

OFFICIAL MINUTES  
OF THE MEETING OF THE  
GOVERNING BODY OF THE  
CITY OF PITTSBURG, KANSAS  
March 25, 2025

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A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, March 25<sup>th</sup>, 2025, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Stu Hite, Chuck Munsell and Ron Seglie. City Attorney Henry Menghini participated in the meeting by phone.

Mayor McNay led the flag salute.

INVOCATION – Chaplain Amanda Gilmore, on behalf of Mercy Hospital Pittsburg, provided an invocation.

PROCLAMATION – Mayor McNay proclaimed the week of April 5<sup>th</sup> to April 11<sup>th</sup>, 2025, as the Week of the Young Child in Pittsburg.

PITTSBURG POSITIVE – Mayor McNay announced that the next Pittsburg Positive will feature Earth Day.

APPROVAL OF MINUTES – On motion of Hite, seconded by Seglie, the Governing Body approved the March 11, 2025, City Commission Meeting minutes as presented. Motion carried.

PROPERTY AND LIABILITY INSURANCE RENEWAL – On motion of Hite, seconded by Seglie, the Governing Body renewed the City's Property and Liability insurance with the EMC Insurance Company for the period beginning April 1, 2025, and concluding on April 1, 2026. Motion carried.

NEOGOV ONBOARD SETUP AND SUBSCRIPTION SERVICE – On motion of Hite, seconded by Seglie, the Governing Body approved a contract with NEOGOV for the purchase of the Onboard Setup and Subscription service to create an efficient and safer process for transitioning pre-hires to employees, and authorized the Mayor to sign the necessary documents on behalf of the City. Motion carried.

PARKS AND RECREATION DEPARTMENT EQUIPMENT PURCHASE AND FINANCING – On motion of Hite, seconded by Seglie, the Governing Body approved staff recommendation to purchase a mower and equipment for the Parks and Recreation Department for a total price of \$95,890.94 and to enter into a three-year lease/purchase agreement with US Bank, based upon their low annual payments in the amount of \$33,413.10 with an annual percentage rate of 4.60%, and authorized the Mayor to sign the necessary lease/purchase agreement once prepared. Motion carried.

DISPOSITION OF BIDS – TREE REMOVAL PROJECT – On motion of Hite, seconded by Seglie, the Governing Body awarded the bid for the Tree Removal Project to Arbor Masters of Shawnee, Kansas, in the amount of \$86,085, and authorized the Mayor and City Clerk to sign the contract documents once prepared. Motion carried.

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**FIREWORKS DISPLAY PROPOSAL** – On motion of Hite, seconded by Seglie, the Governing Body accepted a Fireworks Display Proposal submitted by J&M Displays, Inc., of Yarmouth, Iowa, in the amount of \$27,500 for the annual 4th of July fireworks show. Motion carried.

**APPOINTMENTS - FARMERS MARKET ADVISORY BOARD** – On motion of Hite, seconded by Seglie, the Governing Body appointed Peyton Kessler and Aubry Ross to first three-year terms, and appointed Lindsey Greve to an unexpired term, as members of the Farmers Market Advisory Board effective immediately and concluding on December 31, 2027. Motion carried.

**APPROPRIATION ORDINANCE** – On motion of Hite, seconded by Seglie, the Governing Body approved the Appropriation Ordinance for the period ending March 25, 2025, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Hite, McNay, Munsell and Seglie. Motion carried.

**PITTSBURG STATE UNIVERSITY FOUNDATION – LOAN FORGIVENESS** – On motion of Seglie, seconded by Hite, the Governing Body approved the recommendation of the Economic Development Advisory Committee (EDAC) to forgive the Pittsburg State University Foundation's 2023 and 2024 loan payments for the buildout of the Block 22 restaurant/retail space, as the requirements for forgiveness of the final two years of the loan have been satisfied. Motion carried with Brooks and Munsell voting in opposition.

Commissioner Munsell requested that members of the City Commission receive notice of Economic Development Advisory Committee (EDAC) meetings and actions. It was decided that Director of Economic Development Blake Benson will provide City Commissioners with copies of EDAC meeting minutes.

**DOWNTOWN ADVISORY BOARD (DAB) ANNUAL REPORT** – Downtown Advisory Board (DAB) representatives TreAnna Mulkin and Stephanie Watts presented the Board's annual report.

**LEGACY RESTORATION - REDEVELOPMENT PROJECT** – On motion of Hite, seconded by Munsell, the Governing Body approved the recommendation of the Economic Development Advisory Committee (EDAC) to reimburse Legacy Restoration an amount equal to 10% of the total project value for the renovation of the property located at 506 North Pine, with the City's portion not to exceed \$40,000, and authorized the Mayor to sign the appropriate documents on behalf of the City. Motion carried.

**BAR-K RANCH & COMPANY, LLC - REDEVELOPMENT PROJECT** – On motion of Hite, seconded by Munsell, the Governing Body approved the recommendation of the Economic Development Advisory Committee (EDAC) to reimburse Bar-K Ranch & Company, LLC, an amount equal to 10% of the total project value for the renovation of the property located at 311 South Broadway, with the City's portion not to exceed \$47,400, and authorized the Mayor to sign the appropriate documents on behalf of the City. Motion carried.

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CHUCKIE HESSONG AND BILL KROENKE - REDEVELOPMENT PROJECT – On motion of Munsell, seconded by Hite, the Governing Body approved the recommendation of the Economic Development Advisory Committee (EDAC) to reimburse Chuckie Hessong and Bill Kroenke an amount equal to 10% of the total project value for the renovation of the property located at 106 East 9<sup>th</sup> Street, with the City's portion not to exceed \$40,000, and authorized the Mayor to sign the appropriate documents on behalf of the City. Motion carried with Brooks abstaining.

PICKLEBALL COURT RENOVATION PROJECT – On motion of Seglie, seconded by Hite, the Governing Body accepted the proposal submitted by Multisports, LLC, of Wichita, Kansas, for the complete removal and replacement of the existing tennis court and pickleball courts located at the Four Oaks Complex, for a total project cost of \$575,250.00, and authorized the Mayor to sign the appropriate documents on behalf of the City. Motion carried.

DISPOSITION OF BIDS – EAGLE PICHER TECHNOLOGIES MANUFACTURING FACILITY – Following a verbal recommendation, on motion of Hite, seconded by Brooks, the Governing Body awarded the bid for the Eagle Picher Technologies Manufacturing Facility to Branco Enterprises, Inc., in the amount of \$6,332,452.00, and authorized the Mayor and City Clerk to sign the necessary contract agreement once prepared. Motion carried.

REAL ESTATE SALES CONTRACT – On motion of Seglie, seconded by Munsell, the Governing Body approved a Real Estate Sales Contract between the City and Bryan McClure and Kristen McClure, in which the City will purchase three acres of land adjacent to the Countryside Park, from the McClures, in the amount of \$5,000, and authorized the Mayor to sign the Real Estate Sales Contract on behalf of the City. Motion carried.

#### NON-AGENDA REPORTS AND REQUESTS:

PITTSBURG STATE UNIVERSITY ATHLETES – Commissioner Hite recognized members of the Pittsburg State University Men's Track Team, Women's Track Team, and Women's Basketball Team.

EXECUTIVE SESSION - On motion of Seglie, seconded by Brooks, the Governing Body recessed into Executive Session for fifteen minutes for preliminary discussion regarding the acquisition of real property pursuant to K.S.A. 75-4319(b)(6), to discuss the potential acquisition of real estate for redevelopment in the downtown district, with the meeting to resume in the City Commission Room in fifteen minutes. Motion carried.

The Governing Body recessed into Executive Session at 6:41 p.m.

The Governing Body reconvened into Regular Session at 6:56 p.m.

Mayor McNay announced that no decisions were made and no votes were taken during the Executive Session.

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March 25, 2025

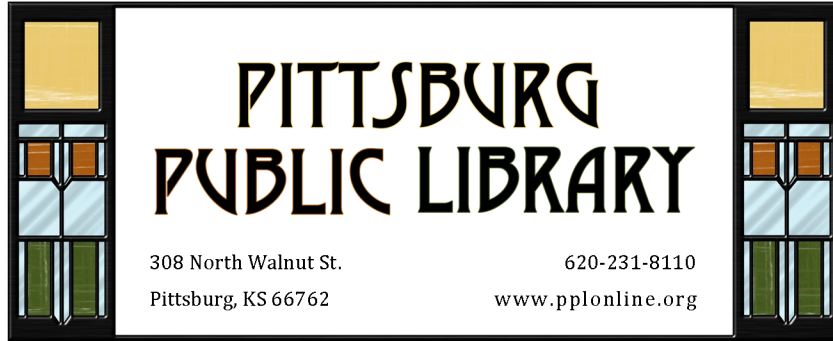
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ADJOURNMENT - On motion of Seglie, seconded by Brooks, the Governing Body adjourned the meeting at 6:57 p.m. Motion carried.

\_\_\_\_\_  
Dawn McNay, Mayor

ATTEST:

\_\_\_\_\_  
Tammy Nagel, City Clerk



March 31, 2025

Daron Hall  
City Manager  
Pittsburg, KS 66762

Dear Daron,

Dan McNally and Dr. Susan Knell are currently serving on the Board of Trustees of the Pittsburg Public Library. Their first term is expiring and both are eligible for a second term.

Dan McNally works as a clinical psychologist at Spring River Mental Health and Wellness. He also has many years of experience in early childhood education and has been a long-time library user.

Dr. Knell served for many years as a Professor of Teaching and Leadership in the Department of Education at Pittsburg State University. Dr. Knell also has extensive experience in Children and Young Adult literature and has brought a wealth of knowledge to the library board.

Both Dan and Susan have proven to be valuable members of the library board. Therefore, the Board of Trustees has requested that you recommend to the City Commission that each serve a second term.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in blue ink that reads 'Bev Clarkson'.

Bev Clarkson, Director  
Pittsburg Public Library



BRENT NARGES  
Chief of Police

# PITTSBURG

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## POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street

Pittsburg, Kansas 66762

(620) 235-0400

To: City Manager Daron Hall  
Chief of Police Brent Narges

From: Major Detective Adan Nance

Date: 04/02/2025

Subject: Pittsburg City Commission Agenda item, For the April 08, 2025, meeting, re: Request for approval to continue with Cellebrite Contract

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I am writing to request approval for the renewal of our agreement with Cellebrite, Inc., for continued mobile device forensics services under the Inseyets system. This renewal will provide us with an additional three years of software and hardware updates, as well as critical forensic capabilities to support our department's investigative efforts. The police department has used this investigative tool for more than a decade and will continue to use it for the foreseeable future.

Since implementing the upgraded Cellebrite system, the software has successfully assisted with 31 cases, including homicides, sex offenses, thefts, and drug investigations. Drug investigations and sex offenses continue to be the leading crimes utilizing system. With last year's upgrade the software has enabled our department to process a total of 47 mobile phones, extracting crucial evidence that has proven vital to solving these cases and advancing investigations. The ability to analyze data from locked devices has been particularly essential in uncovering information that would have otherwise been inaccessible.

In particular, Cellebrite's software has been instrumental in generating leads and helping to build more complex conspiracy drug cases by accessing communications, transaction records, and location data stored on mobile devices. This capability has allowed us to tie together a broader network of individuals involved in criminal enterprises and to expedite investigations by pinpointing critical evidence in a more efficient and timely manner.

Additionally, the software has been invaluable in cases of child exploitation, where it can identify and recover deleted media, including photos, videos, and other forms of digital evidence. This functionality has been a key asset in ensuring that offenders are brought to justice and that victims receive the support they need.

After last year's approval and software upgrade, our staff became certified in three different areas with the upgraded Cellebrite "Inseyets" software. After several weeks of intensive training, the



BRENT NARGES  
Chief of Police

# PITTSBURG

## POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

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Pittsburg, Kansas 66762

(620) 235-0400

investigators' education and certification were immediately applied to real cases, providing rapid and effective results in the field. This training has already proven essential in improving our department's efficiency and accuracy when utilizing mobile forensics in investigations.

The following charts demonstrate how the police department has utilized the software since last year's upgrade:

Total phone uses from April 2024-April 2025	Pittsburg PD
Drugs	14
Sex Offense	6
Theft	5
Death Investigation/Homicide	3
Burglary	2
Child Abuse	1
Breach of Privacy	
Information	
Arson	
PSI	
Robbery	
Criminal Threat	
Stalking	
Assault/Agg Assault	
Weapons Offense	
Accident	
Fatality Accident	
Mistreatment of a Dependant Adult	
<b>Total Types of Cases</b>	<b>31</b>

The above chart shows a breakdown of types of cases utilized by the police department's Cellebrite software since the upgrade. This is a third of the amount utilized in the previous 5 years. This shows the effectiveness of having the advanced software with unlocking capabilities.



BRENT NARGES  
Chief of Police

# PITTSBURG POLICE DEPARTMENT

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Operating System Platform	
Android	32
Apple	15
Total Phones	47

The above chart shows the number and types of devices the police department has utilized the software since last year’s upgrade. This is more than half of the number of phones analyzed than in the previous 5 years. Again, this shows the effectiveness and usage of the software with unlocking capabilities.

If you look at the total devices analyzed compared to the total number of cases investigated with the software, you can see that there are more phones than investigated cases. This is largely due to the number of phones seized within drug cases and homicide/death investigations that are being analyzed. You will also see that the total phones analyzed is more than our Cellebrite 40 *unlock* package allows. This means that obtaining a password was obtained through other investigative efforts, not requiring a use of one of the 40 allocated brute force unlock.

Renewing this agreement for a three-year contract will allow us to lock in savings of 5%-8% per year, bringing the total contract amount to \$62,161.64, or an annual rate of \$20,720.55. This multi-year agreement ensures that we continue to benefit from the most up-to-date forensic tools while maintaining a cost-effective approach.

The continued use of the Cellebrite Inseyets system will include:

- Full access to Cellebrite Inseyets software and hardware
- Unlimited extractions with known passwords
- 40 device unlocks per year
- Ongoing software updates

This renewal ensures that our investigators remain equipped with the best resources available, empowering them to conduct thorough, efficient, and successful investigations. It will allow us to continue to provide timely and critical assistance in complex criminal cases, particularly those involving drug conspiracies and child exploitation, where the timely recovery of evidence is crucial.

I respectfully request this be placed on the agenda for the Pittsburg City Commission Meeting scheduled for Tuesday April 8, 2025. The requested action will be approval of staff’s request to waive





BRENT NARGES  
Chief of Police

# PITTSBURG

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## POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street  
Pittsburg, Kansas 66762

(620) 235-0400

the normal bidding process and enter into a three-year purchase agreement with Cellebrite, inc., for their Inseyets system, including 40 mobile device unlocks, for a total of \$62,161.64.

Please feel free to contact me with any questions or to discuss this further. Thank you for your time and consideration.

Thank you,  
Major A. Nance  
Pittsburg Police Department

\_\_\_\_\_  
Major Adan Nance

04/02/2025  
Date

Attachments: Copy of the Cellebrite Inseyets 3 year quote.

Cellebrite Inc.  
8065 Leesburg Pike,  
Suite T3-302  
Vienna, VA 22182  
USA

Tel. +1 800 942 3415  
Fax. +1 201 848 9982  
Tax ID#: 22-3770059  
DUNS: 033095568  
CAGE: 4C9Q7  
Company Website:  
<http://www.cellebrite.com>

# Quote

**Quote#** Q-451138-1  
**Date:** 4/1/2025

**Billing Information**  
Pittsburg Police Department  
201 N Pine Street  
Pittsburg, Kansas 66762  
United States

**Delivery Information**  
Pittsburg Police Department  
201 N Pine Street  
Pittsburg, KS 66762  
United States

**Wire To:**  
Bank Routing Number: 021000021  
Account Number: 761020590  
Account Name: Cellebrite Inc.

**Contact:** Adan Nance  
**Phone:** +1 6202305634

**Contact:** Adan Nance  
**Phone:** +1 6202305634

**Check Remittance (Only for NA):**  
Cellebrite Inc. ,  
PO BOX 23551  
New York, NY, 10087-3551

**End Customer:** Pittsburg Police Department

Click [here](#) to process with Credit Card payment  
By clicking the link above and accepting this quote,  
You are expressing your agreement and compliance to and with the terms contained on this quote.

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00054858	May 01, 2025	Net 30	USD	Megan Daigle

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net Price/Unit	Net Price
B-CNR-05-001	Inseyets Online Pro	1	Apr 19, 2025	May 03, 2028		26,761.64	26,761.64
S-UFD-20-003	Inseyets Pro UFED Subscription	1	Apr 19, 2025	May 03, 2028	44506097	0.00	0.00
S-UFD-20-006	Inseyets Pro PA Subscription	1	Apr 19, 2025	May 03, 2028	44506097	0.00	0.00
S-AIS-20-001	Inseyets Online Limited Unlocks subscription	40	May 04, 2025	May 03, 2028	44506097	885.00	35,400.00

SubTotal	USD 62,161.64
Shipping & Handling	USD 0.00
Sales Tax	USD 0.00
<b>Total</b>	<b>USD 62,161.64</b>

Comments:

**Terms and Conditions:**

- This Quote/Proforma Invoice/Tax Invoice, together with the terms and conditions and license agreement listed below that are incorporated by reference to this Quote/Proforma Invoice (together, the "Agreement"), constitute an offer by Cellebrite. By signing this the Quote/Proforma Invoice, issuing a purchase order (or other ordering document) in connection with this the Quote/Proforma Invoice, or downloading and/or using the products identified in this the Quote/Proforma Invoice/Tax Invoice, the customer agrees to be bound by the terms of this Agreement. Any additional or different terms or conditions contained in any customer document, purchase order or other ordering document will not be binding upon Cellebrite unless expressly accepted in a document signed by a Cellebrite authorized signatory.  
- Quote is subject to regulatory approval.

- Freight Terms: FCA (NJ)
- General: The following terms shall apply to any product at <http://legal.cellebrite.com/us/index.html>
- EULA: All Cellebrite Software is licensed subject to the end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>
- Advanced Services (CAS): The following terms apply to Cellebrite Advanced Services at <https://legal.cellebrite.com/CB-us-us/index.html>
- Premium: The following terms shall apply only to Cellebrite Premium at <http://legal.cellebrite.com/intl/PremiumUS.htm>
- Pathfinder: The following terms apply to Cellebrite Pathfinder at <https://legal.cellebrite.com/PF-Addendum.htm>
- Training Services: The following terms apply to Cellebrite Training Services at <http://legal.cellebrite.com/intl/Training.htm>
- SaaS: The following terms apply to Cellebrite SaaS Services at <https://legal.cellebrite.com/SaaS.htm>
- Endpoint SaaS: The following terms apply to Cellebrite Cellebrite Endpoint SaaS at <https://legal.cellebrite.com/Endpoint-SAAS.html>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

Please indicate the invoice number when remitting payment

\*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Quote/Proforma Invoice on behalf the customer identified above , and I hereby approve that my signature is legally binding upon the customer identified above.

**Customer Name: Pittsburg Police Department**

**Signature:** \_\_\_\_\_

**Effective Date:**

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

Please sign and email to Megan Daigle at [megan.daigle@cellebrite.com](mailto:megan.daigle@cellebrite.com)



DEPARTMENT OF PUBLIC WORKS & UTILITIES

1506 North Walnut · Pittsburg KS 66762

(620) 240-5126

www.pittks.org

## Interoffice Memorandum

**TO:** DARON HALL  
City Manager

**FROM:** MATT BACON  
Director of Public Works & Utilities

**DATE:** April 3, 2025

**SUBJECT:** Agenda Item – April 8<sup>th</sup> 2025  
Ordinance No S-1106

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City staff is requesting the Governing body approve Ordinance No S-1106. An ordinance that authorizes the execution of the Loan Agreement between the City and the State of Kansas for the purpose of obtaining a loan from the Kansas Water Pollution Control Revolving Fund for the construction of the Wastewater Treatment Facility.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, April 8<sup>th</sup> 2025? Action necessary will be approval or disapproval of staff's request and, if approved, authorize the Mayor and City Clerk to sign the Ordinance and execute the loan agreement on behalf of the City.

If you have any questions, please do not hesitate to contact me.

Attachment: Ordinance No S-1106

**ORDINANCE NO. S-1106**

**AN ORDINANCE AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT BETWEEN THE CITY OF PITTSBURG, KANSAS AND THE STATE OF KANSAS, ACTING BY AND THROUGH THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FOR THE PURPOSE OF OBTAINING A LOAN FROM THE KANSAS WATER POLLUTION CONTROL REVOLVING FUND FOR THE PURPOSE OF FINANCING A WASTEWATER TREATMENT PROJECT; ESTABLISHING A DEDICATED SOURCE OF REVENUE FOR REPAYMENT OF SUCH LOAN; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS IN CONNECTION THEREWITH; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION WITH THE LOAN AGREEMENT.**

**WHEREAS**, the Federal Water Quality Act of 1987 (the "Federal Act") established revolving fund program for public wastewater treatment systems to assist in financing the costs of infrastructure needed to achieve or maintain compliance with the Federal Act and to protect the public health and authorized the Environmental Protection Agency (the "EPA") to administer a revolving loan program operated by the individual states; and

**WHEREAS**, to fund the state revolving fund program, the EPA will make annual capitalization grants to the states, on the condition that each state provide a state match for such state's revolving fund; and

**WHEREAS**, by passage of the Kansas Water Pollution Control Revolving Fund Act, K.S.A. 65-3321 through 65-3329, inclusive (the "Loan Act"), the State of Kansas (the "State") has established the Kansas Water Pollution Control Revolving Fund (the "Revolving Fund") for purposes of the Federal Act; and

**WHEREAS**, under the Loan Act, the Secretary of the Kansas Department of Health and Environment ("KDHE") is given the responsibility for administration and management of the Revolving Fund; and

**WHEREAS**, the Kansas Development Finance Authority (the "Authority") and KDHE have entered into a Master Financing Indenture (the "Master Indenture") pursuant to which KDHE agrees to enter into Loan Agreements with Municipalities for public wastewater treatment projects (the "Projects") and to pledge the Loan Repayments (as defined in the Master Indenture) received pursuant to such Loan Agreements to the Authority; and

**WHEREAS**, the Authority is authorized under K.S.A. 74-8905(a) and the Loan Act to issue revenue bonds (the "Bonds") for the purpose of providing funds to implement the State's requirements under the Federal Act and to loan the same, together with available funds from the EPA capitalization grants, to Municipalities within the State for the payment of Project Costs (as said terms are defined in the Loan Act); and

**WHEREAS**, the City of Pittsburg, Kansas (the "Municipality") is a municipality as said term is defined in the Loan Act which operates a wastewater collection and treatment system (the "System"); and

**WHEREAS**, the System is a public Wastewater Treatment Works, as said term is defined in the Loan Act; and

**WHEREAS**, the Municipality has, pursuant to the Loan Act, submitted an Application to KDHE to obtain a loan from the Revolving Fund to finance the costs of improvements to its System consisting of the following:

Construction of a new 4.33 MGD wastewater treatment facility immediately north of and at the City's existing wastewater treatment plant (the "Project"); and

**WHEREAS**, the Municipality has taken all steps necessary and has complied with the provisions of the Loan Act and the provisions of K.A.R. 28-16-110 to 28-16-138 (the "Regulations") applicable thereto necessary to qualify for the loan; and

**WHEREAS**, KDHE has informed the Municipality that it has been approved for a loan in amount of not to exceed \$45,000,000 (the "Loan") in order to finance the Project; and

**WHEREAS**, the governing body of the Municipality hereby finds and determines that it is necessary and desirable to accept the Loan and to enter into a loan agreement and certain other documents relating thereto, and to take certain actions required in order to implement the Loan Agreement.

**THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:**

**Section 1. Authorization of Loan Agreement.** The Municipality is hereby authorized to accept the Loan and to enter into a certain Loan Agreement, with an effective date of March 5, 2025, with the State of Kansas acting by and through the Kansas Department of Health and Environment (the "Loan Agreement") to finance the Project Costs (as defined in the Loan Agreement). The Mayor and Clerk are hereby authorized to execute the Loan Agreement in substantially the form presented to the governing body this date, with such changes or modifications thereto as may be approved by the Mayor and the City Attorney, the Mayor's execution of the Loan Agreement being conclusive evidence of such approval.

**Section 2. Establishment of Dedicated Source of Revenue for Repayment of Loan.** Pursuant to the Loan Act, the Municipality hereby establishes a dedicated source of revenue for repayment of the Loan. In accordance therewith, the Municipality shall impose and collect such rates, fees and charges for the use and services furnished by or through the System, including all improvements and additions thereto hereafter constructed or acquired by the Municipality as will provide System Revenues or levy ad valorem taxes without limitation as to rate or amount upon all the taxable tangible property, real or personal, within the territorial limits of the Municipality to produce amounts which are sufficient to (a) pay the cost of the operation and maintenance of the System, (b) pay the principal of and interest on the Loan as and when the same become due, and (c) pay all other amounts due at any time under the Loan Agreement; provided, however, no lien or other security interest is granted by the Municipality to KDHE on the System Revenues under this Agreement. In the event that the System Revenues are

insufficient to meet the obligations under the Loan and the Loan Agreement, the Municipality shall levy ad valorem taxes without limitation as to rate or amount upon all the taxable tangible property, real or personal, within the territorial limits of the Municipality to produce the amounts necessary for the prompt payment of the obligations under the Loan and Loan Agreement.

In accordance with the Loan Act, the obligations under the Loan and the Loan Agreement shall not be included within any limitation on the bonded indebtedness of the Municipality.

**Section 3. Further Authority.** The Mayor, Clerk and other City officials are hereby further authorized and directed to execute any and all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of the Ordinance, and to make alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

**Section 4. Governing Law.** The Ordinance and the Loan Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of Kansas.

**Section 5. Effective Date.** This Ordinance shall take effect and be in full force from and after its passage by the governing body of the City and publication in the official City newspaper.

**PASSED** by the governing body of the City on April 8, 2025, and signed and **APPROVED** by the President of the Board.

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Ron Seglie, M.D. – President of the Board

(SEAL)

ATTEST:

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Tammy Nagel- Clerk

[APPROVED AS TO FORM ONLY.]

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Henry Menghini- City Attorney



## Interoffice Memorandum

**TO:** DARON HALL  
City Manager

**FROM:** MATT BACON  
Director of Public Works & Utilities

**DATE:** April 1, 2025

**SUBJECT:** Agenda Item – April 8<sup>th</sup>, 2025  
Four Way Stop Request

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The City of Pittsburg has received a request from residents to review stop signs around Lakeside Park. The Traffic Advisory Board, in its meeting on March 27, 2025, reviewed the request, talked about traffic patterns, and because of proximity to the park, is recommending that the intersection of South Woodland St and West Washington Ave and the intersection West Martin Ave and South College Street be converted to four-way stops.

Would you please place this on the agenda for the City Commission meeting scheduled for April 8th, 2025? Action necessary will be approval or disapproval of the Traffic Advisory Board recommendation and, if approved, authorize the City staff to install the stop signs.

If you have any questions concerning this matter, please do not hesitate to contact me.





PITTSBURG PUBLIC  
HOUSING AUTHORITY  
101 N Pine St -  
Pittsburg KS 66762

(620) 232-1210  
www.pittks.org  
FAX: (620) 232-3453  
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### INTEROFFICE MEMORANDUM

To: Mayor, City Commissioners, Daron Hall, Tammy Nagel  
From: Megan Keener  
CC: Kim Froman  
Date: April 2<sup>nd</sup>, 2025  
Subject: Agenda Item: April 8<sup>th</sup>, 2025  
Section 8 Housing Choice Voucher Administration Plan

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The Pittsburg Public Housing Authority (PHA) is required to review/adopt the Section 8 Housing Choice Voucher (HCV) Administration Plan each year. The Administration Plan is used by the PHA to guide our office to administer the local Section 8 Housing Choice Voucher program.

Enclosed are a list of revisions made to the PHA's 2025 Administration Plan for review and approval. Due to the size of the Administration Plan, the entire plan itself has not been included in the agenda but is available for review in the City Clerk's office.

Action request is the review and approval by the Governing Body of the PHA's 2025 Administration Plan.

Sincerely,

Megan Keener, Assistant Director of Housing  
Pittsburg Public Housing Authority  
620-230-5572  
[megan.keener@pittks.org](mailto:megan.keener@pittks.org)

enclosures:

- 1) 2025 Administration Plan revisions

## Overview Of Changes in the Current Revision

### Pittsburg Public Housing Authority Administration Plan –

- Each year the Pittsburg Public Housing Authority (PHA) reviews and updates the Section 8 Housing Choice Voucher (HCV) and Special Purpose Voucher Administration Plans to comply with all program requirements and to meet the needs of our community
  - Two important points to understand about the Section 8 Housing Choice Voucher (HCV) Administration Plan are the following:
    - Federal regulations which are established by HUD and are mandated program requirements that must be complied with, regardless of circumstance; the PHA has NO local preference or policy that supersedes federal regulations.
    - PHA policy is where HUD allows CERTAIN local preference in how the Section 8 program is administered locally. Throughout the Administration Plan, these PHA policies set preferences are denoted for distinction, as PHA Policy.
- The PHA has reviewed and updated the previous Section 8 Administration Plan to include the most current federal regulations, as well as PHA policies.

Below is a high-level summary of the changes contained in the current revision, organized by chapter.

### **Introduction**

- Added explanation of HOTMA changes throughout the policy document, including changes for Sections 102 and 104 and the HOTMA Voucher Final Rule.
- Added explanation of the use of HQS and NSPIRE in the policy document.

### **Chapter 1**

- Added information on the HOTMA Voucher Final Rule to the Overview and History of the Program.
- Updated terminology from NSPIRE to “minimum quality standards” per the HOTMA Voucher Final Rule.
- Added policies on increases and decreases in the payment standard to the list of required plan contents.

### **Chapter 2**

- Added additional examples to the list of reasonable accommodation types.

### Chapter 3

- Called out and added policies that will be effective prior to the PHA's HOTMA 102/104 compliance date.
- Called out and added policies for HOTMA 102/104 that will become effective upon the PHA's compliance date.
- Clarified policy language on live-in aides to better align with fair housing best practices.
- Added families eligible for VASH to the list of eligible applicant families.
- Clarified language regarding the EIV Income Report.
- Incorporated the definitions of *family*, *foster adult*, and *foster child* to be effective prior to the PHA's general HOTMA 102/104 compliance date as required by Notice PIH 2024-38.
- PHA Policy
  - The PHA has established a policy that revocation of consent to access financial records will result in denial of admission

### Chapter 4

- This chapter contains only minor corrections and clarifications.

### Chapter 5

- Clarified fair housing and NSPIRE-related language throughout the chapter to bring the content current with the HOTMA Final Rule.
- PHA Policy
  - The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act
  - Requirements for notifying the PHA of any changes in income or family composition
- PHA Policy
  - Damages beyond ordinary wear and tear will be considered to be damages which could be assessed against the security deposit under state law or in court practice

### Chapter 6

- Split Chapter 6 into two chapters: 6.A and 6.B.
- Chapter 6.A. incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:
  - Minors
  - Full-time students and student financial assistance
  - Earned income
  - Business income
  - Periodic payments
  - Nonrecurring income
  - State payments to allow individuals with disabilities to live at home
  - Civil rights settlements

- Federally mandated and other income exclusions
- Lump-sum additions to net family assets
- ABLE accounts
- Trusts
- Health and medical care expenses
- Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 6. This includes:
  - Clarifications and corrections regarding student financial assistance requirements under HOTMA.
  - Clarifications regarding the treatment of alimony and child support.
  - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
  - Updates to the list of federally mandated income exclusions.
  - Clarifications regarding necessary and non-necessary personal property.
  - Clarifications regarding health and medical care expenses.
  - Required changes for the HOTMA Voucher Final Rule, including changes regarding increases and decreases in payment standards. Policies effective prior to and upon specific effective dates are explicitly called out.
  - Additions to the section on applying utility allowances regarding flat fees and PBV developments.
- Represents the policies the PHA will use upon the HOTMA 102/104 compliance date. Only minor corrections and clarifications have been made to this chapter.
- PHA Policy
  - The PHA will include in annual income the gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses, and other compensation.
- PHA Policy
  - Any lump-sum receipts are only counted as assets if they are retained by a family in a form recognizable as an asset. [RHIIP FAQs]. For example, if the family receives a \$1,000 lump sum for lottery winnings, and the family immediately spends the entire amount, the lump sum will not be counted toward net family assets
- PHA Policy
  - The PHA will use the most current IRS Publication 502 as a standard for determining if expenses claimed by eligible families qualify as health and medical care expenses. However, under no circumstances will the PHA deduct any expenses listed in IRS Publication 502 that do not conform with HUD's definition of *health and medical care expenses*
- PHA Policy
  - The PHA will issue all utility reimbursements monthly to the electric company only

## Chapter 7

- Split Chapter 7 into two chapters: 7.A and 7.B.
- Chapter 7.A. incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:
  - Student financial assistance
  - The health and medical care expense deduction
- Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 7. This includes:
  - Changes regarding the use of consent forms, specifically as related to HUD-9886-A.
  - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
  - Policy revisions for streamlined income determinations from fixed sources of income.
  - Certain updates for Notice PIH 2023-27 regarding verification requirements, use of EIV + self-certification, verification of net family assets, and treatment of zero-income families.
- Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date. This chapter contains no changes since the last revision
- PHA Policy
  - Third-party documents provided by the family must be dated within 120 days of receipt by the PHA. The PHA will accept a statement dated within the appropriate benefit year for fixed income sources.
- PHA Policy
  - The PHA will request written third-party verification of both the source and the amount of student financial assistance. Family-provided documents from the educational institution attended by the student will be requested, as well as documents generated by any other person or entity providing such assistance, as reported by the student.
  - In addition, unless the student's only source of assistance is assistance under Title IV of the HEA, the PHA will request written verification of the cost of the student's tuition, books, supplies, room and board, and other required fees and charges to the student from the educational institution.
  - If the PHA is unable to obtain third-party written verification of the requested information, the PHA will pursue other forms of verification following the verification hierarchy in section 7-l.B.

## Chapter 8

- Split Chapter 8 into two chapters: 8.A and 8.B.
- Chapter 8.A represents the policies the PHA will use prior to the NSPIRE compliance date while still operating under HQS and contains only those changes prior to 2023 that fall outside the scope of NSPIRE. This includes:
  - An explainer regarding the use of HQS until such time as NSPIRE becomes effective.
  - Additions regarding NSPIRE requirements that are applicable to HQS prior to transitioning to NSPIRE.
  - Various revisions for the HOTMA Voucher Final Rule. Policies effective prior to and upon specific effective dates are explicitly called out.
- Chapter 8.B represents the policies the PHA will use upon the NSPIRE compliance date and contains changes made to the previously released version of Chapter 8. This includes:
  - Updates for Notice PIH 2024-26.

- An explainer on the continued use of the term *housing quality standards*.
- Various revisions for the HOTMA Voucher Final Rule. Policies effective prior to and upon specific effective dates are explicitly called out.
- PHA Policy
  - The PHA will waive the owner's responsibility for housing quality standards deficiencies that have been determined to have been caused by the tenant, any member of the household, or any guest or other person under the tenant's control, to the extent the tenant can be held responsible for ensuring that the deficiencies are corrected: the tenant must take all necessary steps permissible under the lease and state and local law to remedy the deficiency. This may include paying the owner for the cost of the necessary repairs in accordance with the lease
- PHA Policy
  - Damages beyond ordinary wear and tear will be considered to be damages which could be assessed against the security deposit under state law or in court practice.
- PHA Policy
  - The PHA will use the NLT option. Any deficiency that the PHA has adopted as a life-threatening deficiency that is not a HUD-required life-threatening deficiency.
  - After completing the inspection and determining there are no life-threatening deficiencies, the PHA provides both the owner and the family with a list of all the non-life-threatening deficiencies identified by the initial HQS inspection and, should the owner not complete the repairs within 30 days, the maximum amount of time the PHA will withhold HAP before abating assistance. The PHA must also inform the family that if the family accepts the unit and the owner fails to make the repairs within the cure period, which may not exceed 180 days from the effective date of the HAP contract, the PHA will terminate the HAP contract, and the family will have to move to another unit in order to receive voucher assistance. The family may choose to decline the unit based on the deficiencies and continue its housing search.
  - If the family decides to lease the unit, the PHA and the owner execute the HAP contract, and the family enters into the assisted lease with the owner. The PHA commences making assistance payments to the owner.
  - The owner must correct the deficiencies within 30 days from the effective date of the HAP contract. If the owner fails to correct the deficiencies within the 30-day cure period, the PHA must withhold the housing assistance payments until the owner makes the repairs and the PHA verifies the correction. Once the deficiencies are corrected, the PHA may use the withheld housing assistance payments to make payments for the period that payments were withheld.
    - The maximum amount of time it will withhold payments if the owner fails to correct the deficiencies within the required cure period before abating payments; and
  - The date by which the PHA will terminate the HAP contract for the owner's failure to correct the deficiencies, which may not exceed 180 days from the effective date of the HAP contract.

- PHA Policy
  - The PHA will not rely on alternative inspections and will conduct an initial inspection for each unit prior to executing a HAP contract with the owner.
- PHA Policy
  - The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies housing quality standards failures, the PHA will determine (1) whether or not the failure is a life-threatening condition and (2) whether the family or owner is responsible.
  - The PHA will not withhold assistance payments upon notification of the deficiencies to the owner.
  - When life-threatening conditions are identified, the PHA will immediately notify both parties by telephone or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the PHA's notice.
  - When failures that are not life-threatening are identified, the PHA will send the owner and the family a written notification of the inspection results within five business days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally, not more than 30 days will be allowed for the correction.
  - If the owner is responsible for correcting the deficiency, the notice of inspection results will inform the owner that if life-threatening conditions are not corrected within 24 hours, and non-life-threatening conditions are not corrected within the specified time frame (or any PHA-approved extension), the owner's HAP will be abated in accordance with PHA policy (see 8-II.G.).
  - Likewise, if the family is responsible for correcting the deficiency, the notice will inform the family that if corrections are not made within the specified time frame (or any PHA-approved extension, if applicable) the family's assistance will be terminated in accordance with PHA policy (see Chapter 12)

PHA Policy

- The PHA will withhold assistance payments upon notification to the owner of the deficiencies
- PHA Policy
  - The PHA will make all HAP abatements effective the first of the month following the expiration of the PHA-specified correction period (including any extension). (added 02/2025)
  - The PHA will inspect abated units within five business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.
  - For PHA policies on family moves when units are in abatement and termination of the HAP contract when a family moves due to deficiencies

- PHA Policy
  - The maximum length of time that HAP may be abated is 60 days. However, if the owner completes corrections and notifies the PHA before the termination date of the HAP contract, the PHA may rescind the termination notice if (1) the family still resides in the unit and wishes to remain in the unit and (2) the unit passes inspection.
  - Reasonable notice of HAP contract termination by the PHA is 30 days. The PHA will issue a voucher to permit the family to move to another unit as described in Chapter 10.

## Chapter 9

- Revisions to revert back to using the term *housing quality standards* as per the HOTMA Voucher Final Rule.
- Clarification regarding permitting the family to submit more than one request for tenancy approval at a time.
- Clarification regarding PHA-owned units.
- Clarifications regarding HAP contract execution.

## Chapter 10

- Added section on family moves due to unit deficiencies per the HOTMA Voucher Final Rule.
- Clarified policy regarding voucher issuance and term of the voucher.
- PHA Policy
  - Upon receipt of a family's written notification that it wishes to move, the PHA will issue a voucher within 10 business days of the PHA's written approval to move. No briefing is required for these families. The PHA will follow the policies set forth in Chapter 5 on voucher term, extension, and expiration.
- PHA Policy
  - The PHA will issue a family whose HAP contract is being terminated due to an owner failing to make required repairs within the required time frame a voucher no later than 30 days prior to the termination of the HAP contract. The initial term of the voucher will be 120 calendar days. No briefing is required for these families.
  - To continue under the tenant-based HCV program, the family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension. The PHA will follow the policies set forth in Chapter 5 on voucher extension and expiration.
- PHA Policy
  - The PHA does operate a public housing program and will provide a preference for HCV families whose HAP contract is being terminated due to an owner failing to make required repairs within the required time frame, and who were unable to lease a new unit within the term of the voucher.
  - Thirty days prior to the expiration date of the voucher, the PHA will provide written notice to the family stating that the PHA does provide such a preference and providing an estimation of availability for the appropriate-sized public housing unit.
- PHA Policy
  - The initial term of the voucher will be 90 days.
  - However, if the move is due to the HAP contract being terminated due to an owner failing to make required repairs within the required time frame, the PHA will issue the



family a voucher no later than 30 days prior to the termination of the HAP contract. The initial term of the voucher will be 120 calendar days.

## Chapter 11

- Split Chapter 11 into two chapters: 11.A and 11.B.
- Chapter 11.A. Review and edit this chapter as needed to reflect your current PHA policy.
- ☐ Chapter 11.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 11. This includes:
  - Minor clarifications regarding calculating annual income at reexamination.
  - Required revisions for the HOTMA Voucher Final Rule, including revisions regarding changes in family unit size.
  
- PHA Policy
  - The PHA will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed-income sources. The PHA will document in the file how the determination that a source of income was fixed was made.
  - If a family member with a fixed source of income is added, the PHA will use third-party verification of all income amounts for that family member.
  - If verification of the COLA or rate of interest is not available, the PHA will obtain third-party verification of income amounts.
  - Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.
  - Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.
  
- PHA Policy
  - If the family unit size (voucher size) changes during the term of a HAP contract, the new family unit size will be used to determine the payment standard at the family's first regular reexamination following the change in family unit size
  
- PHA Policy
  - If the family has reported zero income, the PHA will conduct an interim reexamination every 3 months as long as the family continues to report that they have no income.
  - If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), the PHA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

## Chapter 12

- Added a callout to state that the section on failure to provide consent is effective upon the PHA's HOTMA 102/104 compliance date.
- Added a section on the asset limitation with a callout effective upon the PHA's HOTMA 102/104 compliance date.
- Clarification regarding insufficient funding.
- Reverted references to *housing quality standards*.
- Moved the callout to state that a newly added policy on failure to provide consent, rather than the section, is effective upon the PHA's HOTMA 102/104 compliance date.
- Added cross reference to Chapter 16 under policy regarding consideration of circumstances.
- PHA Policy
  - The PHA will also terminate assistance if the family revokes consent for the PHA to collection information from financial institutions
- PHA Policy
  - The PHA has adopted a policy of total nonenforcement of the asset limitation for all program participants. The asset limitation only applies to initial eligibility determinations for new admission to the PHA's HCV program.

## Chapter 13

- Clarifications to bring content in line with the *HCV Landlord Strategies Guidebook*.
- Reverted references to *housing quality standards*.

## Chapter 14

- Reverted references to *housing quality standards*.
- Added a callout to state that the section on de minimis errors is effective upon the PHA's HOTMA 102/104 compliance date.
- **Revised amount of federal awards required to have an independent audit.**
- **Revised section on De Minimis Errors to be effective prior to the PHA's general HOTMA 102/104 compliance date as required by Notice PIH 2024-38.**

## Chapter 15

- Changes for the HOTMA Voucher Final Rule regarding manufactured home space rentals, eligible housing expenses, distribution of HAP, and single HAP to family.
- Reverted references to *housing quality standards*.
- Minor clarifications regarding homeownership counseling and homeownership assistance payments.
- Clarified language regarding homeownership assistance expenses.

## Chapter 16

- Required revisions for the HOTMA Voucher Final Rule, including extensive revisions concerning payment standards and the use of SAFMRs.
- Reverted references to *housing quality standards*.
- Clarified language regarding informal hearings.
- Added section on Criminal Prosecution for Program Fraud/Abuse to better align with HUD protocols.
- Revised section on General Repayment Agreement Guidelines for Families to better align with HUD protocols.
- **Criminal Prosecution for Program Fraud/Abuse (added 02/2025)**
  - Local, state or federal criminal prosecution should be considered by the PHA in flagrant cases, if the abuse was committed over several years, the fraud and/or underpayments are substantial and the PHA documents that a family and/or owner willfully intended to misrepresent the truth [HUD OIG Integrity Bulletin, Summer 2015].
  - PHA Policy
    - The PHA will consult with the HUD Field Office and regional OIG Special Agent in Charge (SAC) to determine whether it will refer the matter to the state or local district attorney to pursue criminal fraud charges

## Chapter 17

- This chapter contains only one citation correction.

## Chapter 18

- This chapter contains only one citation correction.

## Glossary

- Removed references to various definitions related to HOTMA 102/104 becoming to be effective upon the compliance date as required by Notice PIH 2024-38.

## Appendix

- Revised appendix to explicitly call out HOTMA 102/104 policies that are on hold until implementation versus policies that are applicable no later than July 1, 2024, per Notice PIH 2024-38.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	3/19/2025			197134		
C-CHECK	VOID CHECK	V	3/19/2025			197135		
C-CHECK	VOID CHECK	V	3/19/2025			197139		
C-CHECK	VOID CHECK	V	3/19/2025			197160		
C-CHECK	VOID CHECK	V	3/19/2025			197161		
C-CHECK	VOID CHECK	V	3/19/2025			197162		
C-CHECK	VOID CHECK	V	3/19/2025			197163		
C-CHECK	VOID CHECK	V	3/19/2025			197164		
C-CHECK	VOID CHECK	V	3/19/2025			197165		
C-CHECK	VOID CHECK	V	3/27/2025			197199		
C-CHECK	VOID CHECK	V	3/27/2025			197200		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	11	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		11	0.00	0.00	0.00
BANK:	TOTALS:	11	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0224	KDOR	D	3/25/2025			000000		12,983.15
6952	ADP INC	D	3/21/2025			000000		7,766.95
7290	DELTA DENTAL OF KANSAS INC	D	3/21/2025			000000		3,611.49
8526	HEALTH PLANS, INC	D	3/21/2025			000000		64,029.84
8526	HEALTH PLANS, INC	D	3/28/2025			000000		56,976.68
0748	CONRAD FIRE EQUIPMENT	E	3/20/2025			025330		135.15
1478	KANSASLAND TIRE #1828	E	3/20/2025			025331		388.32
6528	GALE GROUP/CENGAGE	E	3/20/2025			025332		210.34
8275	ADCOMP SYSYEMS INC	E	3/20/2025			025333		80.00
8467	WASTE CORPORATION OF KANSAS, L	E	3/20/2025			025334		6,704.31
8528	SARANN AUTO LEASING, INC.	E	3/20/2025			025335		2,220.00
8699	SCHILTZ LAWN AND GARDEN LLC	E	3/20/2025			025336		388.97
8782	ED MILLER AUTO SUPPLY	E	3/20/2025			025337		640.72
8802	FLOCK GROUP, INC.	E	3/20/2025			025338		42,000.00
8860	ITR AMERICA LLC	E	3/20/2025			025339		880.00
8882	FIRST RESPONDER OUTFITTERS, IN	E	3/20/2025			025340		448.08
9030	MACH ENGINEERING, LLC	E	3/20/2025			025341		35,525.00
0046	ETTINGERS OFFICE SUPPLY	E	3/20/2025			025342		921.89
0055	JOHN'S SPORT CENTER, INC.	E	3/20/2025			025343		430.44
0087	FORMS ONE, LLC	E	3/20/2025			025344		585.06
0101	BUG-A-WAY INC	E	3/20/2025			025345		160.00
0112	MARRONES INC	E	3/20/2025			025346		94.45

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0133	JIM RADELL CONSTRUCTION COMPAN	E	3/20/2025			025347		9,642.99
0207	PEPSI-COLA BOTTLING CO OF PITT	E	3/20/2025			025348		108.00
0272	BO'S 1 STOP INC	E	3/20/2025			025349		220.94
0276	JOE SMITH COMPANY, INC.	E	3/20/2025			025350		161.49
0292	UNIFIRST CORPORATION	E	3/20/2025			025351		54.89
0317	KUNSHEK CHAT & COAL CO, INC.	E	3/20/2025			025352		3,342.50
0577	KANSAS GAS SERVICE	E	3/20/2025			025353		4,180.67
0583	DICKINSON INDUSTRIES INC	E	3/20/2025			025354		342.00
0659	PAYNES INC	E	3/20/2025			025355		524.79
0746	CDL ELECTRIC COMPANY INC	E	3/20/2025			025356		1,675.73
0785	REDICO INDUSTRIAL SUPPLY INC	E	3/20/2025			025357		308.56
0823	TOUCHTON ELECTRIC INC	E	3/20/2025			025358		307.60
1030	FREDDY VAN'S INC	E	3/20/2025			025359		10,950.00
1693	EBSCO INDUSTRIES, INC.	E	3/20/2025			025360		55.00
2767	BRENNTAG SOUTHWEST, INC	E	3/20/2025			025361		1,348.38
3261	PITTSBURG AUTO GLASS	E	3/20/2025			025362		315.00
4307	HENRY KRAFT, INC.	E	3/20/2025			025363		152.28
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	3/20/2025			025364		241.59
5014	MID-AMERICA SANITATION INC.	E	3/20/2025			025365		391.06
5275	US LIME COMPANY-ST CLAIR	E	3/20/2025			025366		6,364.42
5640	WELLPATH LLC	E	3/20/2025			025367		54.00
5791	HOSPITAL DISTRICT #1 OF CRAWFO	E	3/20/2025			025368		90.35

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6402	BEAN'S TOWING & AUTO BODY	E	3/20/2025			025369		1,041.54
6558	VERMONT SYSTEMS INC	E	3/20/2025			025370		11,285.96
6577	GREENSPRO INC	E	3/20/2025			025371		23,117.90
6777	DH PACE CO	E	3/20/2025			025372		6,792.30
6851	SCHULTE SUPPLY INC	E	3/20/2025			025373		311.44
7122	HYSPECO, INC	E	3/20/2025			025374		399.03
7240	JAY HATFIELD CERTIFIED USED CA	E	3/20/2025			025375		1,082.14
7407	LIMELIGHT MARKETING LLC	E	3/20/2025			025376		660.00
7480	RODGER PETRAIT	E	3/20/2025			025377		75.00
7629	EARLES ENGINEERING & INSPECTIO	E	3/20/2025			025378		20,600.10
7839	VISION SERVICE PLAN INSURANCE	E	3/20/2025			025379		2,317.78
8046	CONVERGEONE, INC.	E	3/20/2025			025380		19,997.00
8132	MIKE CARPINO FORD PITTSBURG IN	E	3/20/2025			025381		229.95
8339	TEDDER INDUSTRIES, LLC	E	3/20/2025			025382		4,177.10
8535	HEALTH PLANS, INC	E	3/20/2025			025383		49,318.97
8879	DEREK MCNAUGHT	E	3/20/2025			025384		75.00
9031	SAINT PIERRE, ZACHARY	E	3/20/2025			025385		75.00
6528	GALE GROUP/CENGAGE	E	3/28/2025			025386		18.39
7992	GILMORE & BELL	E	3/28/2025			025387		39,000.00
8211	UMB BANK N.A.	E	3/28/2025			025388		42,910.01
8799	5 STAR TRANSFERS, LLC DBA FIRS	E	3/28/2025			025389		471.75
8882	FIRST RESPONDER OUTFITTERS, IN	E	3/28/2025			025390		219.97

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0046	ETTINGERS OFFICE SUPPLY	E	3/28/2025			025391		217.48
0055	JOHN'S SPORT CENTER, INC.	E	3/28/2025			025392		1,199.95
0112	MARRONES INC	E	3/28/2025			025393		399.17
0199	KIRKLAND WELDING SUPPLIES	E	3/28/2025			025394		151.00
0312	HACH COMPANY, INC	E	3/28/2025			025395		2,644.10
0317	KUNSHEK CHAT & COAL CO, INC.	E	3/28/2025			025396		3,338.75
0335	CUSTOM AWARDS, LLC	E	3/28/2025			025397		100.00
0577	KANSAS GAS SERVICE	E	3/28/2025			025398		18,870.91
0746	CDL ELECTRIC COMPANY INC	E	3/28/2025			025399		1,694.36
0866	AVFUEL CORPORATION	E	3/28/2025			025400		20,116.63
1792	B&L WATERWORKS SUPPLY, LLC	E	3/28/2025			025401		1,347.92
2035	O'BRIEN ROCK CO., INC.	E	3/28/2025			025402		425.75
2767	BRENNTAG SOUTHWEST, INC	E	3/28/2025			025403		3,992.00
2825	STATE OF KANSAS	E	3/28/2025			025404		779.43
2960	PACE ANALYTICAL SERVICES LLC	E	3/28/2025			025405		1,116.90
4766	ACCURATE ENVIRONMENTAL LLC	E	3/28/2025			025406		660.00
5275	US LIME COMPANY-ST CLAIR	E	3/28/2025			025407		6,262.86
5420	AQUIONICS INC	E	3/28/2025			025408		5,060.18
5519	TOTAL ELECTRONICS CONTRACTING	E	3/28/2025			025409		571.00
5552	NATIONAL SIGN CO INC	E	3/28/2025			025410		4,350.00
5855	STERICYCLE, INC.	E	3/28/2025			025411		139.02
6389	PROFESSIONAL TURF PRODUCTS LP	E	3/28/2025			025412		105.81



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6777	DH PACE CO	E	3/28/2025			025413		4,674.00
6851	SCHULTE SUPPLY INC	E	3/28/2025			025414		954.24
7151	QUADIENT FINANCE USA INC	E	3/28/2025			025415		1,300.00
7480	RODGER PETRAIT	E	3/28/2025			025416		75.00
7629	EARLES ENGINEERING & INSPECTIO	E	3/28/2025			025417		29,359.39
8649	UPLINK, LLC	E	3/28/2025			025418		311.65
8729	NATHAN HUGHES	E	3/28/2025			025419		50.00
8732	BRANDON SPEAR	E	3/28/2025			025420		75.00
8877	JOSE GARCIA	E	3/28/2025			025421		1,720.00
8879	DEREK MCNAUGHT	E	3/28/2025			025422		150.00
9031	SAINT PIERRE, ZACHARY	E	3/28/2025			025423		125.00
0516	AMERICAN CONCRETE CO INC	R	3/19/2025			197129		701.00
8475	AMERICAN LAWN & LANDSCAPE, INC	R	3/19/2025			197130		120.00
8658	AMINO BROTHERS CO., INC	R	3/19/2025			197131		168,481.98
5966	BERRY COMPANIES, INC.	R	3/19/2025			197132		1,799.06
7657	COPY PRODUCTS, INC.	R	3/19/2025			197133		1,510.28
4263	COX COMMUNICATIONS KANSAS LLC	R	3/19/2025			197136		87.40
4263	COX COMMUNICATIONS KANSAS LLC	R	3/19/2025			197137		82.21
7517	CRAW-KAN TELEPHONE COOPERATIVE	R	3/19/2025			197138		2,009.94
0095	CRAWFORD COUNTY TREASURER	R	3/19/2025			197140		1,365.50
0375	WICHITA WATER CONDITIONING	R	3/19/2025			197141		11.50
8430	EQUIPMENTSHARE.COM, INC	R	3/19/2025			197142		987.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1108	EVERGY KANSAS CENTRAL INC	R	3/19/2025			197143		108.00
8545	FORTLINE, INC	R	3/19/2025			197144		2,100.00
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	3/19/2025			197145		34.04
1070	KANSAS ATTORNEY GENERAL	R	3/19/2025			197146		180.00
6201	KANSAS IMAGING CONSULTANTS	R	3/19/2025			197147		126.75
8672	LAWSON PRODUCTS, INC.	R	3/19/2025			197148		160.28
8377	LONGAN CONSTRUCTION COMPANY	R	3/19/2025			197149		1,251.25
1	MERCY SPECIALIZED BILLING	R	3/19/2025			197150		7.50
8505	PITTSBURG PUBLISHING COMPANY,	R	3/19/2025			197151		576.85
8118	FRANK E ROBISON	R	3/19/2025			197152		50.00
1235	RHODES GROCERY INC	R	3/19/2025			197153		917.87
6372	SATTERLEE MECHANICAL CONTRACTI	R	3/19/2025			197154		275.00
8248	SIGN BROTHERS	R	3/19/2025			197155		5,250.00
6702	APPLIED CONCEPTS INC	R	3/19/2025			197156		545.00
8715	USA BLUEBOOK	R	3/19/2025			197157		13.75
8657	VERIZON CONNECT FLEET USA LLC	R	3/19/2025			197158		1,073.65
5589	CELLCO PARTNERSHIP	R	3/19/2025			197159		31,533.78
3069	VIA CHRISTI PROFESSIONAL SERVI	R	3/19/2025			197166		1,032.59
0674	WILBERT SCREEN PRINTING INC	R	3/19/2025			197167		580.00
33516	CITY OF PITTSBURG	R	3/25/2025			197185		200.00
33516	CITY OF PITTSBURG	R	3/25/2025			197186		200.00
0516	AMERICAN CONCRETE CO INC	R	3/27/2025			197189		1,510.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5561	AT&T MOBILITY	R	3/27/2025			197190		149.45
8278	GERSON BOCANEGRA	R	3/27/2025			197191		50.00
6545	CENTER POINT INC	R	3/27/2025			197192		160.37
5283	CLASS LTD	R	3/27/2025			197193		121.66
4263	COX COMMUNICATIONS KANSAS LLC	R	3/27/2025			197194		110.20
0375	WICHITA WATER CONDITIONING	R	3/27/2025			197195		9.50
1176	EASY PICKER GOLF PRODUCTS, INC	R	3/27/2025			197196		189.85
8430	EQUIPMENTSHARE.COM, INC	R	3/27/2025			197197		574.63
1108	EVERGY KANSAS CENTRAL INC	R	3/27/2025			197198		90,073.82
5533	GN-BANK	R	3/27/2025			197201		61,403.50
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	3/27/2025			197202		1,658.24
1	JUMP, COLTON	R	3/27/2025			197203		180.00
1	MAIN, SANDRA	R	3/27/2025			197204		500.00
6260	TRANE	R	3/27/2025			197205		80.42
1	BOWMAN, BETH	R	3/31/2025			197211		391.25

** T O T A L S **	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	48	380,536.07	0.00	380,536.07
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	145,368.11	0.00	145,368.11
EFT:	94	469,158.80	0.00	469,158.80
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
			NO	INVOICE AMOUNT	DISCOUNTS		CHECK AMOUNT	
VENDOR SET: 99	BANK: 80144	TOTALS:	147	995,062.98	0.00		995,062.98	
BANK: 80144	TOTALS:		147	995,062.98	0.00		995,062.98	
REPORT TOTALS:			147	995,062.98	0.00		995,062.98	

Passed and Approved this 8th day of April, 2025.

\_\_\_\_\_  
 Ron Seglie, M.D., President of the Board

Attest:

\_\_\_\_\_  
 Tammy Nagel, City Clerk

## Amendment to Exhibit C - Villas at Creekside Phase 1 RHID

**TO:** Daron Hall-City Manager, Tammy Nagel-City Clerk

**FROM:** Kim Froman-Director of Community Development and Housing

**DATE:** April 1, 2025

**SUBJECT:** Request for Amendment to Exhibit C – Villas at Creekside RHID

Requesting approval to amend the Villas at Creekside Phase 1 RHID Exhibit C list of eligible costs. The initial eligible costs were estimated and approved at the creation of the RHID on January 12, 2021. Those original estimates were prepared in 2020 during Covid. The Villas at Creekside Phase 1 project was completed in February of 2024 and due to Covid and inflation, the costs for completion increased. We agreed in principle to pay the eligible costs associated with this development over the 25-year RHID timeframe. The timeframe will remain the same and the agreement to pay the developer for the costs incurred for the project will remain the same.

The request is to increase the allowable amounts per line item on Exhibit C to reflect the actual costs of infrastructure.

Please see attached proposed changes to the eligible costs list.

Villas At Creekside Infrastructure				
Current Exhibit C Eligible Costs	Current Amount	Amount Spent	Adjusted Exhibit C Eligible Costs	Amount Eligible for Reimbursement
Sewers, Streets and Grading	\$750,000	\$2,918,057	Sewers, Streets and Grading	\$2,692,199
Electric, Gas, Water Utilities	\$750,000	\$411,538	Electric, Gas, Water Utilities	\$379,685
Engineering Design Inspection & Surveying	\$150,000	\$370,631	Engineering Design Inspection & Surveying	\$341,944
Interest Expense and Banking Fees	\$250,000	\$1,118,655	Interest Expense and Banking Fees	\$1,032,071
Miscellaneous and City Expense	\$75,000	\$115,696	Miscellaneous and City Expense	\$106,741
Land Acquisition	\$180,000	\$268,136	Land Acquisition	\$247,382
Total	\$2,155,000	\$5,202,713	Total	\$4,800,023

\_\_\_\_\_  
Mayor Dawn McNay

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
City Manager Daron Hall

\_\_\_\_\_  
Date Approved

**To:** Daron Hall and Commissioners  
**From:** Kim Froman, Director of Community Development & Housing  
**Date:** April 4, 2025  
**Subject:** Authorization to accept donation of property at 616 N. Broadway

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The property at 616 N. Broadway is being offered as a donation to the City of Pittsburg by the owner, Shellie Robertson. This property is a vacant building that is posted unsafe to occupy by Building Services and is in disrepair. If the property donation is accepted by the City, the work to stabilize the building will start immediately and the efforts to preserve the historic piece of downtown will be expedited.

Requesting a motion to accept the donation and authorize the City to receive the property from Ms. Shellie Robertson.

Please add to the April 8, 2025 City Commission Agenda for approval.

Contact me with questions and thank you.

*Kim Froman*

Director of Community Development and Housing

City of Pittsburg

[Kim.froman@pittks.org](mailto:Kim.froman@pittks.org)

620-230-5550

**KANSAS DONATION DEED**

On this \_\_\_\_ day of April, 2025, Shellie M. Robertson, also known as Shellie Robertson, a single person, (“Donor”) donates by this Kansas Donation Deed to the City of Pittsburg, Kansas, a municipal corporation, (“Grantee ”) all of her right, title and interest in the following described real estate in Crawford County, Kansas:

Lot Number Two Hundred Fifty Eight (258) in Block Number Ten (10) in the "Town of Pittsburg" (Now the City of Pittsburg, Kansas), according to the recorded Plat thereof

SUBJECT TO: Easements, restrictions and rights-of-way of record, if any.

Donor, for herself, her heirs, successors and assigns, does hereby covenant, promise and agree, to and with said Grantee, that at the delivery of these presents she is lawfully seized in fee simple, that the real estate is free and clear of all liens and encumbrances, except easements, restrictions, special assessments and rights of way of record, if any; and Donor will warrant and forever defend the same unto said Grantee, against all persons whomsoever, claiming the same.

\_\_\_\_\_  
Shellie M. Robertson, aka Shellie Robertson

STATE OF KANSAS            )  
  ) ss:  
CRAWFORD COUNTY        )

This Kansas Donation Deed was acknowledged before me on this \_\_\_\_ day of April, 2025, by Shellie M. Robertson, also known as Shellie Robertson, a single person.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my official seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My Appointment Expires: \_\_\_\_\_

79-1437e. (a) The real estate sales validation questionnaire required by this act shall not apply to transfers of title: (4) by way of gift, donation or contribution stated in the deed or other instrument.



# PITTSBURG

## POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street  
Pittsburg, Kansas 66762  
(620) 235-0400

BRENT NARGES  
Chief of Police

To: City Manager Daron Hall  
Chief of Police Brent Narges  
Deputy Chief Melanie Schaper  
Lieutenant Rebekah Lloyd

From: Maj. B. Henderson

Date: Tuesday, April 1, 2025

Subject: Motorola M500 in-car cameras, patrol fleet

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The police department is seeking approval from the Pittsburg City Commission to move forward with the acquisition of Motorola M500 in-car video cameras for the Police department’s marked patrol fleet. These cameras are manufactured and sold by Motorola and will help to support efforts with enforcing state laws and city ordinances by collecting video evidence. These cameras will be able to mesh with our WatchGuard V300 Body Worn Cameras (also by Motorola) and help to complement our digital evidence capabilities for the prosecution of crimes and greater public transparency.

The police department is seeking to acquire 13 (thirteen) in-car camera systems, which will include two cameras per vehicle, recording hard drive, touchscreen interface and secure data transfer hardware. These cameras will upload their encrypted digital video files to the police department’s server via a secure Wi-Fi point at the police station. Once on the server, these video files will either be preserved pending further use in court, or purged after at least 90 days, if they are determined not to be of any evidentiary or training value.

The police department acquired a series of WatchGuard brand body worn cameras in 2022 and have been successfully utilizing them in our daily operations. These Motorola in-car cameras will help to further support officers in the field by collecting video evidence relating to violations of state law and city ordinances occurring around marked patrol vehicles, including, but not limited to, traffic violations, pursuits and field sobriety testing. These Motorola in-car cameras will work in conjunction with our WatchGuard body worn cameras and will help to incorporate and overlap corresponding video files. The WatchGuard body worn cameras will interface and synchronize with the Motorola M500 in-car cameras, and through a wireless connection can act as the remote activation point and microphone for the in-car cameras.

This acquisition project will consist of a one-time purchase of hardware items to outfit our 13 marked patrol units (including a five-year warranty), at \$114,476.60, and the first year of an



annual, reoccurring software licensing agreement at \$2,535.00. The purchase total will be \$117,011.60, and the funds will come from the Public Safety Sales Tax.

Quote #3042671 from Motorola is included with this memo. This quote has been reviewed by the city prosecutor and there were no items that appeared to be out of order(\*).

The digital server for the in-car video is already in place and will be capable of storing the anticipated files.

Uplink will be the local vendor which will install the in-car cameras into our marked patrol fleet.

Would you please place this item on the agenda for the Pittsburg City Commission meeting scheduled for Tuesday, April 8, 2025. The requested action will be approval or disapproval of staff's request to move forward with this project and purchase the 13 (thirteen) M500 in-car cameras from Motorola, for \$117,011.60 and utilizing funds from the Public Safety Sales Tax.

If there are any questions, please feel free to contact me at your convenience.

Thank you,

Major B. Henderson  
Pittsburg Police Dept.

Attachments: Copy of quote #3042671 from Motorola.

*(\*)There is a point of clarification with the included quote from Motorola, re: item #6 and item #7, on page 1, regarding both listed as being for Chevy Tahoes. I emailed the sales representative from Motorola about this, and they clarified item #6 (WGP02225-230-KIT2) will be for our three Chevy Tahoes, and item #7 (WGP02225-102-KIT2) will be for our ten Dodge Durangos.*

Billing Address:  
 PITTSBURG POLICE  
 DEPARTMENT  
 201 N PINE ST  
 PITTSBURG, KS 66762  
 US

Quote Date:03/11/2025  
 Expiration Date:06/09/2025  
 Quote Created By:  
 Matthew Fitzpatrick  
 Matt.Fitzpatrick@  
 motorolasolutions.com

End Customer:  
 PITTSBURG POLICE DEPARTMENT  
 Ben Henderson  
 ben.henderson@police.pittks.org  
 620-235-0400

AGREEMENT: WG AGREEMENT

### Summary:

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

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
	M500					
1	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK	13		\$6,015.00	\$78,195.00
2	WGW00502	M500 EXTENDED WARRANTY	13	5 YEAR	\$1,215.20	\$15,797.60
3	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5GHZ ANT	13		\$328.00	\$4,264.00
4	WGP01566-350	ACCESS POINT, MIKROTIK, 802.11AC, 5GHZ	1		\$200.00	\$200.00
5	WGP01567	BRKT KIT POINT UNIVERSAL J-MOUNT	1		\$20.00	\$20.00
6	WGP02225-230-KIT2	BRKT KIT DISP/BWC/CAM TAHOE/SILV 2021	3		Included	Included
7	WGP02225-102-KIT2	BRKT4RE DISP/BWC/CAMVR 15TAHOE/SILV KIT	10		Included	Included
	VideoManager EL or EX: Video Evidence Management					
8	PSV00S03898A	ON-SITE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		\$16,000.00	\$16,000.00



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
9	WGP02400-510	VIDEOMANAGER EL, IN-CAR VIDEO SYSTEM ANNUAL LICENSE	13	1 YEAR	\$195.00	\$2,535.00
Subtotal						\$146,264.50
Total Discount Amount						\$29,252.90
<b>Grand Total</b>					<b>\$117,011.60(USD)</b>	



## Pricing Summary

		Payment Term	Upfront Sale Price	
<b>Upfront Costs*</b>				
			\$114,476.60	
<b>Upfront Subscription Fee</b>				
	VideoManager EL or EX: Video Evidence Management	Annually	\$2,535.00	
<b>Sub Total:</b>			<b>\$117,011.60</b>	
		Payment Term	Sale Price	Annual Sale Price
<b>Sub Total:</b>				<b>\$0.00</b>
<b>Grand Total System Price (Inclusive of Upfront and Annual Costs)</b>				<b>\$117,011.60</b>

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

### Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



## VIDEOMANAGER EL SOLUTION DESCRIPTION

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

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

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



### VIDEO EVIDENCE MANAGEMENT

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

#### Simplified Evidence Review

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

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

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

#### Easy Evidence Sharing

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



### **Automatic Data Maintenance**

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

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

### **Integration with In-Car and Body-Worn Cameras**

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

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

### **Optional Live Video Streaming**

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

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

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

## **DEVICE MANAGEMENT**

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

### **Device Tracking**

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

### **Faster Shift Changes**

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



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

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



## MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

### OVERVIEW

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

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

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

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

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

### AWARD, ADMINISTRATION, AND PROJECT INITIATION

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

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

### FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

#### CJIS Security Policy Compliance

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





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

### **Personnel Security – Background Screening**

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

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

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

### **Security Awareness Training**

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

### **CJIS Security Addendum**

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

### **Third Party Installer**

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

### **COMPLETION CRITERIA**

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

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

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



## SUBSCRIPTION SERVICE PERIOD

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

## PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

### Motorola Project Roles and Responsibilities

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

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

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

### Project Manager (PM)

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

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

### Post Sales Engineer

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

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



**System Technologist (ST)**

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

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

**Professional Services Engineer (if applicable)**

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

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

**Application Specialist (if applicable)**

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

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

**Technical Trainer / Instructor**

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

**Motorola-Certified Installer**

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

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



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

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

### **Customer Support Services Team**

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

### **Customer Project Roles and Responsibilities**

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

### **Project Manager**

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

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



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

### **IT Support**

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

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

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

### **Video Management Point of Contact (POC)**

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

### **Subject Matter Experts (SMEs)**

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

### **Training POC**

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



### General Customer Responsibilities (if applicable)

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

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

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

### NETWORK AND HARDWARE REQUIREMENTS

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

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

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



## PROJECT PLANNING

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

### PROJECT PLANNING SESSION

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

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

### Motorola Responsibilities

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

### Customer Responsibilities

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

### Motorola Deliverables

- Project Kickoff Meeting Agenda.

## PROJECT KICKOFF

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





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

### **Motorola Responsibilities**

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

### **Customer Responsibilities**

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

### **Motorola Deliverables**

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

## **DISCOVERY TELECONFERENCE**

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

### **Motorola Responsibilities**

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





- Confirm Customer-provided configuration inputs.

**Customer Responsibilities**

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

**Motorola Deliverables**

- Completed BPR Workbook.



## PROJECT EXECUTION

### HARDWARE PROCUREMENT AND INSTALLATION

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

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

#### Motorola Responsibilities

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

#### Customer Responsibilities (if applicable)

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

#### Motorola Deliverables

- Contracted Equipment.



- Equipment Inventory (if applicable).

### In-Car Video System Configuration (if applicable)

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

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

**Table 1-1: Number of Contractual ICV Configurations**

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

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

### Motorola Responsibilities

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



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

### Customer Responsibilities

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

### Motorola Deliverables

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

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

### Body Worn Camera Configuration (if applicable)

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

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

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



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

### Motorola Responsibilities

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

### Customer Responsibilities

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

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

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

### Motorola Responsibilities

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

### Customer Responsibilities

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



## SOFTWARE INSTALLATION AND CONFIGURATION

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

Installation of VideoManager EL software consists of the following activities:

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

### VideoManager EL (if applicable)

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

#### Motorola Responsibilities

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

#### Customer Responsibilities

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

### VideoManager ELC (if applicable)

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

#### Motorola Responsibilities

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



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

**Customer Responsibilities**

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

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

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

**Customer Responsibilities**

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

**Completion Criteria**

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

**CommandCentral Evidence (if applicable)**

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

**Motorola Responsibilities**

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

**Customer Responsibilities**

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



### DATA MIGRATION SERVICES (IF APPLICABLE)

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

#### Motorola Responsibilities

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

#### Customer Responsibilities

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

#### Completion Criteria

- A migrated dataset as defined in the Contract.

### DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

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

#### Motorola Responsibilities

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

#### Customer Responsibilities

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

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





## SYSTEM TRAINING

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

### ONLINE TRAINING (IF APPLICABLE)

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

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

#### Motorola Responsibilities

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

#### Customer Responsibilities

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

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

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

#### Motorola Responsibilities

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



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

**Customer Responsibilities**

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

**Motorola Deliverables**

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



## PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

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

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

### Motorola Responsibilities

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

### Customer Responsibilities

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

### Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



## ASSUMPTIONS

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

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



## M500 IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software, VideoManager, to deliver high-quality digital evidence and real-time analytics.

The M500 offers the following benefits:

- Delivers exceptionally clear, evidence-grade video, from inside and outside the vehicle
- The M500 has three high-definition cameras, mounted on the front and rear windshield and in the cabin. The front camera has a 4K sensor, with an ultra high-definition recording resolution that captures both wide-angle and focused video streams. The cabin camera's infrared illumination allows backseat recording in total darkness, and a built-in microphone captures audio in the vehicle during recording.
- Works reliably, even in challenging situations
- The cameras and processor are small, rugged devices, easily and securely installed where they do not hinder any line of sight. They are tamper proof and built to withstand significant impact and severe weather conditions. Even if a vehicle is in a serious collision, the Uninterruptible Power Supply automatically kicks in to continue capturing evidence for those critical extra seconds.
- Protects video data, whether in transit or at rest
- The powerful core processor, with a 1 terabyte drive, securely stores all video footage, encrypting the data to prevent cyber threats.
- Provides users a reliable, easy-to-learn system
- Ease of use is at the heart of the M500. The interface is highly intuitive, and any feature can be accessed with no more than three touches of the control panel. Users can start a recording manually or program sensors to activate a recording when triggered – such as a siren, blue lights, vehicle speed, crash detection, wireless microphones, and more. After the recording starts and is categorized, everything is automated, including the uploading of footage to the system's evidence management software, VideoManager. There, recordings are easily managed, redacted, organized, and shared with all authorized parties, including first responders, fleet managers, investigative officers, supervisors, prosecutors, and legal teams.
- Increases efficiency
- The system's software makes it easy to search and analyze video footage, which can save countless hours for users and minimize human error.
- Promotes trust
- By providing a clear record of incidents that occur while officers are on duty, the M500 promotes trust between public safety agents and the communities they serve.
- Integrates seamlessly with other Motorola technologies
- The M500 offers additional benefits when working in conjunction with Motorola's V700 Body-Worn Camera or L5M License Plate Recognition camera and VehicleManager.
  - When used with the V700, the M500 in-car video system triggers the V700 to record at the same time. Officers can focus on the situation at hand, while the cameras – working together as a seamless system – capture synchronized recording from multiple vantage points. The footage is uploaded to and can be reviewed on the same system.



- When used with the L5M, both the LPR camera and the M500 feed their collected license plate data into Vigilant VehicleManager and display the information on a single interface. Working together, the systems increase coverage while maintaining ease of use through a shared user interface and database.

The M500 is a reliable and comprehensive mobile video solution that will enhance safety, promote accountability, and improve efficiency. It ensures that you always have the critical information needed for smarter, faster decisions to help keep officers and the communities they serve safe.

