E 004-042-520610		BUILDING MAINTENANC	\$173.38	STM 093023	UNIFORM SERVICE
E 004-042-521150		UNIFORMS & ALTERATI	\$229.56	STM 093023	UNIFORM SERVICE
E 002-023-520610		BUILDING MAINTENANC	\$73.18	STM 093023	UNIFORM SERVICE
E 002-023-521150		UNIFORMS & ALTERATI	\$382.08	STM 093023	UNIFORM SERVICE
E 001-004-521150		UNIFORMS & ALTERATI	\$347.04	STM 093023	UNIFORM SERVICE
E 001-005-521150		UNIFORMS & ALTERATI	\$108.40	STM 093023	UNIFORM SERVICE
E 002-022-521150		UNIFORMS & ALTERATI	\$299.28	STM 093023	UNIFORM SERVICE
E 004-041-521150		UNIFORMS & ALTERATI	\$374.69	STM 093023	UNIFORM SERVICE
E 005-000-520610		BUILDING MAINTENANC	\$40.81	STM 093023	UNIFORM SERVICE
E 015-157-520610		BUILDING MAINTENANC	\$37.79	STM 093023	UNIFORM SERVICE
E 001-013-521040		JANITOR SUPPLIES	\$107.54	STM 093023	UNIFORM SERVICE
		Total	\$2,173.75		
36287	10/09/23	VYVE BROADBAND			
E 001-001-520520		TELEPHONE / INTERNE	\$338.60	301-521155	OCT 2023 MONTHLY BILLING
E 002-024-520520		TELEPHONE / INTERNE	\$338.60	301-521155	OCT 2023 MONTHLY BILLING
E 004-043-520520		TELEPHONE / INTERNE	\$338.58	301-521155	OCT 2023 MONTHLY BILLING
E 001-002-520520		TELEPHONE / INTERNE	\$457.54	301-521155	OCT 2023 MONTHLY BILLING
E 001-003-520520		TELEPHONE / INTERNE	\$216.30	301-521155	OCT 2023 MONTHLY BILLING
E 001-004-520520		TELEPHONE / INTERNE	\$207.28	301-521155	OCT 2023 MONTHLY BILLING
E 001-006-520520		TELEPHONE / INTERNE	\$192.63	301-521155	OCT 2023 MONTHLY BILLING
E 001-007-520970		MISCELLANEOUS SERVI	\$163.68	301-521155	OCT 2023 MONTHLY BILLING
E 001-008-520520		TELEPHONE / INTERNE	\$163.68	301-521155	OCT 2023 MONTHLY BILLING
E 001-011-520520		TELEPHONE / INTERNE	\$163.68	301-521155	OCT 2023 MONTHLY BILLING
E 001-012-520970		MISCELLANEOUS SERVI	\$168.68	301-521155	OCT 2023 MONTHLY BILLING
E 001-013-520520		TELEPHONE / INTERNE	\$217.58	301-521155	OCT 2023 MONTHLY BILLING
E 002-022-520520		TELEPHONE / INTERNE	\$207.28	301-521155	OCT 2023 MONTHLY BILLING
E 002-023-520520		TELEPHONE / INTERNE	\$329.01	301-521155	OCT 2023 MONTHLY BILLING
E 003-000-520520		TELEPHONE / INTERNE	\$137.68	301-521155	OCT 2023 MONTHLY BILLING
E 004-041-520520		TELEPHONE / INTERNE	\$207.28	301-521155	OCT 2023 MONTHLY BILLING
E 004-042-520520		TELEPHONE / INTERNE	\$137.68	301-521155	OCT 2023 MONTHLY BILLING
E 005-000-520520		TELEPHONE / INTERNE	\$223.10	301-521155	OCT 2023 MONTHLY BILLING
E 013-131-520520		TELEPHONE / INTERNE	\$221.58	301-521155	OCT 2023 MONTHLY BILLING
E 015-151-520520		TELEPHONE / INTERNE	\$182.70	301-521155	OCT 2023 MONTHLY BILLING
E 001-001-520520		TELEPHONE / INTERNE	\$51.60	301-541718	OCT 2023 EBS ADMIN/PD
E 002-024-520520		TELEPHONE / INTERNE	\$51.60	301-541718	OCT 2023 EBS ADMIN/PD
E 004-043-520520		TELEPHONE / INTERNE	\$51.59	301-541718	OCT 2023 EBS ADMIN/PD
E 001-002-520520		TELEPHONE / INTERNE	\$154.80	301-541718	OCT 2023 EBS ADMIN/PD
E 002-022-520665		METERS, RADIOS, PITS,	\$49.95	301-564354	INTERNET 13TH ST WATER TOWER FOR WATER METERS

CITY OF ABILENE

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***Check Detail Register©**

Batch: 100923PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,972.68		
36288	10/09/23	WUTHNOW HEATING & AIR. LLC			
E 015-157-520610		BUILDING MAINTENANC	\$1,147.50	4449	FALL SERVICE FOR CC, PARKSHOPS, SC & BANDSHELL
E 001-006-520610		BUILDING MAINTENANC	\$129.70	4450	FALL SERVICE FOR CC, PARKSHOPS, SC & BANDSHELL
E 001-001-520720		BAND SHELL MAINTENA	\$99.60	4451	FALL SERVICE FOR CC, PARKSHOPS, SC & BANDSHELL
E 001-006-520610		BUILDING MAINTENANC	\$89.64	4452	FALL SERVICE FOR CC, PARKSHOPS, SC & BANDSHELL
E 001-013-520610		BUILDING MAINTENANC	\$291.18	4453	FALL SERVICE FOR CC, PARKSHOPS, SC & BANDSHELL
Total			\$1,757.62		
002000			\$232,076.95		

Fund Summary

002000 Astra Bank checking

001 GENERAL FUND	\$57,328.37
002 WATER FUND	\$50,496.96
003 RECYCLING FUND	\$1,066.11
004 SEWER FUND	\$24,864.63
005 AIRPORT FUND	\$1,486.66
011 LIBRARY FUND	\$40,320.38
013 TOURISM & CONVENTION FUND	\$221.58
014 SPECIAL STREET FUND	\$20,899.58
015 RECREATION COMMISSION	\$8,465.44
038 CID SALES TAX FUND	\$26,927.24
	\$232,076.95

CITY OF ABILENE

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***Check Detail Register©**
Batch: 092923PAYMANUAL

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
002000 Astra Bank checking					
36226	09/29/23	USD 435 ABILENE			
	E 015-153-521500	ATHLETIC ACADEMY	\$1,575.00	STM 091323	VOLLEYBALL ATHLETIC ACADEMY (45)
		Total	\$1,575.00		
		002000	\$1,575.00		

Fund Summary

002000 Astra Bank checking		
015 RECREATION COMMISSION		\$1,575.00
		\$1,575.00

CITY OF ABILENE

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***Check Detail Register©**
Checks 36289

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
002000 Astra Bank checking					
36289	10/05/23	ASTRA BANK			
	E 020-000-530399	STREETS EQUIPMENT	\$24,025.76	204728	PRINCIPAL & INTEREST ON STREET SWEEPER
		Total	\$24,025.76		
		002000	\$24,025.76		

Fund Summary

002000 Astra Bank checking		
020 EQUIPMENT RESERVE FUND		\$24,025.76
		\$24,025.76

City of Abilene
Payroll Expenditures Report
9/29/2023 PR #20

PAYROLL CODE		TOTALS	
	NET SALARIES	\$	105,945.89
051 & 501	OASDI - CITY/EMPLOYEE	\$	18,175.08
049 & 502	MEDICARE - CITY/EMPLOYEE	\$	4,250.80
001	FEDERAL WITHHOLDING - EMPLOYEE	\$	11,670.92
503	KPERS - CITY	\$	7,019.69
056, 057, 059	KPERS EMPLOYEE	\$	4,466.41 \$ 11,486.10
054	KPERS BUYBACK	\$	255.00
505	KPERS RETIREE/EMPLOYER	\$	-
153	KPERS GROUP LIFE - EMPLOYEE	\$	-
504	KPF - CITY	\$	14,254.19
61	KPF EMPLOYEE	\$	4,458.34 \$ 18,712.53
155	KPF GROUP LIFE- EMPLOYEE	\$	-
105 & 540	FTC 457 - CITY/EMPLOYEE	\$	1,295.00
204	LPL FINANCIAL 529 - EMPLOYEE	\$	50.00
110	LPL FINANCIAL SAVINGS - EMPLOYEE	\$	175.00
130 & 530	ICMA 457 CITY/EMPLOYEE	\$	-
005	STATE TAX - EMPLOYEE	\$	6,651.08
120	AFLAC After Tax D&L - EMPLOYEE	\$	-
170	AFLAC Before Tax INSURANCE - EMPLOYEE	\$	-
102	VISION CARE DIRECT-VISION PLAN EMPLOYEE	\$	-
104	VSP VISION PLANS - EMPLOYEE	\$	-
140	HEALTH INSURANCE - EMPLOYEE	\$	-
510	HEALTH INSURANCE - CITY	\$	- \$ -
103	HEALTH SAVINGS ACCOUNT - EMPLOYEE	\$	-
506	HEALTH SAVINGS ACCOUNT - CITY	\$	-
111 & 520	IMPACT SPORTS & FITNESS- CITY/EMPLOYEE	\$	-
114 & 560	ABILENE PHYSICAL THERAPY - CITY/EMPLOYEE	\$	-
215	KS Support order- EMPLOYEE	\$	392.25
218	Training Reimbursement	\$	-
209	KS Support order- EMPLOYEE	\$	-
206	CA Support order - EMPLOYEE	\$	-
150	FLEXIBLE SPENDING ACCOUNT - EMPLOYEE	\$	-
121	POLICE & FIREMENS INS. - EMPLOYEE	\$	-
211	GARNISHMENT - EMPLOYEE	\$	-
	TOTAL PAYROLL EXPENDITURES	\$	179,059.65