



SPECIAL MEETING NOTICE

CITY OF TWIN FALLS, IDAHO

CITY COUNCIL

* * * *

On Monday, November 30, 2015, the Twin Falls City Council will meet at 4:00 p.m., at the City Council Chambers located at 305 Third Avenue East.

For the purpose of: Executive Session Idaho Code § 74-206(1) a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

The regular meeting will follow.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary

COUNCIL MEMBERS:

Suzanne Hawkins	Jim Munn	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Rebecca Mills Sojka
					Vice Mayor	Mayor



AGENDA

Meeting of the Twin Falls City Council
 Monday, November 30, 2015 - City Council Chambers
 305 3rd Avenue East -Twin Falls, Idaho

4:00 P.M.

Executive Session Idaho Code § 74-206(1) a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

PLEDGE OF ALLEGIANCE TO THE FLAG

CONFIRMATION OF QUORUM

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA

PROCLAMATIONS: None

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for November 17- 30, 2015.
2. Consideration of a request to approve the November 16, 2015, City Council Minutes.
3. Consideration of a request to approve a liquor license for Stonehouse and Company located at 330 4th Avenue South.
4. Consideration of a request to approve the Curb-Gutter Avigation Easement located at 3074 E 3400 N for Robert J. Rowe.
5. Consideration of a request to approve the City Council Schedule of Regular Meetings/Public Hearings Year 2016.

Purpose:

- Action
- Action
- Action
- Action
- Action

By:

- Sharon Bryan
- Sharon Bryan
- Sharon Bryan
- Troy Vitek
- Mitchel Humble

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request to accept the canvass of the November 3, 2015, Twin Falls Municipal Election.
2. Consideration of a request to confirm the City Manager's appointment of Craig Kingsbury as the City of Twin Falls Police Chief.
3. Consideration of a request to confirm the appointments to the Canyon Springs Road Reconstruction Project Advisory Committee.
4. Consideration of a request to replace three dispatch consoles and two repeaters for a total cost of \$153,155.49.
5. Consideration of a request to adopt a resolution declaring Municipal Code Corporation (MCCi) as sole source supplier for the purchase of Laserfiche software upgrades.
6. Consideration of a request to adopt a resolution declaring the City's intent to dispose of real property and setting a date for a public hearing.
7. Consideration of a request to amend City Code 3-9-9 regarding liquor sales, service, and consumption restrictions at licensed businesses.
8. Public input and/or items from the City Manager and City Council.

Purpose:

- Action
- Action
- Action
- Action
- Action
- Action
- Discussion/
Action

By:

- Sharon Bryan
- Travis Rothweiler
- Troy Vitek
- Kathy Marcus
- Kathy Marcus
- Mitchel Humble
- Mitchel Humble

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

IV. PUBLIC HEARINGS: 6:00 P.M. - None

V. ADJOURNMENT TO:

Executive Sessions per Idaho Code § 74-206(1) c) To acquire an interest in real property which is not owned by a public agency; and, § 74-206(1) b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student.

Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.

Twin Falls City Council-Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council shall wait to be recognized by the Mayor, approach the microphone/podium, state their name and address, then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the City Clerk. The City Clerk shall make an audio recording of the Public Hearing.
 3. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor.
 4. A City Staff Report shall summarize the application and history of the request.
 - The City Council may ask questions of staff or the applicant pertaining to the request.
 5. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor may limit public testimony to no less than two minutes per person.
 - Five or more individuals, having received personal public notice of the application under consideration, may select by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the mayor. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, shall be either read into the record or displayed to the public on the overhead projector.
 - Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
 6. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council, as recognized by the Mayor, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor may again establish time limits.
 7. The Mayor shall close the Public Hearing. The City Council shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor.

COUNCIL MEMBERS:

Suzanne Hawkins	Jim Munn	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Rebecca Mills Sojka
					Vice Mayor	Mayor



MINUTES

Meeting of the Twin Falls City Council
Monday, November 16, 2015
City Council Chambers
5:00 P.M. - 305 3rd Avenue East -Twin Falls, Idaho

PLEDGE OF ALLEGIANCE TO THE FLAG
CONFIRMATION OF QUORUM
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA

PROCLAMATIONS: Small Business Saturday - Megan Fleshman, Twin Falls Chamber of Commerce

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for November 10 – November 16, 2015.
2. Consideration of a request to approve the November 9, 2015, City Council Minutes.

Purpose:

Action

Action

By:

Sharon Bryan

Sharon Bryan

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request from the Boys and Girls Club of Magic Valley to waive all building permit fees to construct six new detached single family dwellings located in the Golden Eagle Subdivision.
2. Presentation of the new Downtown Permit Assistance Program.
3. Consideration of a request to adopt proposed Resolution 1951, declaring a sole source supplier for the purchase of law enforcement electronic control devices.
4. Consideration of a request to purchase Self Contained Breathing Apparatus (SCBA).
5. Consideration of a request to use Street Reserves funds to expand the project on Eastland Drive South.
6. Public input and/or items from the City Manager and City Council.

Purpose:

Action

Presentation

Action

Action

Action

By:

Lindsey Westburg/
Boys & Girls Club
Jarrod Bordi

Jarrod Bordi

Matt Hicks

Ron Clark

Troy Vitek

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

IV. PUBLIC HEARINGS: 6:00 P.M. - None

V. ADJOURNMENT:

1. Executive Session § 74-206(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled.

Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.

Present: Suzanne Hawkins, Shawn Barigar, Don Hall, Chris Talkington, Greg Lanting,
Rebecca Mills Sojka

Absent: Jim Munn

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Manager Mitchel Humble, Deputy City Manager Brian Pike, Sergeant Luke Allen, Building Official Jarrod Bordi, Building Inspector Jon Laux, Planner 1 Jonathan Spendlove, Battalion Chief Ron Aguirre, Deputy City Clerk Sharon Bryan

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Hall called the meeting to order at 5:00 P.M. He then invited Boy Scout Troop 90 and 200 to lead in the pledge of Allegiance to the flag. Mayor Hall asked all present, who wished, to recite the pledge of Allegiance to the Flag.

CONFIRMATION OF QUORUM

A quorum is present.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA

City Manager Rothweiler asked that the beer license application for Jarrito's Mexican Restaurant be added to the Consent Calendar.

MOTION:

Councilmember Barigar moved to amend the Consent Calendar adding the beer license application for Jarrito's Mexican Restaurant. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

PROCLAMATIONS: Small Business Saturday - Megan Fleshman, Twin Falls Chamber of Commerce

Mayor Hall read the proclamation and presented it to Megan Fleshman, Twin Falls Chamber of Commerce.

Megan Fleshman, Twin Falls Chamber of Commerce thanked the City Council.

Councilmember Lanting said that local businesses give back to the community and encouraged citizens to shop local.

GENERAL PUBLIC INPUT - None

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for November 10 – November 16, 2015.
2. Consideration of a request to approve the November 9, 2015, City Council Minutes.

MOTION:

Vice Mayor Hawkins moved to approve the Amended Consent Calendar as presented. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

II. ITEMS FOR CONSIDERATION:

1. Consideration of a request from the Boys and Girls Club of Magic Valley to waive all building permit fees to construct six new detached single family dwellings located in the Golden Eagle Subdivision.

Building Official Bordi and Boys and Girls Club Executive Director Westburg explained the request from the Boys and Girls Club of Magic Valley to waive all building permit fees to construct six new detached single family dwellings located in the Golden Eagle Subdivision.

- Councilmember Mills Sojka asked who normally pays for the building permit fees.
- Councilmember Talkington said this will not include impact or sewer capacity fees.
- Councilmember Talkington asked if there is any legal issues in waiving fees.
- City Attorney Wonderlich said there is not.
- Councilmember Barigar thanked those involved in the project.
- Vice Mayor Hawkins said this is a great project and generous land donation.
- Councilmember Mills Sojka said she is hesitant on waiving fees because taxpayer ends up having to pay for the associated fees.
- Councilmember Lanting said this is a wonderful project and had no problem with waiving fees. He said that the houses will be sold and profit will be made to cover costs.
- Mayor Hall thanked everyone involved for their generous support of the Boys and Girls Club.

MOTION:

Councilmember Barigar moved to approve a request from the Boys and Girls Club of Magic Valley to waive all building permit fees to construct six new detached single family dwellings located in the Golden Eagle Subdivision. The motion was seconded by Councilmember Talkington. Roll call vote showed those voting Aye - Councilmembers Talkington, Lanting, Barigar, Mayor Hall and Vice Mayor Hawkins. Those voting Nay Councilmember Mills Sojka. Approved 5 to 1

2. Presentation of the new Downtown Permit Assistance Program.

Building Official Bordi, Building Inspector Laux and Planner 1 Spendlove gave a presentation on the Downtown Permit Assistance Program using visuals.

Peggy Watland, Glanbia Foods and Nathan Bishop, Creative Carpentry spoke on their experiences with the building permit process when working on the new Glanbia Cheese marketplace on Main Avenue. They were surprised and pleased at how quickly the approval process moved.

Councilmember Talkington praised the permit program but said it should be viewed as an experiment, and that it should be expanded beyond downtown in the future.

Councilmember Mills Sojka praised the Building Department for taking the goal of downtown revitalization and addressing it in a practical way that will make it easier to fill vacant spaces downtown.

Mayor Hall asked if life safety and health safety codes are being met.

Building Official Bordi said all safety codes are being met.

Mayor Hall said this is very innovative and thanked City Staff for putting this program together.

3. Consideration of a request to adopt proposed Resolution 1951, declaring a sole source supplier for the purchase of law enforcement electronic control devices.

Sergeant Allen explained the Resolution for sole source supplier for the purchase of law enforcement electronic control devices.

MOTION:

Councilmember Talkington moved to adopt Resolution 1951. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

4. Consideration of a request to purchase Self Contained Breathing Apparatus (SCBA).

Battalion Chief Aguirre made the presentation.

Mayor Hall asked if all cities needed to approve.

City Attorney Wonderlich said that is not necessary because it went through a public bidding process.

Councilmember Lanting said that the Salmon Tract Fire District was missed and if they could be included.

Battalion Chief Aguirre said he had talked to Salmon Tract Fire District and they are not interested in participating.

Councilmember Lanting asked if the self-contained breathing apparatus meets requirements.

Battalion Chief Aguirre said they are compliant with code.

MOTION:

Councilmember Mills Sojka moved to approve the purchase of Self Contained Breathing Apparatus in the amount of \$992,616 to MSA. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

5. Consideration of a request to use Street Reserves funds to expand the project on Eastland Drive South.

Assistant City Engineer Vitek explained the Eastland Drive South expansion project using visuals.

City Manager Rothweiler explained street reserves funds in the budget.

Council discussion ensued on the following:

- Section of Eastland Drive South included in the expansion.
- Drainage problems
- Time line of project from start to finish.
- Project savings.

MOTION:

Councilmember Barigar moved to approve the request to use Street Reserve funds to expand the project on Eastland Drive South Project as presented. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

6. Public input and/or items from the City Manager and City Council.

City Manager Rothweiler said there will be no Council Meeting November 23, 2015.

Councilmember Talkington said that the newly elected Councilmembers need to be included in the executive session.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

1. Vice Mayor Hawkins said there is an opening on Twin Falls Public Library Board.
2. Councilmember Lanting said there are three openings on Traffic Safety Commission
3. Councilmember Barigar explained that he has been approached by the bar and restaurant operators regarding liquor by the drink sales on Memorial Day, Thanksgiving Day and Election Day. Councilmember Lanting said he would like it discussed at a future meeting as a public hearing. City Manager Rothweiler said it will be put on the agenda at the next Council Meeting, November 30, 2015.
4. Mayor Hall explained how the selection process has been for Mayor and suggest that it be done once new council is seated.

A Council discussion ensued on the following:

- Citizens elect Mayor
- Election of Mayor by Council or direct election of Mayor.
- Should have an open discussion of Mayor including newly elected Councilmembers.
- Public should have input on who they want as Mayor.
- Council needs to choose Mayor.

IV. PUBLIC HEARINGS: 6:00 P.M. - None

V. ADJOURNMENT:

Executive Session § 74-206(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled.

MOTION:

Councilmember Talkington moved to convene to Executive Session § 74-206(1)(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0

The meeting adjourned at 6:15 p.m.

Sharon Bryan, Deputy City Clerk



Date November 30, 2015, City Council Meeting

To: Honorable Mayor and City Council

From: Sharon Bryan, Deputy City Clerk

Request: Approval of a liquor license for Stonehouse and Company, 330 4th Ave S, Twin Falls, Idaho.

Time: Consent Calendar

Background: Application to serve on premise liquor.

Budget Impact: N/A

Regulatory Impact: City and State Code Compliance

Conclusion: Staff recommends approval of the license

Attachments: License Application.



ALCOHOL LICENSE APPLICATION

BUSINESS NAME JOHNSY, INC. STATE LICENSE # 3086
(Please attach a copy of your state license)
DOING BUSINESS AS STONEHOUSE AND COMPANY
BUSINESS ADDRESS 330 4TH AVE S, TWIN FALLS, ID 83301
LEGAL DESCRIPTION OF PLACE OF BUSINESS _____
Lot 4 Block 147 Subdivision TWIN FALLS TOWNSITE
MAILING ADDRESS 3374 N 3350 E KIMBERLY, ID 83341
CONTACT PERSON KAREN JOHNSON PHONE # 208-736-0707

			(Check)
BEER:	<i>Bottled for consumption off the premises only</i>	(\$ 50.00)	_____
	<i>Bottled for consumption on premise</i>	(\$ 150.00)	_____
	<i>Bottled & Draught for consumption on premises</i>	(\$200.00)	_____
WINE:	<i>Retail Sales for consumption off premises only</i>	(\$200.00)	_____
	<i>Wine by the Drink for consumption on premises only</i>	(\$200.00)	_____
LIQUOR:	<i>Liquor license & fees cover wine license & fees</i>	(\$562.50)	<u> X </u>

As provided by the laws of the City of Twin Falls, Idaho for the term ending **June 30, 2016** tendered herewith is the license fee of \$ 562.50. (Ordinance #2708)

APPLICANT IS AN INDIVIDUAL (____) PARTNERSHIP (____) CORPORATION (X)

IF A PARTNERSHIP, NAME ALL PARTNERS: (PLEASE PRINT)

NAME: _____

NAME: _____

NAME: _____

IF A CORPORATION OR ASSOCIATION, NAME ALL OFFICERS:

NAME: KAREN JOHNSON

TITLE: PRESIDENT

NAME: J. ADAIR JOHNSON

TITLE: VICE PRESIDENT

NAME: _____

TITLE: _____

NAME: _____

TITLE: _____

DATE OF INCORPORATION OR ORGANIZATION 6/28/2004

PLACE OF INCORPORATION OR ORGANIZATION Idaho

PRINCIPAL PLACE OF BUSINESS IN IDAHO 330 4TH AVE SOUTH, TWIN FALLS

OWNER OF PREMISES (Please Print) J. ADAIR AND KAREN JOHNSON

NAME OF PERSON WHO WILL MANAGE BUSINESS OF SELLING BEER AT RETAIL:
(Please Print) KAREN JOHNSON

(IF A PARTNERSHIP, ALL PARTNERS NEED TO SIGN)

SIGNATURE OF APPLICANT [Signature]
NAME (Please Print) Karen Johnson

SIGNATURE OF APPLICANT _____
NAME (Please Print) _____

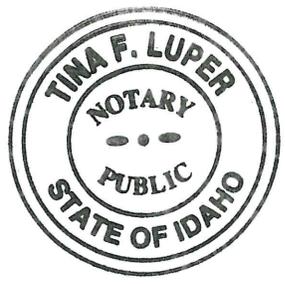
SIGNATURE OF APPLICANT _____
NAME (Please Print) _____

SIGNATURE OF APPLICANT _____
NAME (Please Print) _____

Subscribed and sworn to before me this 24 day of November, 20 15.

[Signature]

Notary Public for Idaho
Residing at: Twin Falls
Notary Expiration Date: 6-2-20



Idaho State Police

Cycle Tracking Number: 82728
ISLD ID: 7638

Retail Alcohol Beverage License

Premise Number: 2T-64
Incorporated City: Johnsy Inc
License Year: 2016
License Number: 3086

This is to certify, that
doing business as: Stonehouse and Company
is licensed to sell alcoholic beverages as stated below at:
330 4th Ave South, Twin Falls, Twin Falls County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license.
County and city licenses are also required in order to operate.

Liquor	Yes	\$375.00
Beer	Yes	\$20.00
On-premise consumption	Yes	\$0.00
Kegs to go	No	
Restaurant	Yes	\$0.00
Wine by the bottle	Yes	\$0.00
Wine by the glass	Yes	\$0.00
Multipurpose arena	No	
Growlers	No	

TOTAL FEE: \$395.00

License Valid: 11/03/2015 - 06/30/2016

Expires: 06/30/2016



Signature of Licensee, Corporate Officer, LLC Member or Partner

JOHNSY INC
STONEHOUSE AND COMPANY
3374 N 3350 E
KIMBERLY, ID 83341
Mailing Address

Director of Idaho State Police



Date: Monday, November 30, 2015
To: Honorable Mayor and City Council
From: Troy Vitek, Assistant City Engineer

Request:

Avigation Easement – 3074 E 3400 N for Robert J. Rowe.

Time Estimate:

The presentation will take approximately 5 minutes.

Background:

The property owner wishes to build a house on the property. The property is adjacent to the Magic Valley Regional Airport.

Approval Process:

City Code 10-4-12.3(K) (5) specifies that as a condition of the granting of a building permit, an avigation easement is required.

Budget Impact:

There is no significant budget impact associated with the Council's approval of this request.

Regulatory Impact:

Approval of this request will allow the owner to build a house on the aforementioned property.

Conclusion:

Staff recommends that the Council approve the request as presented.

Attachments:

1. Location maps
2. Avigation Easement



E 3400 N

N

3073 E 3400 N

3085 E

Anchor Ln

Google earth

© 2015 Google

454 ft

1992

Imagery Date: 9/8/2013 42°29'20.02" N 114°26'50.74" W elev 4023 ft eye alt 6058 ft



3073 E 3400 N

E 3400 N

Airport Rd

BlueLakes-Bldg S

Clay Ln

Aviator Ln

Anchor Ln

E 3300 N

2714 E 2900 E

N 3000 E

N 3100 E

© 2015 Google

Google earth

Imagery Date: 9/8/2013 42°29'03.18" N 114°27'56.55" W elev 4092 ft eye alt 16166 ft

1992

AVIGATION EASEMENT

THIS AGREEMENT, dated this 17th day of Nov., 2015,
by and between Robert J. Rowe,
herein after called "GRANTORS", and THE CITY AND COUNTY OF TWIN FALLS,
IDAHO, Municipal Corporation, hereinafter called "GRANTEES",

WITNESSETH:

WHEREAS, Grantors are the owners of a certain parcel of real property situated in the County of Twin Falls, State of Idaho, more particularly described in Exhibit "A", attached and incorporated by reference in this agreement.

WHEREAS, Grantees operate and maintain the airport known as the Joslin Field, Magic Valley Regional Airport, situate din the County of Twin Falls, State of Idaho, for commercial and general aviation aircraft operation and for purposes of promoting commercial and general aviation, Grantees have, by ordinance, rules, and regulations, regulated and restricted and prescribed land use of real property adjacent to said airport and lands over which aircraft may operate and utilize said airport; and

WHEREAS, Grantors anticipate the construction of a residential dwelling which lies within or near the areas of take-off, landing, and traffic patterns established and promulgated by Grantees for aircraft landing at, taking off from, or operating at, from or on said airport;

NOW THEREFORE, in consideration of the premises, and as a condition of the granting of a building permit pursuant to Twin Falls City Code Section 10-4-12.3(K)(5), Grantors do hereby grant and convey unto Grantees, their successors and assigns, and to all persons lawfully using the Joslin Field, Magic Valley Regional Airport, the right and easement to use the air space above Grantor's property in accordance with the rules existing at the time of this agreement which regulate take-off, landing and traffic patterns established and promulgated by the Twin Falls Airport Commission without liability for any necessary, convenient, or operational incidental effects thereof whatever as the same may presently or in the future exist, together with the right to Grantees, its successors and assigns, and to all persons lawfully using said airport, to cause in such air space adjacent to and above the surface of Grantors' said property, such noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused by the

operation of aircraft landing at, taking off from, or operating at, from or on said Joslin Field, Magic Valley Regional Airport; and Grantors do hereby fully waive and release any and all right for cause of action which they may now have or which they may have in the future against Grantees, its successors and assigns, due to noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused or may have been caused by the operation of aircraft landing at, or taking off from, or operating at, from or on said Joslin Field, Magic Valley Regional Airport, PROVIDE, HOWEVER, nothing contained herein shall be construed as a waiver by Grantors, or their successors in interest, of any rights provided by law for redress due to unlawful or negligent destruction of property by persons flying over or using said aerospace or airport facilities.

IN WITNESS WHEREOF, the Grantors have caused this instrument to be executed on the day and year first above written.

GRANTORS

Robert J Rowe _____

State of Idaho

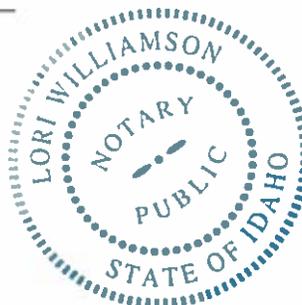
On 17 day of November, 2015, before me a notary public in and for said State, personally appeared Robert J Rowe

known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

Notary Public Lori Williamson

Residing at Twin Falls, Idaho

Expiration Date 11/26/2016



DOCUMENT BEING RE-RECORDED TO CORRECT LEGAL DESCRIPTION

675616

ELECTRONICALLY RECORDED - DO NOT REMOVE THE COUNTY STAMPED FIRST PAGE AS IT IS NOW INCORPORATED AS PART OF THE ORIGINAL DOCUMENT.

PROPERTY INCORPORATED - DO NOT REMOVE COUNTY STAMPED FIRST PAGE AS IT IS NOW INCORPORATED AS PART OF THE ORIGINAL DOCUMENT

TWIN FALLS COUNTY
RECORDED FOR:
TITLEFACT, INC.
01:51:24 PM 10-30-2015
2015019037
NO. PAGES 4 FEE: \$19.00
KRISTINA GLASCOCK
COUNTY CLERK
DEPUTY: BH
Electronically Recorded by Simplifile

~~TWIN FALLS COUNTY
RECORDED FOR:
TITLEFACT, INC.
12:38:29 PM 07-27-2015
2015012374
NO. PAGES 3 FEE: \$16.00
KRISTINA GLASCOCK
COUNTY CLERK
DEPUTY: DJW
Electronically Recorded by Simplifile~~

WARRANTY DEED

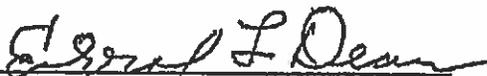
For Value Received ERROL L. DEAN, a married man dealing with his sole and separate property, the Grantor, does hereby grant, bargain, sell and convey unto the Grantee, ROBERT J. ROWE and SHARON A. ROWE, whose address is 2615 East 3400 North, Twin Falls, Idaho 83301, the following described premises, in Twin Falls County, Idaho, to-wit:

See Exhibit "A" attached hereto

SUBJECT TO all easements, right of ways, covenants, restrictions, reservations, applicable building and zoning ordinances and use regulations and restrictions of record, and payment of accruing present year taxes and assessments as agreed to by the parties above.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, and to the Grantees' heirs and assigns forever. And the said Grantors hereby covenant to and with the said Grantee, that the Grantors are the owners in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record and easements visible upon the premises, and that Grantors will warrant and defend the same from all claims whatsoever.

DATED this 23rd day of July, 2015.


ERROL L. DEAN

ELECTRONICALLY RECORDED - DO NOT
REPLACE THE COUNTY STAMPED FIRST
PAGE AS IT IS NOW INCORPORATED AS
PART OF THE ORIGINAL DOCUMENT.

675616

2015019037

RECORDED ELECTRONICALLY	
ID <u>2015019037</u>	County <u>TF</u>
Date <u>10/30/15</u>	Time <u>1:51</u>
simplifile www.simplifile.com 800.400.9637	

TWIN FALLS COUNTY
RECORDED FOR:
TITLEFACT, INC.
12:38:29 PM 07-27-2015
2015012374
NO. PAGES 3 FEE: \$16.00
KRISTINA GLASCOCK
COUNTY CLERK
DEPUTY: DJW
Electronically Recorded by Simplifile

WARRANTY DEED

For Value Received ERROL L. DEAN, a married man dealing with his sole and separate property, the Grantor, does hereby grant, bargain, sell and convey unto the Grantee, ROBERT J. ROWE and SHARON A. ROWE, whose address is 2615 East 3400 North. Twin Falls, Idaho 83301, the following described premises, in Twin Falls County, Idaho, to-wit:

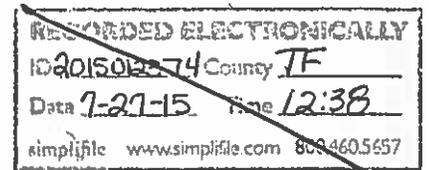
See Exhibit "A" attached hereto

SUBJECT TO all easements, right of ways, covenants, restrictions, reservations, applicable building and zoning ordinances and use regulations and restrictions of record, and payment of accruing present year taxes and assessments as agreed to by the parties above.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, and to the Grantees' heirs and assigns forever. And the said Grantors hereby covenant to and with the said Grantee, that the Grantors are the owners in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record and easements visible upon the premises, and that Grantors will warrant and defend the same from all claims whatsoever.

DATED this 23rd day of July, 2015.


ERROL L. DEAN



WARRANTY DEED

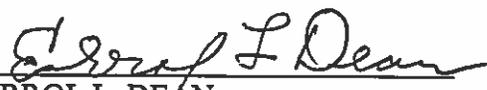
For Value Received ERROL L. DEAN, a married man dealing with his sole and separate property, the Grantor, does hereby grant, bargain, sell and convey unto the Grantee, ROBERT J. ROWE and SHARON A. ROWE, whose address is 2615 East 3400 North, Twin Falls, Idaho 83301, the following described premises, in Twin Falls County, Idaho, to-wit:

See Exhibit "A" attached hereto

SUBJECT TO all easements, right of ways, covenants, restrictions, reservations, applicable building and zoning ordinances and use regulations and restrictions of record, and payment of accruing present year taxes and assessments as agreed to by the parties above.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, and to the Grantees' heirs and assigns forever. And the said Grantors hereby covenant to and with the said Grantee, that the Grantors are the owners in fee simple of said premises; that said premises are free from all encumbrances except current years taxes, levies, and assessments, and except U.S. Patent reservations, restrictions, easements of record and easements visible upon the premises, and that Grantors will warrant and defend the same from all claims whatsoever.

DATED this 23rd day of July, 2015.


ERROL L. DEAN

STATE OF IDAHO)
) ss.
County of Twin Falls)

On this 23rd day of July, 2015, before me, the undersigned, a Notary Public in and for said County and State, personally appeared ERROL L. DEAN known or identified to me, (or proved to me on the oath of satisfactory evidence), to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



David A. Coleman
NOTARY PUBLIC
Residing at Twin Falls, Idaho
My Commission Expires 4-17-2016

EXHIBIT "A"

Township 11 South, Range 17 East, Boise Meridian, Twin Falls County, Idaho

Section 10: A portion of the NW $\frac{1}{4}$ NE $\frac{1}{4}$, more particularly described as follows:

COMMENCING at the Northwest corner of said NW $\frac{1}{4}$ NE $\frac{1}{4}$;

THENCE running along the Northerly line of said NW $\frac{1}{4}$ NE $\frac{1}{4}$, North 89°55'00" East 669.28 feet;

THENCE South 00°14'07" West 288.71 feet to the REAL POINT OF BEGINNING;

THENCE North 89°56'56" East 334.33 feet;

THENCE South 00°18'10" West 195 feet;

THENCE South 89°56'55" West 334.10 feet;

THENCE North 00°14'07" East 195 feet to the REAL POINT OF BEGINNING.

SUBJECT TO a 25.0 foot strip of land for road easement being the West 25.0 feet of the above described property.

TOGETHER WITH Easement rights of ingress and egress over and across the West 25 feet of the following described property created in Warranty Deed recorded November 11, 1983, as Instrument No. 850389, records of Twin Falls County, Idaho, more particularly described as follows:

Township 11 South, Range 17 East, Boise Meridian, Twin Falls County, Idaho

Section 10: A portion of the NW $\frac{1}{4}$ NE $\frac{1}{4}$, more particularly described as follows:

COMMENCING at the Northwest corner of said NW $\frac{1}{4}$ NE $\frac{1}{4}$;

THENCE running along the Northerly line of said NW $\frac{1}{4}$ NE $\frac{1}{4}$, North 89°55'00" East 669.30 feet to the
REAL POINT OF BEGINNING;

THENCE continuing along said Northerly line North 89°55'00" East 169.65 feet;

THENCE South 00°16'10" West 288.86 feet;

THENCE South 89°55'49" West 169.65 feet;

THENCE North 00°14'07" East 288.71 feet to the REAL POINT OF BEGINNING.

SUBJECT TO the rights of county road which affects the Northerly 25.0 feet.

EXCEPT a 25.0 foot strip of land for road easement being the West 25.0 feet of the above described property.

SUBJECT TO Reservations contained in Warranty Deed recorded June 14, 1977, as Instrument No. 717172, records of Twin Falls County, Idaho.

City of Twin Falls, Idaho

City Council

Schedule of Regular Meetings & Public Hearings

Year 2016



All of the following meetings are held in the **City Council Chamber located at 305 Third Avenue East and are televised over Channel 17 Cable TV**

Meetings are held every Monday of every week at 5:00 PM. and

Public Hearings are held at 6:00 P.M., unless otherwise posted.

January 4,	July 5, Tuesday – No Public Hearings
January 11	July 11
January 19, Tuesday	July 18
January 25	July 25
February 1	August 1
February 8	August 8
February 16, Tuesday	August 15
February 22	August 22
February 29	August 29
March 7	September 6, Tuesday
March 14	September 12
March 21- No Public Hearings	September 19
March 28	September 26
April 4	October 3
April 11	October 10
April 18	October 17
April 25	October 24
	October 31
May 2	
May 9	November 7
May 16	November 14
May 23	November 21 – No Public Hearings
May 31, Tuesday	November 28
June 6	December 5
June 13	December 12
June 20	December 19
June 27	December 27, Tuesday – No Public Hearings



November 30, 2015, City Council Meeting

To: Honorable Mayor and City Council

From: Sharon Bryan, Deputy City Clerk

Request:

Consideration of a request to accept the canvass of the November 3, 2015 Twin Falls Municipal Election.

Budget Impact:

The Council's approval of this request will not impact the City budget.

Regulatory Impact:

The Council's approval of this request will comply with Idaho Code 50-412. CANVASSING VOTES-DETERMINING RESULTS OF ELECTION.

The county commissioners, within ten (10) days following any election, shall meet for the purpose of canvassing the results of the election. Upon acceptance of tabulation of votes prepared by the election judges and clerks, and the canvass as herein provided, the results of both shall be entered in the minutes of city council proceedings and proclaimed as final. Results of election shall be determined as follows: in the case of a single office to be filled, the candidate with the highest number of votes shall be declared elected; in the case where more than one (1) office is to be filled, that number of candidates receiving the highest number of votes, equal to the number of offices to be filled, shall be declared elected.

Conclusion:

Staff recommends that the Council accept the canvass of the Twin Falls Municipal Election by motion and roll call vote.

Attachments: Abstract of votes for the candidates therein named as they appeared on the election ballot on November 3, 2015.

STATE OF IDAHO

} ss.

COUNTY OF TWIN FALLS

I, Kristina Glascock, County Clerk of said county and state, do hereby certify that the attached is a full, true and complete copy of the abstract of votes for the candidates therein named and/or the questions as they appeared on the election ballot on November, 3, 2015 for the City of Twin Falls as shown by the record of the Board of Canvassers filed in my office this 12th day of November, 2015.



County Clerk

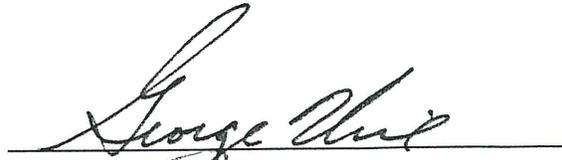
(County Seal)

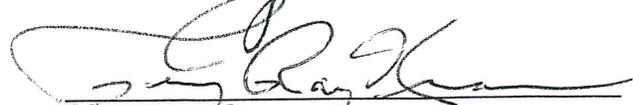
STATE OF IDAHO

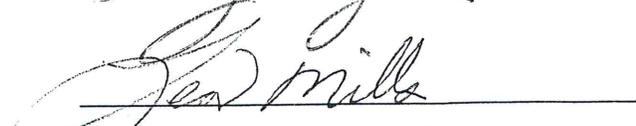
} ss.

COUNTY OF TWIN FALLS

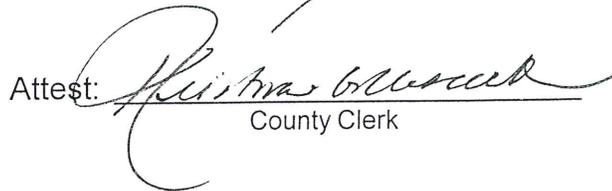
We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, convened on November 12, 2015, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 3, 2015, as shown by the records now on file in the County Clerk's office.







County Board of Canvassers

Attest: 
_____ County Clerk

**TWIN FALLS COUNTY RESULTS
NOVEMBER 3, 2015 ELECTION**

Precinct	VOTING STATISTICS				
	Total Number of Registered Voters at Cutoff	Number Election Day Registrants	Total Number of Registered Voters	Number of Ballots Cast	% of Registered Voters That Voted
Buhl 1 & 2	1,394	4	1,398	233	16.7%
Buhl 3, 4, & 5	1,777	23	1,800	337	18.7%
Castleford	66	0	66	21	31.8%
Deep Creek	364	1	365	81	22.2%
Filer 1, 2 & 3	957	21	978	204	20.9%
Hansen	830	23	853	249	29.2%
Hollister	80	1	81	25	30.9%
Kimberly 1 & 3	1,602	82	1,684	514	30.5%
Kimberly 2 & 4	1,469	41	1,510	450	29.8%
Murtaugh	313	4	317	50	15.8%
Twin Falls 1	805	7	812	94	11.6%
Twin Falls 2	761	1	762	64	8.4%
Twin Falls 3, 4	1,660	14	1,674	248	14.8%
Twin Falls 5, 6	1,481	11	1,492	334	22.4%
Twin Falls 7, 9	1,712	12	1,724	290	16.8%
Twin Falls 8, 12	1,205	9	1,214	202	16.6%
Twin Falls 10, 11	1,534	23	1,557	301	19.3%
Twin Falls 13, 14, 26	1,705	17	1,722	166	9.6%
Twin Falls 15, 16	854	3	857	117	13.7%
Twin Falls 17, 18	1,537	14	1,551	213	13.7%
Twin Falls 19, 20, 21	1,837	25	1,862	264	14.2%
Twin Falls 22, 23, 24	1,691	25	1,716	398	23.2%
CO. TOTAL	25,634	361	25,995	4,855	18.7%

**TWIN FALLS COUNTY RESULTS
NOVEMBER 3, 2015 ELECTION**

Precinct	CITY OF TWIN FALLS CITY COUNCIL									
	SEAT 2			SEAT 3	SEAT 4			SEAT 7		
	Wayne Bohrn	Nikki Boyd	John Kapeleris	Shawn Barigar	Neil Christensen	Larry "House" Houser	Chris B. Talkington	Rebecca Mills Sojka	Ruth S. Pierce	Bethany Rasmussen
TF1	35	45	10	76	31	12	50	43	34	16
TF2	19	30	12	49	19	6	36	26	30	7
TF 3&4	64	157	17	194	70	23	150	114	93	39
TF 5&6	70	230	26	254	138	23	168	123	174	34
TF 7&9	66	176	31	217	115	14	152	140	100	41
TF 8&12	42	132	5	149	76	11	105	81	80	26
TF 10&11	78	191	15	212	173	9	110	120	131	45
TF 13, 14, 26	52	84	17	138	88	16	59	71	52	35
TF 15&16	40	67	10	92	42	11	64	60	42	14
TF 17&18	56	133	17	166	94	11	104	75	98	35
TF 19, 20, 21	53	180	21	196	106	16	131	98	124	41
TF 22, 23, 24	96	261	24	288	175	21	194	135	220	40
CO. TOTAL	671	1,686	205	2,031	1,127	173	1,323	1,086	1,178	373



Monday November 30, 2015
To: City Council
From: Travis Rothweiler, City Manager

Request:

Consideration of a request to confirm the City Manager's appointment of Craig Kingsbury as the City of Twin Falls Police Chief.

Time Estimate:

The staff presentation will take about five minutes. Following the presentation, additional time will be necessary for questions and discussion.

Background:

In August of this year, City staff began a recruitment effort to find the next Police Chief. On October 19th, a selection panel made up of City staff and Council members interviewed seven candidates for the position. It was a strong pool of applicants. After some deliberation, the panel unanimously recommended that the City Manager appoint Craig Kingsbury as the Police Chief. Craig has been serving as the Police Chief for the City of Nampa, Idaho for the past several years. He has served in that capacity with distinction and is well respected by law enforcement professionals around the state. Following the panel's recommendation, City staff performed a comprehensive and thorough background check of Craig. As expected, the background check was very positive.

I have offered, and Craig has accepted the offer to be appointed as the next City of Twin Falls Police Chief. I am requesting that the City Council confirm this appointment. Should the Council confirm the appointment, we will schedule a swearing in ceremony for Craig at the December 21st Council meeting. Craig's appointment will be effective on January 1, 2016.

Approval Process:

Idaho Code 50-811(5) states that the City Manager shall appoint department heads. Idaho Code 50-808 states that the City Council shall confirm the City Manager's department head appointments. A majority vote of the Council is needed to confirm Craig Kingsbury's appointment.

Budget Impact:

Since the Police Chief position is included in the FY2016 budget, there is no significant impact associated approval of this request.

Regulatory Impact:

Approval of this request will fill the vacancy being left by interim Police Chief Bryan Krear's retirement on December 31, 2015.

Conclusion:

I recommend that the City Council confirm my appointment of Craig Kingsbury as the City of Twin Falls Police Chief.

Attachment:

None



Date: Monday, November 30, 2015
To: Honorable Mayor and City Council
From: Troy Vitek, Assistant City Engineer

Request:

Consideration of a request to appoint members to the Canyon Springs Road Project Ad Hoc Citizen Advisory Committee.

Time Estimate:

The staff presentation will take approximately 5 minutes

Background:

On September 14, 2015, staff brought before the City Council the Draft Charter for the Canyon Springs Ad Hoc Citizen Advisory Committee. The Council adopted the Charter at that meeting. Since then staff sent out an invitation to the public who are interested in being part of the committee. We received applications and set up interviews with all of them except one who felt that the time frame commitment wouldn't be conducive with his schedule and one that didn't want to be part of the committee but wanted to weigh in on options. Interviews were held on Friday November 13th. Staff would like to present the following list to fill the Committee Membership as outlined in the Ad Hoc Charter.

Twin Falls County Designee – Rick Novacek

Canyon Springs Golf Course – Dave McCullom

Magic Valley Trail Enhancement Committee (MaVTEC) – Jamie Tighe

Breckenridge Condominium Association – Linda Roberts

Neighborhood Representative – Katie Breckenridge

Neighborhood Representative – John Leazamiz

At Large – Tony Mannen

At Large – Jim Olson

At Large – Todd Schwartz

Approval Process:

The charter rules say, "the Ad Hoc Committee will consist of nine members selected by the Mayor and City Council", therefore staff would like to present the preceding list as recommendations for the Committee.

Budget Impact:

The project itself will have a budget impact but the selection of committee members has no budget impact at this time.

Regulatory Impact:

Approval of this request will allow staff to begin the public process with the committee and liaison in an open meeting environment.

Conclusion:

Staff recommends appointing the aforementioned members as identified.

Attachments:

1. Ad Hoc Committee Charter

Canyon Springs Road Project

Citizen Involvement Ad Hoc Committee Charter

The City of Twin Falls is initiating a capital investment project focused on providing a multi-use path along that serves as access to the facilities and activities located in the Snake River Canyon and addressing the existing roadway also known as Canyon Springs Grade.

Current conditions:

Canyon Springs Road was originally constructed around the turn of the century where it descended behind the Perrine Coulee waterfall and was reconstructed to its current configuration and width in the mid 70's. The road is winding and steep with grades approaching ten percent (10%) in the upper reaches of the canyon section. The roadway is relatively narrow, accommodating two-way traffic within a varying width of approximately 22 feet with no centerline or fog lines. The steep rock walls over which the road traverses release debris onto the roadway. The Canyon walls seep groundwater, as is common throughout this area, from their sides which continues to destabilize the face, and on occasion, results in icy conditions on the roadway.

The following community assets are located in the canyon and generate varying amounts of traffic:

- Twin Falls County Centennial Park
- Canyon Springs Golf Course
- City of Twin Falls Wastewater Treatment Plant
- City of Twin Falls Auger Falls Park

The City has conducted traffic counts on the road and those show average daily usage by 1343 vehicles. These counts were conducted before the initiation of construction of improvements, currently underway, to the City's Wastewater Treatment Plant. Therefore, these counts likely understate the current level of traffic on the facility.

The City of Twin Falls owns a 600-acre site in the canyon know as Auger Falls Park that is anticipated to be lightly developed over time, thus attracting additional trips, either motorized or non-motorized, on Canyon Springs Road.

In addition to the formalized activities served by the roadway, the community has adopted this road as a significant recreational facility for walking and cycling. To date, no pedestrian counts have been conducted, but anecdotal evidence suggests a significant and growing level of usage of this roadway for recreational purposes.

This growing demand on an aging facility designed for significantly less usage than currently experienced, creates potentially hazardous conflicts along with growing maintenance issues.

Project Objectives:

The City has identified three primary objectives for the project. Those are listed as follows:

- Reconstruct Existing Canyon Springs Roadway and improve the drainage.
- Provide enhanced safety for pedestrians and cyclists;
- Consider improved slope stability by the City and adjacent property owners
- Evaluate Parking
- Provide continued access to destinations in the Canyon with appropriate widths for truck movements

Citizen Involvement:

The Snake River Canyon is a highly prized asset for the Twin Falls community and the current and anticipated levels of usage of the canyon suggest a significant level of public interest in a capital investment project in this area.

To provide an effective mechanism to access community input on the identification, design and construction of potential improvements, the Twin Falls City Council hereby creates an Ad Hoc Citizen Committee to help inform the City Council's decision-making on this project.

Ad Hoc Committee Name:

- Canyon Springs Road Project Ad Hoc Citizen Advisory Committee

Committee Membership:

The Ad Hoc Committee is intended to provide representation for identified interests while keeping the size of the group to a functional size. Therefore, the Ad Hoc Committee will consist of nine members selected by the Mayor and City Council. Those members and the entity they represent are as follows:

- Twin Falls County Designee --
- Canyon Springs Golf Course --
- Magic Valley Trail Enhancement Committee (MaVTEC representative) --
- _____ Condominium Association --
- Neighborhood Representative – Katie Breckenridge
- Neighborhood Representative --
- At Large

- At Large
- At Large

Mr. Kushlan will serve as the facilitator and will be responsible for encouraging conversation among the members, providing periodic project status reports to the City Council and the City staff about the deliberations of the Committee.

Ad Hoc Committee Meetings:

It is anticipated that the Ad Hoc Committee will meet at a regularly scheduled monthly meeting at a date and time determined to be convenient for the majority of the membership, ensuring maximum participation.

Consistent with the City of Twin Falls commitment to transparency, agendas will be published and minutes kept and will be made available to the general public.

The meetings will be publicly noticed. The agendas for the Committee's meeting will include an opportunity for public comment.

Role of the Committee:

- 1. Develop design concepts regarding the roadway and associated pedestrian and cyclist access.**
- 2. Review design data regarding the design and construction of improvements.**
- 3. Review and recommend funding options**
- 4. Take public comment**
- 5. Review alternatives**
- 6. Deliberate**
- 7. Make presentations to community and interest groups**
- 8. Make recommendations to the City Council**

Decision-making:

Ultimate decisions with respect to project elements, design, funding, construction and timing will be made by the Twin Falls City Council in open public meetings.

During its process the Ad Hoc Committee will seek input from members of the community, interest group, city staff, design team and construction organization and City Council with respect to those aspects of the project. The City Council will give substantial weight to the advisory recommendations of the Ad Hoc Committee.

It is anticipated that decisions of the Ad Hoc Committee will be by consensus, but should that not be possible decisions will be made by majority vote of the quorum

present at a meeting. Minority reports will be accepted and provided to the City Council along with the official actions of the Ad Hoc Committee.

Duration of the Ad Hoc Committee:

By definition, an Ad Hoc Committee is appointed “for a time.” In this case, it is anticipated that the life of the committee shall extend through the point in time when project improvements, if any, are constructed. That time period is anticipated to be two years, thus expiring on October 1, 2017 unless otherwise extended by City Council action.



Date: Monday, November 30, 2015
To: Honorable Mayor and City Council
From: Kathy Markus – Information Communication Technology Manager

Request:

Consideration of a request to replace three dispatch consoles and two repeaters for a total cost of \$153,155.49.

Time Estimate:

The staff presentation will take approximately 5 minutes.

Following the presentations, staff anticipates some time for questions and answers.

Background:

The dispatch consoles and repeaters that are currently in use were purchased when the City's dispatch center opened in 2003. This critical equipment is past end of life and does not meet today's communication requirements. The best way to explain the necessity of replacing the equipment was explained by the owner of Teton Communications, Mr. Hafila:

"Basically, if you have a repeater failure for your first responder agencies, their radios will be off the air, for an unknown period of time given the fact that the equipment you currently have is past "end of life" and has no guarantee of repair parts. Can your first responders operate without their repeaters?"

Our consoles and repeaters are both in the same precarious state. This equipment is necessary for police, fire, and citizen safety.

Teton Communications will be overseeing the installation of the consoles and repeaters. They have an excellent reputation in the community. They were responsible for the initial communication when SIRCOMM was established. They have 45 years of service and over 150 years of expertise in radio communications. Their professional staff of 11 includes; engineers, service technicians, sales representatives and clerical help. We know from experience that they provide excellent service and excellent documentation.

Future purchases of such equipment will be brought before the long term planning committee and processed as pre-planned budget requests. This is an inherited problem that must be rectified. Senior staff members have met and agree that this expeditious purchase is necessary.

Approval Process:

The GSA quote for the consoles through Avtec does not require a bid process. The repeater quote through Teton Communications is under \$25,000 and also does not require a bid process.

Budget Impact:

These items were not budgeted. \$50,000 may be available from unexpended police funds due to a grant award, \$20,820 from an HVAC that was budgeted and no longer needed, and the remaining \$82,335.49 will come from contingency or if necessary cash reserve generated by 911 revenues.

Regulatory Impact:

N/A

Conclusion:

Staff recommends that the Council approve the request as presented...

Attachments:

1. GSA Console Quote from Avtec
2. Avtec Scope of Work
3. Console System Overview
4. Repeater Quote



GSA Quotation
Contract Number GS-35F-0183U

Avtec, Inc.
 100 Innovation Place
 Lexington, SC 29072
 (800) 310-7045 V
 (803) 358-3636 F
 www.avtecinc.com

Name: Kathy Marcus
Company: City of Twin Falls
Address: PO Box 1907
City, State, Zip: Twin Falls, ID 83303
Phone: 208-735-7222
Email: markus@tffd.org
Project Name: City of Twin Falls - Budgetary Quote

Quote Number: 2015-3173
Quote Date: 10/19/2015
Quote Expiration: 12/18/2015
Prepared by: D. Bremson
Approval Code: OS10082015
Mfg. Rep: The Sales Group
Note: Some GSA Pricing pending approval

GSA Avtec Equipment and Spare parts

SIN	Item	Qty	Model Number	Description	GSA Price Each	GSA Extended Price
<u>Console (Operator) Position Hardware/Software</u>						
132-8	1	3	T1-SCOUT-PLUS	Tier 1 Scout Plus Console Package. Includes Scout Media Workstation Plus, dual speakers, serial cable and mouse pad. Includes Scout Standard Runtime, CPS, NENA Headset, and Conventional DMR seat licenses. Windows 7 PC, Monitor, and other Plus series accessories not included. Installation outside of North America requires a cable localization package, Model Number ACCPLUS-CLP-XX. One each required per console position. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 10,973.82	\$ 32,921.45
132-8	2	6	ACCPLUS-JKB-SING	Headset/handset jack box (single jack), Scout Media Workstation Plus	\$ 429.60	\$ 2,577.58
132-8	3	3	ACC-CPU-WIN7X64	PC mini tower for PC Console Position, MS Windows 7 Professional 64 bit OS. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 997.62	\$ 2,992.86
132-8	4	3	ACCPLUS-SPK-SING	Single Speaker Kit, Scout Media Workstation Plus. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased	\$ 400.96	\$ 1,202.87
132-8	5	3	ACCPLUS-MIC-DESK	PTT Desk Microphone, Scout Media Workstation Plus. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 568.02	\$ 1,704.07
132-33	6	3	SFW-SCOUT-IRR	Software license for integrated, multi-channel IRR recorder for Scout Console Positions. One required per console.	\$ 1,431.04	\$ 4,293.11
132-8	7	3	ACCPLUS-FSW-SING	Single PTT footswitch, Scout Media Workstation Plus. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 114.56	\$ 343.68
					Console Equipment Subtotal	\$ 46,035.61
<u>Gateways and Endpoint Hardware/Software</u>						
132-33	8	1	SFW-VPG-L1	Redundant VPGate Software License for a maximum of 40 endpoints; up to 20 may be "B" Licenses, Version 1.x. Includes CPS software license. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 15,269.79	\$ 15,269.79
132-8	9	2	ACC-CPU-RM-WIN7X64	Industrial 1U Computer with Windows including Solid State hard drive and Windows7 Professional 64 bit OS. Rack mount for Cabinets. Requires DISP-XXXX for monitor, keyboard, etc. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 4,463.04	\$ 8,926.07
132-8	10	11	OUTPOST-2R	Radio Controller, VoIP, 2 Ports, 12VDC input	\$ 2,095.48	\$ 23,050.26
132-8	11	22	OUTPOST-RJ-CONN	Connector for OUTPOST Radio port that supports RJ45 cable for 2/4W tone keying and E&M applications.	\$ 47.73	\$ 1,050.13
132-8	12	1	PKG-IO-VPGATE	Input-Output Package for Scout and DSPatchNET, includes one 24-input and one 24-output rack mount panel, power supply, and cabling.	\$ 3,817.69	\$ 3,817.69
					Gateway and Endpoint Equipment Subtotal	\$ 52,113.93

GSA Quotation
Contract Number GS-35F-0183U

SIN	Item	Qty	Model Number	Description	GSA Price Each	GSA Extended Price
<u>Racking Equipment</u>						
132-8	13	1	ACC-MTG-2U-RR	Kit to mount two (2) each ACC-CPU-VPG-WIN7 or -XP in 19" Relay Rack. 2U high.	\$ 358.00	\$ 358.00
132-8	14	3	OUTPOST-RACKMT-PKG	3U Rack mount shelf (holds 1-4 Outposts) plus 3U Rack mount power supply	\$ 572.80	\$ 1,718.39
Racking Equipment Subtotal						\$ 2,076.39
<u>Optional Equipment</u>						
Optional Equipment Subtotal						\$ -
<u>Recommended Spare Equipment</u>						
132-8	15	1	ACCPLUS-MIC-DESK	PTT Desk Microphone, Scout Media Workstation Plus. This item is sold as part of the Avtec Scout Radio Dispatch Console system and may only be purchased separately as a spare or to facilitate system expansion by customers with a current Scout system.	\$ 568.02	\$ 568.02
132-8	16	1	OUTPOST-2R	Radio Controller, VoIP, 2 Ports, 12VDC input	\$ 2,095.48	\$ 2,095.48
Recommended Spare Equipment Subtotal						\$ 2,663.50
GSA Equipment Total						\$ 102,889.43
<u>Open Market Items</u>						
OM	16	3	ACC-LED-20WS	LED Display, 20" Widescreen VGA input (non-touch)	\$ 550.00	\$ 1,650.00
OM	17	1	PKG-INST-AUX-25	Type 66 Cabling/Punch block kit to install one auxiliary I/O package, 25' cables	\$ 769.00	\$ 769.00
Open Market Items Subtotal						\$ 2,419.00
<u>Shipping, Handling, and Insurance</u>						
	18			Shipping, Handling, Insurance - FOB Destination		No Charge
Total System Price, Without Services						\$ 105,308.43
<u>Professional Services and Expenses</u>						
132-12	19	18	SVC-CSLT-PE	Professional services, includes product support, implementation, configuration and trouble-shooting	\$ 1,145.59	\$ 20,620.65
Professional Services Subtotal						\$ 20,620.65
	20	3		ESTIMATE - Rental Car*	\$ 227.00	\$ 681.00
	21	5		ESTIMATE - Per diem*	\$ 123.00	\$ 615.00
	22	1		ESTIMATE - Airfare*	\$ 1,200.00	\$ 1,200.00
Expenses Subtotal						\$ 2,496.00
Professional Services and Expenses Subtotal						\$ 23,116.65
Grand Total						\$ 128,425.09

SIN	Item	Qty	Model Number	Description	GSA Price Each	GSA Extended Price
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All items without SIN number are considered Open Market items.

Notes and Assumptions

- 1 The proposed configuration is based on Avtec's understanding of the requirements provided. DEALER/CLIENT is responsible for determining end user functionality and exact configuration requirements.
- 2 Execution of a defined Statement of Work (SOW), must be completed prior to order acceptance.
- 3 Change orders will be processed for additional out-of-scope material and labor, or other required deviations from quotation.
- 4 Avtec expects that DEALER/CLIENT will procure, configure, install, terminate and test all Network cable and infrastructure to support the Scout installation.
- 5 This system has been configured for IP recording via VPGate. In the event Analog recording is utilized, additional Outposts will be required. Avtec VPGate works with VoIP logging recorders from Eventide Inc., EXACOM, Inc., HigherGround, Inc., Voice Print International, Inc. (VPI), Verint, and NICE/Cybertech.
- 6 All quotations are subject to awarded GSA terms and conditions which supercede any conflicting terms below. Prices are exclusive of sales/use taxes.
- 7 Prior to purchase, Teton Communications must provide an installation quote to Avtec for inclusion in final customer quote. Teton may also contract directly with customer for system installation.

CITY OF TWIN FALLS
STATEMENT OF WORK

This Statement of Work (“SOW”), is effective as of the date of the last signature hereto (the “Effective Date”) and is entered into by and between Avtec, Inc. (“Avtec”) and City of Twin Falls (“Customer”) pursuant to Sales Quotation# 2015-3173 (the “Sales Quotation”) and the End User License Agreement (the “EULA”) attached hereto and incorporated herein. Avtec and Customer may be referred to individually as “Party” and collectively as the “Parties”.

AGREEMENT

1. Avtec’s Project Name: City of Twin Falls.

2. Project Scope

Avtec will provide Customer with the material and equipment detailed in the Sales Quotation.

3. Payment and Milestones

The Parties agree that this is a Firm Fixed Price contract and is non-adjustable except by a written change order signed by the Parties. Payment milestones are agreed upon as follows:

A. The total price for all materials, Software, Licenses and Hardware is One Hundred Twenty Eight Thousand Four Hundred Twenty Five Dollars and 09/100s (\$128,425.09). The total price shall be invoiced to Customer in accord with the following milestones:

MILESTONE	Fee (US\$)
(Equipment, Software, Licensing, Shipping) Upon shipment of all Equipment to the “SHIP TO” location identified on the Purchase Order Net 30 days from invoice date.	\$105,308.43
(Professional Services) Upon System Acceptance Net 30 days from invoice date.	\$23,116.65
TOTAL	\$128,425.09

4. Performance Period

The term of the SOW shall commence on the Effective Date and terminate upon signing of the Certificate of System Acceptance.

5. Location of Services

Avtec will perform the Services at Customer’s designated work site.

6. System Acceptance Process

“System Acceptance” means the date Customer issues a Certificate of System Acceptance to Avtec.

- (1) Evaluation by Customer. Upon delivery and installation of the Products, Customer and Avtec will jointly execute the test procedures outlined in the Acceptance Test Plan. Customer will make a determination as to whether the Products are in accordance with the applicable specifications of this SOW, and will deliver to Avtec a Certificate of System Acceptance (**Exhibit B**) or a written rejection. Issuance by Customer of its written acceptance of the Products will be deemed a final acceptance of the Products. Any notice of rejection must set forth in reasonable detail the basis for the rejection. In the event of a notice of rejection, Avtec will commence to modify, replace, or correct such non-conformity so that the acceptance criteria are satisfied in accordance to the Acceptance Test Plan. Upon successful completion of the Acceptance Test Plan, the system will be deemed accepted and the Warranty Period (as defined in the Agreement) will commence.
- (2) Usage of Product During Acceptance Testing. Customer may, during the Acceptance Testing Period, utilize the Product in a production environment only to the extent determined necessary by Avtec to assure compliance with the acceptance criteria set forth in this SOW. If Customer continues to use the Products for a period of thirty (30) days without issuing a Certificate of System Acceptance to Avtec, the Products will be deemed finally accepted and full payment of any outstanding monies owed must be paid in accordance with this SOW.

7. Acceptance Test Plan

Upon completion of the Scout system installation, a visual inspection of the installation and an Acceptance test will be performed by an Avtec representative. It shall be witnessed by an authorized Customer representative. Each portion of the Acceptance Test will be marked as either pass or fail. When a portion of the test is marked passed, it will not be tested again. Failed portions will be corrected and then re-tested. The corrective/re-testing process will take place until all portions are passed. **Exhibit B (Certificate of System Acceptance)** shall be executed by both Avtec and Customer upon completion and acceptance testing, and Customer warrants that System Acceptance will not be unreasonably withheld or delayed. Upon successful completion of the Acceptance Test Plan, the system will be deemed accepted and the one (1) year warranty period will commence.

8. Change Order Management

Customer may by a written order, request changes to the general scope of the Services covered by this SOW (a "Change Order"). If any such change causes an increase in the costs of equipment or the time required for the performance of any part of the Services covered by this SOW, an equitable adjustment shall be made in the price, delivery schedule, or both, and the SOW shall be modified in writing accordingly. If not a Time and Materials contract, Avtec will not accept any Change Order requesting a decrease in Services after the project kickoff meeting between the Parties. Each such Change Order shall be deemed effective only after it has been signed by both Parties and will be incorporated into this SOW.

9. End User License Agreement ("EULA")

Customer's use of any hardware or software products provided to Customer by Avtec shall be subject to the terms and conditions of the EULA attached hereto as "**Exhibit D**" and incorporated herein. The terms of the EULA shall be effective and binding on the Parties hereto upon execution of this SOW by Customer.

10. Conflicting Terms

If any term or provision contained in this SOW contradicts any provision of any other agreement, verbal or written, this SOW shall control and govern.

11. Contacts

The following individuals are responsible for the day to day activities of the Project.

	Customer	Avtec
Name		Kelly Pritchett, PMP
Address		Avtec, Inc. 100 Innovation Place Lexington, SC 29072
Phone		803-358-3405
Email		KPritchett@avtecinc.com

12. Conflicting Terms

If any term or provision contained in this SOW contradicts any provision of the Agreement, this SOW shall control and govern.

IN WITNESS WHEREOF, the Parties hereto each acting with proper authority, and intending to be legally bound, have executed this SOW.

City of Twin Falls

Avtec, Inc.

Full name

Full name

Title

Title

Signature

Signature

Date

Date

EXHIBIT A

Description of Services

1. Summary

Avtec will provide Services in accordance with the Sales Quotation. The Parties hereby affirm the “Notes” provided in the Sales Quotation and such expectations are incorporated into this SOW.

2. Responsibility Matrix

The following table further defines each Parties responsibility for deliverables of the Project under this SOW. **This responsibilities matrix shall be interpreted with the Professional Services price quotation to Customer and Avtec is not responsible for providing any service not specifically quoted.** Use of Not Applicable (“N/A”) shall designate Services not quoted to Customer. “Joint” means the Parties share responsibility.

Responsible Party	Description
	1. Project Management Activities
AVTEC	1.1. Project Management for system staging and configuration at Avtec’s factory prior to shipping.
AVTEC	1.2. Collaborate with CUSTOMER to create project plan and schedule
AVTEC	1.3. Coordinate Equipment Delivery.
JOINT	1.4. Attend Project Management Meetings (via WebEx or other internet service/telephone)
	2. Design Activities
Teton	2.1. Site Survey & Kickoff 2.2. Screen building & Documentation 2.3. Provide Standard system Documentation including system network diagram, cross-reference of Cable Material, Connectors, to/from information and Avtec Part Numbers for Replacement.
	3. Shipping
AVTEC	3.1. Package Equipment for Shipping
AVTEC	3.2. Ship Equipment per CUSTOMER Instructions
AVTEC	3.3. Deliver Equipment and Materials to Site
AVTEC	3.4. Provide CUSTOMER with Requirements for all AVTEC Furnished Equipment, including Physical, Environmental, Electrical, Computer and Network Specifications.
	4. Installation and Cutover Activities
Teton	4.1. Equipment Physical Installation (CUSTOMER and AVTEC supplied).

Teton	4.2. Develop and Document User Interfaces
Teton	4.3. Make Decisions on Console System Configuration
Teton	4.4. Manage Physical Installation
Teton	4.5. Install AVTEC Furnished Equipment in Designated Locations
CUSTOMER	4.6. Label Cables with a Unique Identifier Conforming to Avtec Requirements.
Teton	4.7. Manage Software Installation and Configuration
	5. Manage Work Site Preparation.
CUSTOMER	5.1. Environmental – provide adequate physical conditions (including furniture, racks, shelves, etc.), ventilation, heating, and cooling per Scout system requirements.
CUSTOMER	5.2. Procure, Configure, Install, Terminate and Test all Network Cable and Infrastructure to Support Scout Installation.
CUSTOMER	<p>5.3. <u>Wiring and Grounding</u> – CUSTOMER is responsible for installation and testing of building wiring and grounding system as required by all applicable building codes, ordinances, regulations, this SOW, and modern industry best practices. CUSTOMER is responsible for providing appropriate surge protective devices and grounding for network, power, and telephony. CUSTOMER shall provide a tested Demarcation Point for all wiring and console hardware and at all times comply with AVTEC’s “Scout Hardware Grounding Practices, Rev.2”, documentation #9904-302-0002, which shall be provided to CUSTOMER and is incorporated herein by reference.</p> <p>5.4. Console Equipment- CUSTOMER is responsible for the grounding connection between the CUSTOMER supplied Demarcation Point and the Junction Block (equipment ground termination point provided by AVTEC). CUSTOMER is responsible for running grounding wire from AVTEC supplied equipment (MWC, Jack Box, desk microphone, footswitch) to the Junction Block provided by AVTEC, and installed by CUSTOMER to CUSTOMER supplied furniture (e.g. desk). CUSTOMER is responsible for running grounding wire from the Junction Block to the CUSTOMER supplied Demarcation Point.</p> <p>5.5. CUSTOMER Backroom Equipment- CUSTOMER is responsible for supplying a tested Demarcation Point for any backroom rack equipment. Rack equipment supplied by CUSTOMER shall be grounded prior to the AVTEC installation. CUSTOMER is responsible for running grounding wire from AVTEC supplied equipment (Outposts, telephone interfaces, Aux I/O) to the CUSTOMER provided ground located on the Frame Rail of the</p>

	backroom equipment cabinet. CUSTOMER is responsible for running grounding wire from the Frame Rail ground location to the CUSTOMER supplied Demarcation Point.
Teton	5.6. AVTEC Backroom Equipment- For backroom rack equipment supplied by AVTEC, AVTEC will identify the preferred grounding point (e.g. the Frame Rail) on the CUSTOMER supplied rack equipment to the CUSTOMER prior to the scheduled date of installation.
CUSTOMER	5.7. The CUSTOMER is responsible for the grounding connection between the CUSTOMER supplied Demarcation Point and the grounding point on the rack equipment. CUSTOMER is responsible for running grounding wire from AVTEC supplied equipment (Outpost, Telephony Gateway, Aux I/O) to the preferred grounding point on the rack equipment.
CUSTOMER	5.8. Electrical Power – Provide adequate electrical power at each equipment location. Scout hardware components supplied by AVTEC run on 110/220VAC, 50-60Hz (unless local 12VDC supplied by CUSTOMER to power Outposts).
CUSTOMER	5.9. Networking – provide all required network interfaces including Ethernet and Telephony circuits. Configure networking to supply IP transport per Scout requirements. Customer is solely responsible for the administration and integration of its networks.
	5.10. Network Security- Customer is solely responsible for the security of its Network Infrastructure. Customer is responsible for installing and configuring malware and network protection as appropriate for its networks on consoles and servers deployed during integration process.
CUSTOMER	5.11. Site Access – provide access to all locations as required for AVTEC site surveys.
CUSTOMER	5.12. Radio Programming - provide radios programmed to support requested features or functionality (e.g. ANI information, Emergency, etc.) of Scout consoles.
	6. Provide CUSTOMER Furnished Equipment
CUSTOMER	6.1. Design, furnish and install all required networking infrastructure to support Scout system applications, per Scout requirements to include all cable, routers, switches and engineering services.
CUSTOMER	6.2. Furnish any computers, equipment and/or accessories not provided by AVTEC.
	7. Installation Support
CUSTOMER	7.1. Inspection and Inventory of delivered AVTEC equipment and

	notification to AVTEC of any shipping damage within ten (10) business days from date of delivery.
CUSTOMER	7.2. Disposal of Packing Materials
CUSTOMER	7.3. Provide site access, and/or escorts to the equipment rooms and cabling installation areas as required.
CUSTOMER	7.4. Assist AVTEC with any access credentials required by third parties, such as Personnel Badges, TSA or Airport clearances.
CUSTOMER	7.5. If required, provide a secure room at the installation site with a dial out phone during the implementation phase of the project. (This room will be used by the AVTEC personnel for its operations; for temporary storing Scout system components and securing test equipment and tools.)
CUSTOMER	7.6. Provide demarcation of telephony and radio interfaces within 10' of AVTEC equipment.
CUSTOMER	7.7. Schedule Installation and Cutover Planning with Operations Personnel.
Teton	7.8. Install all AVTEC and Third Party Hardware and Peripherals that are a part of Avtec's Sales Quotation.
	8. Perform Training
N/A	8.1. Administrative/Maintenance Class
AVTEC	8.2. One (1) day of Operator Training (On-Site) scheduled immediately after installation.
CUSTOMER	8.3. Provide adequate facilities for on-site Operator Training.
CUSTOMER	8.4. Schedule Personnel for Uninterrupted Training Sessions.
CUSTOMER	8.5. Provide classroom projector compatible with a laptop and screen.
N/A	8.6. Custom Operators Manuals.
	9. Cutover Assistance and Acceptance
JOINT	9.1. Schedule Cutover.
AVTEC	9.2. Support Cutover with up to two (2) days On-site Assistance.
CUSTOMER	9.3. Sign Acceptance Documents.
CUSTOMER	9.4. Disposal of existing equipment.
	10. Test Activities
AVTEC	10.1. Test console and gateway configurations for basic operation
JOINT	10.2. Perform agreed upon Acceptance tests
AVTEC	10.3. System Integration Test Plan and Execution. Integration testing includes ALL console positions, VP Gates, and any additional interface equipment provided by Avtec. Any additional requested

	testing outside scope of installed equipment will be quoted at Avtec's prevailing rates.
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3. After Acceptance Customer Support (Self-Supporting)

The warranty period does not include Software Maintenance upgrades and support. Customer has elected to self-support the system or to use a local third party provider certified by Avtec. Technical support service will be discussed annually with Customer. The objective of this annual review is to confirm that service levels have been achieved and review roles and responsibilities. The service definition will be formally reviewed as well as this agreement and will be updated accordingly.

Customer Requirements

- Customer will be responsible to supply an on-site Technical support person with current training certification on the Avtec system, if Customer is self-supporting. That person(s) will be responsible to communicate and work toward problem resolution with the Avtec Technical Support Team.
- If local service provider is utilized, local provider must be Avtec certified and under good standing with Avtec.
- Customer will maintain an adequate supply of critical spare parts as recommended by Avtec.

Avtec Responsibilities

- Avtec will provide telephone Technical Support for Customer and/or local certified service provider, provided Customer has an active Support contract, during Avtec's normal Operating hours (defined below).
- Avtec will provide telephone Technical Support for Customer and/or local certified service provider for Critical Priority issues (defined below), provided customer has an active Support contract, at any time.
- Avtec will provide part replacement service (RMA Support) for Customer and/or local certified service provider, during Avtec's normal Operating hours (defined below).
- 90% of the calls will be answered within 60 seconds during Avtec business hours.
- 90% of calls will be answered within 180 seconds after hours and weekends.
- Each Support call will be logged and assigned a priority status, Critical, Urgent, and Normal. The following are responses based on the priority;

Priority:	Critical
Definition	Customer's system is substantially degraded and normal operations are not possible.
Response Time	30 Minutes
Resolution Commitment	Issue will be worked continuously until resolution
Escalation Process	If Customer Support Team is unable to resolve within 1 hour they will escalate to the appropriate member of the engineering team. Escalation to Management Team in 2 hours if issue is still unresolved. A determination of additional resources will be made at that time.

	Update to customer will be made every 2 hours until resolution.
Call Closure Requirement	Call will be closed when system is running without impact for 48 hours and customer is satisfied with resolution.

Priority:	Urgent
Definition	Limited impact, able to work but with limitations
Response Time	60 Minutes
Resolution Commitment	Issue will be worked on a priority basis
Escalation Process	If Customer Support Team is unable to resolve within 1 business day they will escalate to the appropriate member of the engineering team. Escalation to Management Team in 3 business days if issue is still unresolved. A determination of additional resources and time frame of resolution will be made at that time. Update to customer will be made as new information is made available until resolution.
Call Closure Requirement	Call will be closed when system is running without impact for 48 hours and customer is satisfied with resolution.

Priority:	Normal
Definition	No impact to business, questions or informational
Response Time	1 Business Day
Resolution Commitment	Issue will be queued for resolution based on workload and other priority cases.
Escalation Process	If Customer Support Team is unable to resolve within 5 business days they will escalate to the appropriate member of the engineering team. Escalation to Management Team in 10 business days if issue is still unresolved. A determination of additional resources and time frame of resolution will be made at that time.
Call Closure Requirement	Call will be closed when customer accepts resolution.

RMA Support:

- RMA repair request is made from Customer form complete RMA is processed within 4 hours.
- RMA advance replacement request is made from Customer, form complete and RMA is processed within 2 hours.

Contacts & Operating Hours

Contact Phone Numbers & Email:

- 803.358.3600 ext. 201
- 800.543.3034
- CustomerSupport@avtecinc.com
- RMARequest@avtecinc.com

Location of Service Delivery:

- 100 Innovation Place
- Lexington, SC 29072 USA

Hours of Operation:

- Business hours support: Monday – Friday 8:00 AM– 5:00 PM EST
- After hours support: Monday – Friday 5:00 PM – 7:59 AM EST, 24 hour coverage Saturday, Sunday and Holidays

Avtec Holiday List

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving day
- Christmas Eve
- Christmas Day

Escalation Contact:

Customer Support Manager:

- Dawn Fisher-dfisher@avtecinc.com
- 803.358.3600 ext. 312

EXHIBIT B

Certificate of System Acceptance

Pursuant to the Agreement between Avtec, Inc. (“Avtec”) and City of Twin Falls (“ Customer”), all deliverables (both Products and Services) described in the SOW dated _____, 201__ have been inspected and have successfully passed the Acceptance Test as described in Section 7 of the SOW. The Avtec deliverables are hereby deemed fully and finally accepted by Customer. Execution of this document confirms and certifies final acceptance by Customer.

City of Twin Falls

Avtec, Inc.

Full name

Full name

Title

Title

Signature

Signature

Date

Date

EXHIBIT C

Change Order

THIS CHANGE ORDER # _____, dated as of _____, 20__ (the “Change Order Effective Date”) amends the Statement of Work by and between Avtec, Inc. (“Avtec”) and City of Twin Falls (“Customer”) effective as of _____ (the “SOW”), entered into and governed by the End User License Agreement by and between Avtec and Customer. Terms outlined in this Change Order shall take precedence over similar terms outlined in the SOW referenced above.

Change Requested By (Name/ Title/ Company): _____

Change Description

(Insert a detailed description of the change. Describe the specific area of the SOW or the Work Order being modified.)

Change Justification

(Insert a detailed description of why the change is required. Indicate benefits gained or risk mitigated by making the change.)

Change Impact

(In the table below, indicate what area(s) are impacted by the proposed change. Provide a detailed description of the impact.)

Area of Impact	Yes/ No	Detailed Description of Impact
Scope		
Risk		
Schedule		
Resources		
Financial Impact*		
Other		

If there is a financial impact, please provide additional information below:

Additional Cost: _____

Funding Provision: _____

Party Responsible for Cost (Customer / Avtec): _____

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Change Order as of the Change Order Effective Date.

City of Twin Falls

Avtec, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT D

AVTEC END USER LICENSE, LIMITED WARRANTY AND LIMITATION OF LIABILITY AGREEMENT

IMPORTANT: PLEASE READ THIS END USER LICENSE, LIMITED WARRANTY AND LIMITATION OF LIABILITY AGREEMENT (THE "AGREEMENT") CAREFULLY. WHETHER YOU ARE ACTING FOR YOURSELF INDIVIDUALLY OR AS A REPRESENTATIVE OF AN ENTITY, YOU ARE REFERRED TO IN THIS AGREEMENT AS "YOU". YOU MAY BE READING THIS AGREEMENT ONLINE, OR AS AN ELECTRONIC DOCUMENT INCLUDED WITH AN AVTEC, INC. ("AVTEC") SOFTWARE PRODUCT, OR AS A PHYSICAL DOCUMENT PACKAGED WITH AN AVTEC HARDWARE OR SOFTWARE PRODUCT (SUCH SOFTWARE, IN EACH CASE, IS HEREINAFTER REFERRED TO IN THIS AGREEMENT AS THE "SOFTWARE", AND "PRODUCT" SHALL REFER TO ANY HARDWARE OR SOFTWARE FURNISHED BY AVTEC). THE TERM "SOFTWARE" SHALL INCLUDE COMPUTER PROGRAMS OFFERED AS STAND ALONE PRODUCTS AS WELL AS FIRMWARE OR OTHER SOFTWARE EMBEDDED IN AVTEC HARDWARE PRODUCTS. THE TERM "SOFTWARE" SHALL ALSO INCLUDE ANY USER DOCUMENTATION THAT IS PART OF OR SUPPLIED WITH THE SOFTWARE OR OTHERWISE MADE AVAILABLE BY AVTEC TO AUTHORIZED END USERS OF THE SOFTWARE. YOU ARE ENTITLED TO THE BENEFITS OF THIS AGREEMENT ONLY IF YOU ARE THE ORIGINAL AND REGISTERED PURCHASER OF THE APPLICABLE AVTEC PRODUCT, AND YOU PURCHASED THAT PRODUCT FROM AVTEC, AN AUTHORIZED AVTEC DEALER OR SYSTEMS INTEGRATOR, OR OTHER AVTEC-APPROVED SOURCE ("APPROVED SOURCE"). IF YOU DO NOT SATISFY THE FOREGOING CONDITIONS YOU ARE NOT LICENSED TO USE OR KEEP A COPY OF THE SOFTWARE NOR ENTITLED TO THE BENEFITS OF AVTEC'S LIMITED WARRANTY SET FORTH BELOW.

ASSUMING YOU SATISFY THE FOREGOING CONDITIONS, YOU ACCEPT AND AGREE TO THIS AGREEMENT IF YOU EITHER: (1) ACCEPT THIS AGREEMENT WITH A MOUSE-CLICK OR SIMILAR ACTION PRIOR TO DOWNLOADING THE SOFTWARE OR INSTALLING THE SOFTWARE ON A COMPUTER; (2) ACQUIRED THE SOFTWARE STORED ON ELECTRONIC STORAGE MEDIA SUCH AS CD-ROM OR DVD AND YOU BREAK THE SEAL ON THE PACKAGE CONTAINING THE ELECTRONIC STORAGE MEDIA; (3) YOU INSTALL OR USE THE SOFTWARE ON A COMPUTER, OR (4) YOU USE THE HARDWARE PRODUCT ON WHICH THE SOFTWARE CAME INSTALLED.

IN SOME CASES THE SOFTWARE MAY BE PURCHASED AS PART OF A LARGER SYSTEM TO WHICH A SEPARATE SOFTWARE LICENSE APPLIES. IN SUCH CASE, THE TWO LICENSES SHALL BE CONSTRUED AS COMPLEMENTARY SUCH THAT AVTEC ENJOYS THE MAXIMUM RIGHTS AND BENEFITS OF BOTH, AND IF THERE IS ANY CONFLICT BETWEEN THE TWO LICENSES SUCH CONFLICT SHALL BE RESOLVED BY GIVING EFFECT TO THE PROVISION IN EITHER LICENSE THAT IS MOST FAVORABLE TO AVTEC (AS DETERMINED BY AVTEC IN ITS SOLE DISCRETION). BY DOWNLOADING, INSTALLING, OR USING THE SOFTWARE, YOU REPRESENT THAT YOU PURCHASED THE SOFTWARE FROM AN APPROVED SOURCE AND AGREE TO BE BOUND BY THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, AVTEC IS UNWILLING TO LICENSE THE SOFTWARE TO YOU AND YOU MAY NOT DOWNLOAD, INSTALL OR USE THE SOFTWARE. IF YOU PURCHASED A PHYSICAL COPY OF THE SOFTWARE ON ELECTRONIC MEDIA SUCH AS A CD-ROM OR DVD, YOU MAY RETURN THE SOFTWARE FOR A FULL REFUND IF, AND ONLY IF, THE SEAL ON THE PACKAGE CONTAINING THE ELECTRONIC MEDIA ON WHICH THE SOFTWARE IS STORED IS INTACT AND HAS NOT BEEN TAMPERED WITH. IF THE SOFTWARE WAS SUPPLIED AS PART OF ANOTHER PRODUCT YOU

PURCHASED FROM AN APPROVED SOURCE, YOU MAY RETURN THE ENTIRE PRODUCT FOR A FULL REFUND. YOUR RIGHT TO RETURN AND REFUND EXPIRES 30 DAYS AFTER THE DATE OF PURCHASE FROM AN APPROVED SOURCE, AND APPLIES ONLY IF YOU ARE THE ORIGINAL AND REGISTERED PURCHASER.

1. License. Subject to the terms of this Agreement, and provided You purchased this Software license from an Approved Source, Avtec grants to You a nonexclusive and nontransferable license to use the Software in object code format only for Your internal business purposes.

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Each license purchased entitles You to install and run the Software on one and only one computer or CPU. If virtualization or other emulation technology is used on the licensed computer or CPU, each license purchased entitles You to install and use the software within only one virtual (or otherwise emulated) hardware system on the licensed computer or CPU.

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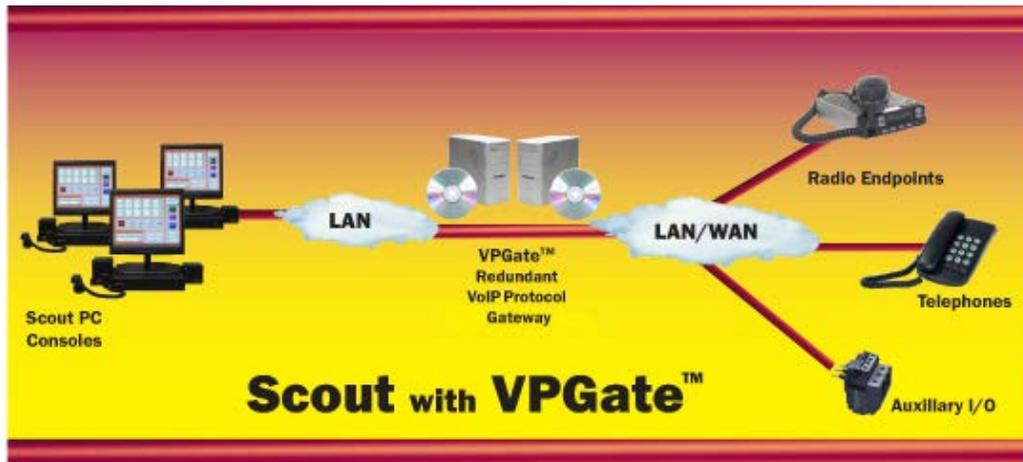
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consoles you can count on

Scout VoIP Console System Overview

V3.5



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Version 3.5
Date: February 2015

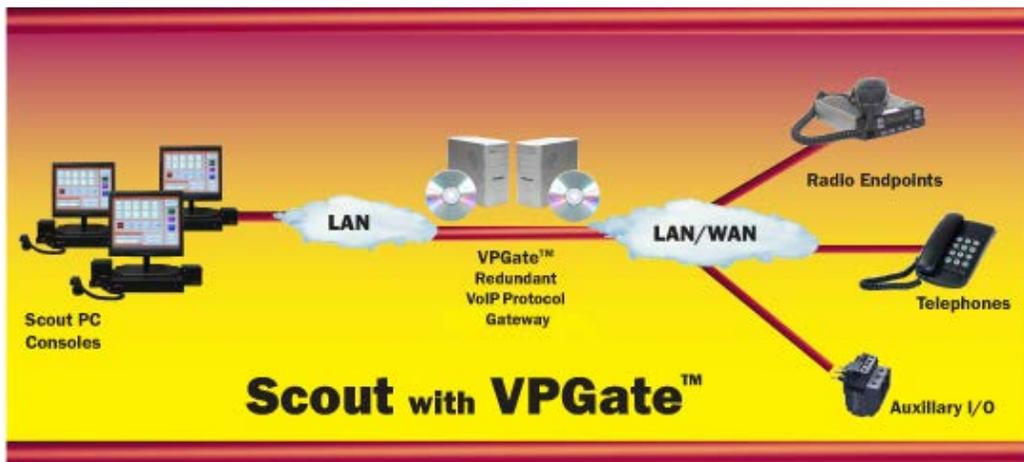
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Executive Summary

In this document, we describe a solution comprised of our Scout™ Console system, along with VPGate™ VoIP protocol gateways and Outpost™ RoIP endpoints. This document covers features of Scout Version 3.5. Unlike custom “one-off” systems, Scout™ is a standard software-based console, meaning that additional features and interfaces are released on a regular basis to enhance product capabilities.



The Scout™ console system delivers “ANY to ANY @ ANYtime™” communications capabilities. The system architecture is built upon a combination of networked Windows PC-based software elements and embedded endpoints to form a distributed console system that provides the features and capabilities of traditional switch-based consoles.

The major system elements are the Scout™ console positions, VPGate™ protocol gateways, IP endpoints (radios and telephony gateways), and an Ethernet network that ties all of the elements together. The Scout Project Manager Software provides remote management capability for configuring consoles, gateways, and endpoints, and supports “pushing” out changes from a centralized database without requiring console restarts.

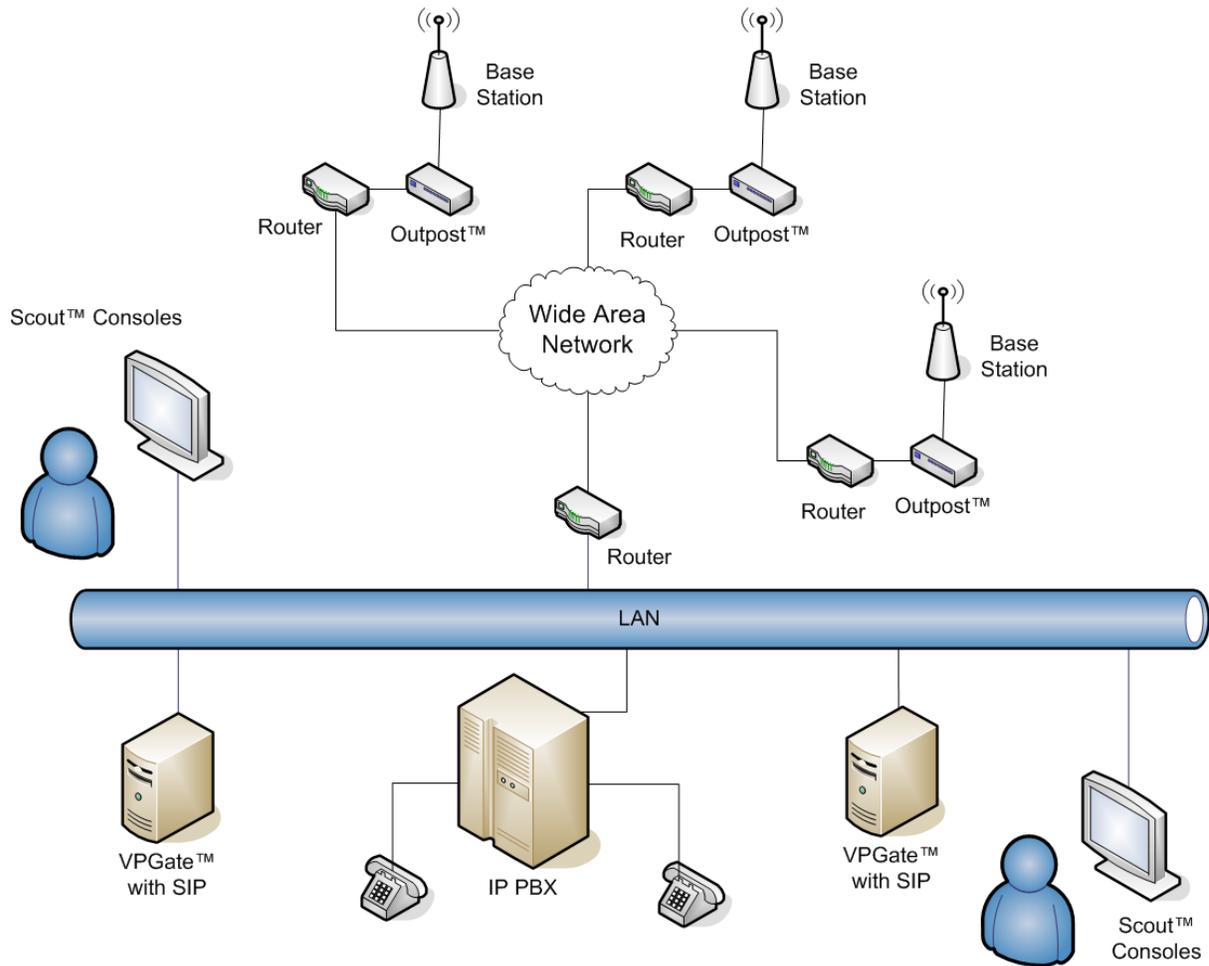
Traditionally, IP consoles from different companies seem to be very similar. They generally use Ethernet to connect their components, encode audio into packets, and provide control of radios and sometimes telephone circuits. The dispatcher interface usually displays on an LCD screen connected to a Windows PC. This precedence leads many people to believe all consoles are equivalent. However, if you look closer, you will find that Avtec’s solution is better for a wide variety of reasons.

- **The User Interface:** Scout™ is unparalleled in its elegance and configurability. Different window sizes, web browser objects, map backgrounds, custom buttons, colors, fonts, button icons, and more are created with a simple-to-use graphical Project Manager tool. You can develop unlimited screen configurations and assign them to any or all positions to meet your business needs. Avtec, a pioneer in Touchscreen Consoles, designs all user interface elements for error-free operation.
- **Standard Components:** Scout supports commercial-off-the-shelf (COTS) computers and networking equipment, while only requiring proprietary hardware for components unique to a console system. This allows customers to use their standard PCs and network switches/routers, simplifying procurement and configuration, sparing maintenance, and reducing life-cycle costs.

- **Ease of Configuration:** The Scout Project Manager software allows you to maintain all of your system components remotely, anywhere you have network access, and it stores screen and console configurations in a standard centralized XML database.
- **Mission Critical Audio Quality:** Scout™ does not use PC sound cards for dispatcher audio in its Hardware Audio Package. A dedicated embedded media workstation at each dispatch position with six DSP resources provides the ability to select and monitor up to 50 audio sources. You can run other applications on the PC without worrying about audio dropouts. The Scout console provides real console peripherals with rugged headset jacks, a desktop microphone, and speakers designed for a mission-critical environment.
- **Business Critical Audio Option:** Scout's Software Audio Package, featuring the Avtec-developed Software Media Workstation, meets business-critical needs to add or relocate dispatching positions quickly or to provide a Scout workstation when desktop space is limited. The Software Audio Package uses a software-based audio processor to provide digital signal processing with a flexible, mobile software solution. Instead of operating through external hardware, the Software Audio Package processes audio via the Scout console software run on a PC.
- **Simulation:** The Scout Project Manager software allows you to run the Scout User Interface off-line, even without the console hardware. Maintenance personnel can test the screen layouts/navigation, graphical elements, browser addressing, and contact groupings on their PCs to ensure everything works as planned. Supervisors can review the design to ensure it fits the organization's workflow and even do introductory training on any new features. Once the design is approved, the configuration can be "pushed" to the live consoles.
- **Redundancy:** VPGate™ is designed so a failure will not affect operations. In fact, VPGate™ is normally licensed in a redundant configuration. Failover capability provides a highly resilient system design that can continue to operate in a number of disaster scenarios. This capability ensures that the endpoints assigned to the VPGate™ continue to be available for uninterrupted operation from all the console positions. The Scout System Administrator can use the redundant VPGate system to schedule moving endpoints to the redundant system when the primary system requires maintenance. The controlled failover allows the administrator to notify dispatchers and provide a failover timetable. Redundancy can also be configured on Outpost™ allowing redundancy for a radio that is connected to an Outpost endpoint.
- **Diagnostics:** Every system element reports to a centralized diagnostic logging application, which permits "drill-down" capability to observe detailed system behavior including audio diagnostics, console states, and component health. Each major subsystem has log file capability to allow deeper diagnostic analysis if necessary. The Scout Diagnostics application can also send SNMP messages for its alarms and events to as many as four SNMP Managers to allow Network Administrators the ability to view messages through an integrated management console.
- **WAN friendly:** VPGate™ talks to endpoints via unicast. In many cases, this eliminates the need for multicast traffic to traverse your WAN. It also arbitrates access to endpoints so multiple consoles can access them. For companies with Scout Systems in different geographical sites, Avtec offers Frontier, a component of the Scout Product Suite. Frontier allows the linking of autonomous Scout IP systems over a wide area network to form a very large-scale enterprise communication solution.
- **Scalability:** A Scout System is capable of supporting 200 consoles and 2,000 endpoints in a local area network, while maintaining the features inherent in the product today.

Typical Scout™ System Configuration

The following is a typical Scout™ installation showing consoles configured for both Radio and Telephony access. Redundant VPGate™ PCs are provided to ensure uptime. In this example, no multicast data is required across the WAN.



Scout™ Consoles

Each Console position consists of Avtec software on a standard PC, a separate media workstation, and dispatching peripherals. Scout™ Console Software runs on a Windows 7 and/or Windows XP Professional PC with any compatible pointing device, including mice, trackballs, and/or an LCD Touchscreen. The PC and the media workstation connect to their local VPGate™ via Ethernet to access endpoints or other consoles.

The Scout Media Workstation Plus, in the Hardware Audio Package, provides the peripheral connections, high quality audio mixing, and an interface to the Scout Console Software running on a PC via Ethernet. The workstation's real-time architecture and dedicated digital signal processors (DSPs) provide precise signal conditioning to ensure the highest quality audio. It converts between packet-based VoIP and analog audio for the dispatchers' peripherals such as select/unselect speakers, desk microphones, handsets, and headsets. It also provides dedicated I/O for footswitches, relay outputs, and other devices.

The Scout User Interface software provides a user-friendly dispatching runtime environment. The console displays virtual buttons called pads. Touch the pads to answer calls, select functions, and move from screen to screen. Pads are designed to operate via touch or by mouse click. Console screens are configured and maintained from the Scout Project Manager application.



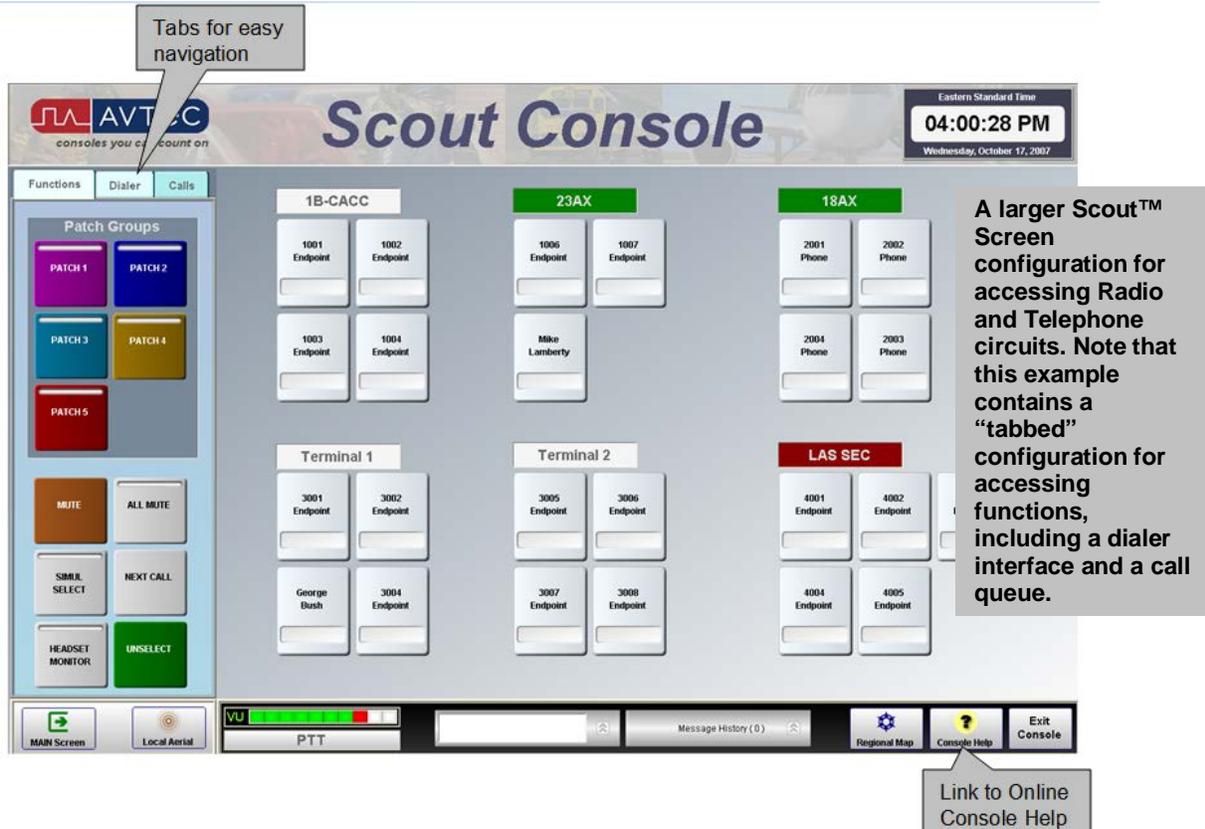
A small, simple Scout™ Screen configuration for accessing Radio circuits. Note in this example it contains a “tabbed” configuration for accessing different geographical territories, as well as navigation pads on the right side for other functions.

One of the configuration options available through the Scout Project Manager application is to offer user names and passwords for operator login. The Operator Login feature allows a dispatch center to use free seating with customized configuration. When Operator Login is in use, the operator can occupy any console position and log in to a console that displays the user-defined screens associated with the unique login. To support touchscreen console setups, the login dialog accesses a software keyboard.

Another feature of the Scout System is Console Intercoms. This feature provides dispatchers the ability to have two-way conversations with one another from their Scout Consoles. The dispatchers can place an intercom call as either a regular call or an emergency call. Dispatchers can also send one-way intercom page announcements to multiple dispatchers and make All-Call announcements. The Intercom endpoint pad can be configured to notify the dispatcher that he missed an intercom call and must call back another dispatcher. The notifications can include both visual and audible indications. In addition, intercoms can be configured in PTT mode or in full duplex mode.

The Scout software provides the most feature-rich and configurable interface in the console industry. Every screen element, from graphical backgrounds to pad sizes, colors, and fonts, can be configured to meet your needs. Despite the wide array of features, it is very simple to design, maintain, and deploy

console screens using the Scout Project Manager. Refer to the following pages for additional user interface examples showing some of the possibilities.



AVTEC consoles you count on

Scout Console

Eastern Standard Time
04:00:28 PM
Wednesday, October 17, 2007

Functions | Dialer | Calls

Patch Groups

- PATCH 1
- PATCH 2
- PATCH 3
- PATCH 4
- PATCH 5

MUTE | ALL MUTE

SIMUL SELECT | NEXT CALL

HEADSET MONITOR | UNSELECT

1B-CACC

- 1001 Endpoint
- 1002 Endpoint
- 1003 Endpoint
- 1004 Endpoint

Terminal 1

- 3001 Endpoint
- 3002 Endpoint
- George Bush
- 3004 Endpoint

Terminal 2

- 3005 Endpoint
- 3006 Endpoint
- 3007 Endpoint
- 3008 Endpoint

23AX

- 1006 Endpoint
- 1007 Endpoint
- Mike Lamberty

18AX

- 2001 Phone
- 2002 Phone
- 2004 Phone
- 2003 Phone

LAS SEC

- 4001 Endpoint
- 4002 Endpoint
- 4004 Endpoint
- 4005 Endpoint

MAIN Screen | Local Aerial

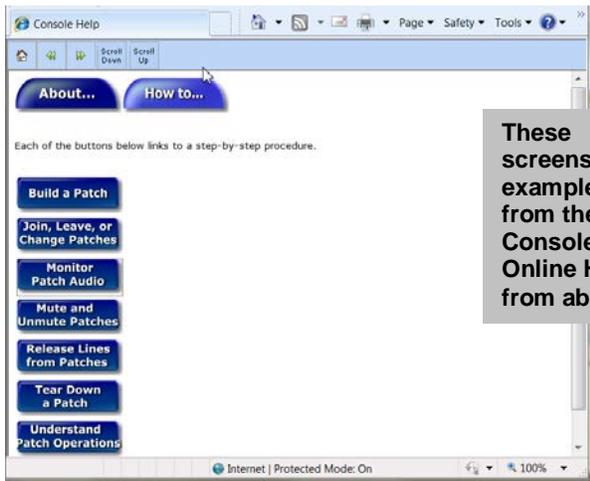
VU | PTT

Message History (0)

Regional Map | Console Help | Exit Console

Link to Online Console Help

A larger Scout™ Screen configuration for accessing Radio and Telephone circuits. Note that this example contains a “tabbed” configuration for accessing functions, including a dialer interface and a call queue.



Console Help

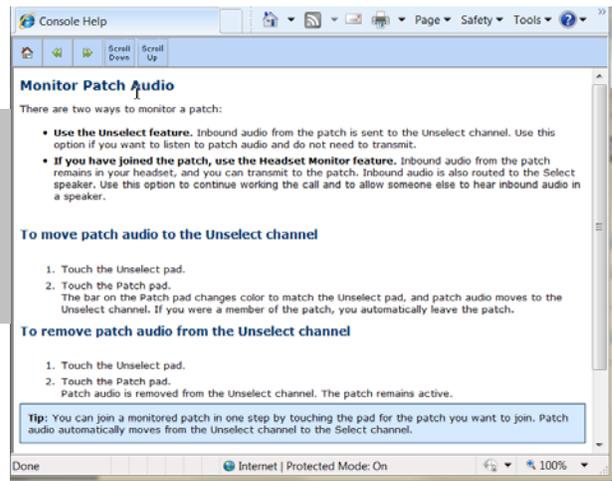
About... | How to...

Each of the buttons below links to a step-by-step procedure.

- Build a Patch
- Join, Leave, or Change Patches
- Monitor Patch Audio
- Mute and Unmute Patches
- Release Lines from Patches
- Tear Down a Patch
- Understand Patch Operations

Internet | Protected Mode: On

These screens are examples from the Console Online Help from above.



Console Help

Monitor Patch Audio

There are two ways to monitor a patch:

- Use the **Unselect feature**. Inbound audio from the patch is sent to the Unselect channel. Use this option if you want to listen to patch audio and do not need to transmit.
- If you have **joined the patch**, use the **Headset Monitor feature**. Inbound audio from the patch remains in your headset, and you can transmit to the patch. Inbound audio is also routed to the Select speaker. Use this option to continue working the call and to allow someone else to hear inbound audio in a speaker.

To move patch audio to the Unselect channel

- Touch the Unselect pad.
- Touch the Patch pad.
The bar on the Patch pad changes color to match the Unselect pad, and patch audio moves to the Unselect channel. If you were a member of the patch, you automatically leave the patch.

To remove patch audio from the Unselect channel

- Touch the Unselect pad.
- Touch the Patch pad.
Patch audio is removed from the Unselect channel. The patch remains active.

Tip: You can join a monitored patch in one step by touching the pad for the patch you want to join. Patch audio automatically moves from the Unselect channel to the Select channel.

Done | Internet | Protected Mode: On



In this Public Safety Customer example, a variety of Scout user interface tools were used to build an attractive and functional console GUI. Multiple tabbed areas were used to maximize screen real estate. For example, when an HQ door control is actuated, the corresponding vehicle graphic is no longer displayed.

Scout Media Workstation Plus

The limitations of both PC audio processing and peripheral interfaces drive the need for the Scout Media Workstation Plus. Instead of a PC sound card, Avtec provides a robust embedded controller based upon a real-time operating system, with six dedicated DSPs to manage audio manipulation. It interfaces all of the dispatchers' peripherals such as speakers, headsets, handsets, and push-to-talk switches. The Media Workstation Plus converts the analog audio from these peripherals to VoIP audio for connection to the various IP endpoints (via VPGate™). In addition, it provides "transcoding" between different audio codecs (G.711, G.729a, G.726, etc.) and audio mixing for the console "patch" function. Up to five patches per Scout™ Console can operate simultaneously.

Connectors located on the rear of the unit provide for headset jack boxes, footswitch, select speakers, and unselect speakers. A maximum of 11 audio peripherals are supported at each console position. A front-panel reset switch is provided along with an LED to provide the power status indication. The Media Workstation Plus can be placed on the desktop or mounted out of the way to conserve valuable desktop space. Under-desk mounting kits are available.



Desktop Speakers

The desktop speakers provide Select and Unselect speakers for the console. The speakers are compact and easily stackable, ideal for confined spaces. Each has a volume control, a Power/Audio Activity LED indicator, and an adjustment that permits setting a minimum volume level. For the Media Workstation Plus, Scout supports up to 10 speakers per console position assuming a single jack box or desk microphone is also used.



Jack Box

The Scout Jack Box provides a standard PJ327 jack for 4W/6W handsets and headsets. A minimum and maximum volume level is set under software control from the Media Workstation Plus. A manual volume control is provided as well as a mute-indication LED.



Desk Microphone

The Desk Microphone features a sturdy weighted base, a flexible neck, and connects to the Media Workstation Plus. The microphone features a large button for Push-to-Talk (PTT) which is labeled TRANSMIT and a smaller button for Continuous Tone-Coded Sub-audible Squelch (CTCSS) which is labeled MONITOR. In addition, a top-surface Avtec logo illuminates when the microphone is active. The profile of the microphone prevents dispatchers from engaging PTT accidentally.



Operator Console PC and Monitor

Each console is required to have a PC running the Windows operating system. Scout supports Windows 7 32- and 64-bit Professional for its recent versions. Unlike competitors' systems, the PC is not proprietary and can be customer supplied.

Each console is required to have a display monitor. There are no special requirements for this monitor except compatibility with the selected PC. Scout supports screen resolutions up to 2560 x 1600. For most users, Avtec recommends using 1280 x 1024 resolution and a 17" or 19" LCD Touchscreen.



Scout Console Options

Software Audio Package

For customers who need a flexible, mobile software-based dispatching option, Avtec offers the Scout Software Audio Package. The Software Audio Package provides portability for a dispatch center or expands dispatch capability quickly for disaster management or during special events. To minimize dependencies on computer hardware and sound cards, the console software, when integrated with Scout's Software Audio Workstation, handles all of the audio processing, such as patching, transcoding, gain control, and mixing. The Software Audio Package is compatible with USB or built-in audio devices.

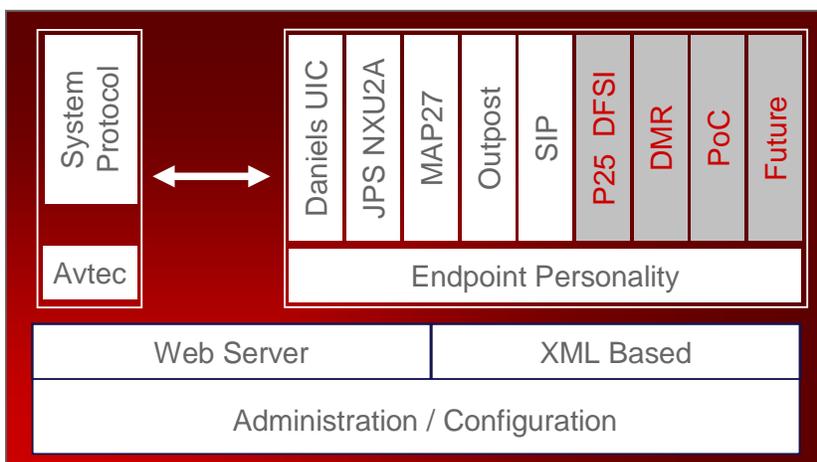
Ranger

Ranger is a unique Scout accessory that offers full connectivity for up to four radio channels. It is ideal for management, IT professionals, senior staff, and anyone who has an occasional need for monitoring or communicating across the radio infrastructure. Ranger, which runs on Windows 7, provides a concentration of Scout's key features including endpoint cross indications, activity history and more. Ranger leverages the full capability of the Scout console system and pure-IP architecture to provide connectivity to the widest audience possible. When installed, Ranger includes a 90-day trial license. When the trial license expires, the customer can purchase a regular license from an Avtec sales representative.

VPGate™

VPGate™ is a software product that translates both VoIP traffic as well as a variety of open and proprietary communication protocols to a "common language" used to communicate to Scout Consoles and other VPGate systems over a LAN/WAN. It runs as a service under Windows. For purposes of discussion, this document uses the terms "VPGate" and "VPGates" to reference PCs running this software.

VPGate™ allows for the abstraction of the console system interface from third-party interface personalities. This allows Avtec to develop different personalities without affecting the console software or system interface protocol. At the same time, VPGate™ provides extensibility, so that new personalities can be added or existing personalities can be changed without affecting the core system interface. In addition, since VPGate™ runs multiple personalities, audio and protocol control is automatically converted between them offering inherent interoperability.



VPGate translates a variety of open and proprietary communication protocols to a "common language" used to communicate to Scout Consoles. In this diagram, note the Avtec System Protocol interface to consoles and endpoint personality protocols. By continually adding new endpoint protocols, the system is always up to date.

In a Scout Console System, radio, telephone circuits, and other devices are considered “endpoints.” Every endpoint is assigned to a VPGate™; a maximum of 160 endpoints are supported per VPGate based on licensing. To ensure reliability, VPGate is usually licensed in a redundant pair arrangement; two copies are provided to ensure that every endpoint is available at all times, even if a VPGate PC fails. If the system needs to support more than 160 endpoints, additional VPGate pairs are added. The Avtec System Protocol supports multiple VPGates. Generally, VPGates are co-located with consoles, and use multicast over the LAN to send audio to Scout for efficiency.

For smaller systems (less than 40 endpoints), VPGate™ can execute on the same PC as the consoles. For larger installations with many endpoints, Avtec recommends dedicated PCs. VPGate™ communicates via Ethernet to VoIP endpoints using unicast transmissions; this simplifies its use in WAN environments. For non-IP devices such as Control stations or Cimarron ANI decoders, a serial protocol is used. In these cases, two drivers can be chained together for an endpoint. One converts the serial protocol to IP and another converts the proprietary protocol to the Avtec system protocol.

VPGate™ is configured and managed via a built-in web server. All updates/modifications take effect immediately after editing, so there is no need to reboot or restart the gateway. Using an embedded server, configuration and status pages allow access to any VPGate™ over the network from any installed Scout Project Manager location, or by using a standard web browser like Internet Explorer.

For security purposes, the VPGate Web Server can be configured to require one or more User IDs and passwords before it will allow a user to view or modify any of the configuration information displayed on its webpage. Although Avtec offers a robust dedicated VPGate computer, it can be customer supplied.

Scout Integration Technology

VPGate™ integrates with equipment from the following companies*:



List of Technologies by Manufacturer

- EDACS Control Station – Harris M7100
- P25 Trunked Systems – Airbus DS Communications, Etherstack, and Tait Radio Communications
- P25 Conventional – Codan Radio Communications and Tait Radio Communications
- P25 Control Stations – Kenwood and Tait Radio Communications
- MPT1327 Trunked Systems – Tait Radio Communications
- NXDN – Kenwood NEXEDGE and ICOM IDAS
- FleetSync Radios – Kenwood
- Conventional Radio Interfaces – Avtec, Inc. Outpost, Raytheon NXU2A, Motorola MOTOTRBO™ IP Site Connect
- MDC1200 and FleetSync ANI Encoder/Decoders - Cimarron
- Session Initiation Protocol (SIP) Telephony Systems – Avaya, Cisco, Quintum, others
- iDEN/NEXTEL – SyTech
- Sprint Direct Connect – Sprint
- Analog/IP Logging Recorders – Eventide, Exacom, HigherGround, Voice Print International (VPI), Inc., NICE, and Verint
- IP Auxiliary Input and Output Panels - Avtec, Inc.
- Trunked Radio Interfaces – Motorola MOTOTRBO™ Connect Plus and Linked Capacity Plus
- DMR Trunked Systems – Tait Radio Communications
- ED-137 Systems – Jotron and Park Air Systems (Northrop Grumman)
- Time Synchronization – Spectracom NetClock
- Valcom – IP Ceiling Speaker and SIP Doorphone

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Scout™ Project Manager

Project Manager is an Avtec software application that runs on a Windows 7 Professional, 32- or 64-bit, for its recent versions. Each collection of configuration settings for a particular Scout system, including settings for the consoles, screens, and endpoints, is considered a “project.” Project configuration data is saved in industry standard XML format. The Scout Centralized Project Storage (CPS) application provides centralized system management, storing all the console screens and configurations in a single location and pushing changes out to the console positions.

For security purposes, the system uses several layers of password protection: Project Manager, webpage, and Operator Login.

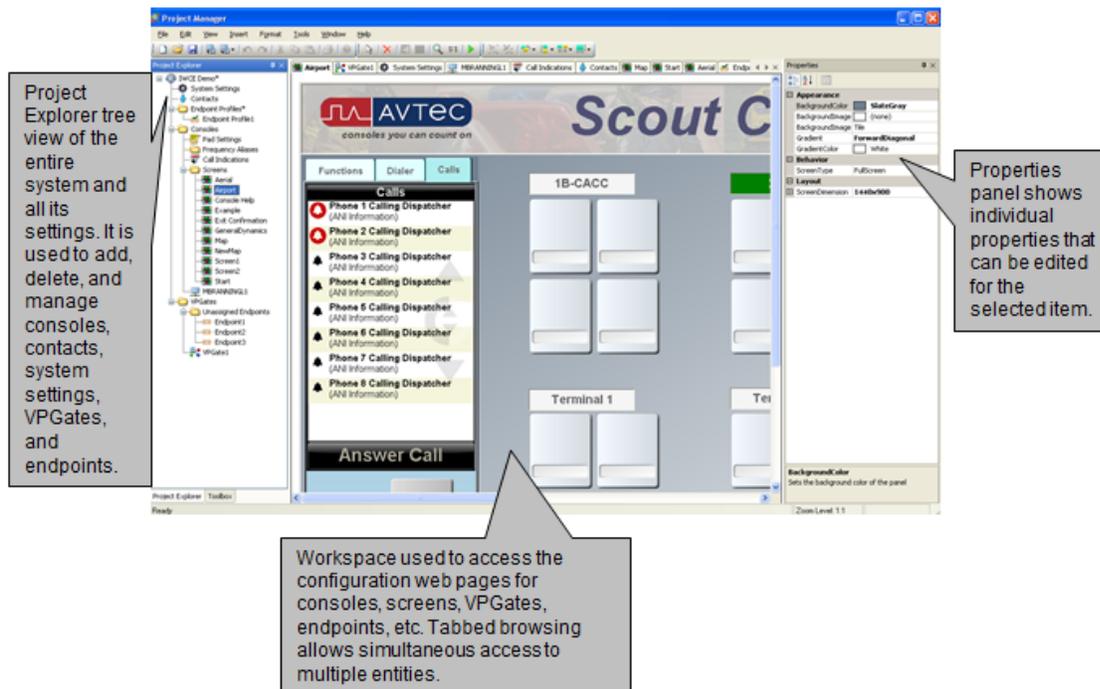
To prevent Project Manager from unauthorized updates, the Scout System Administrator has the option to configure Project Manager to require login with a user name and password. When Project Manager is configured to require login, the user is prompted to enter the user name and password as soon as Project Manager starts. The login dialog includes a software keyboard to support consoles that do not include a hardware keyboard.

The Scout System Administrator can create users, known as maintainers, who have rights to access Project Manager. Each maintainer can have varying levels of access, as needed: No Access, Read-only Access, or Full Access. Maintainers can also have the rights to create additional maintainers, assigning rights as necessary. Maintainers' rights can be assigned differently for each portion of Project Manager that can be modified. Verified against a master list at login, the maintainer user names and passwords allow access to Project Manager on any computer where the project resides.

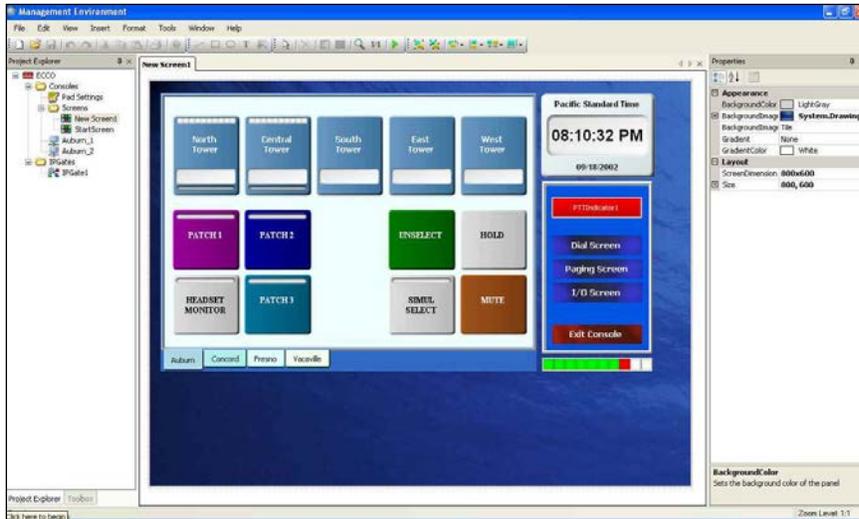
The webpage password protection feature provides a method of ensuring that only authorized personnel access the internal webpages to make changes to the system configuration. The user names and passwords assigned apply only to the system component where the name and password is created. For example, an instance of VPGate that enables users to update the pages only allows updates by the users that were created within that instance of the software. Components of Scout that allow authorized web users include Outpost, VPGate, Console, CPS, and Frontier.

Another layer of security is available through the Operator Login feature. Scout Consoles have the configuration option to require user names and passwords for login. If configured for Operator Login, the consoles display the user-defined screens associated with the unique login. The Operator Login feature is an optional configuration for consoles that need it within the command center; other consoles can have assigned functionality without requiring operator login.

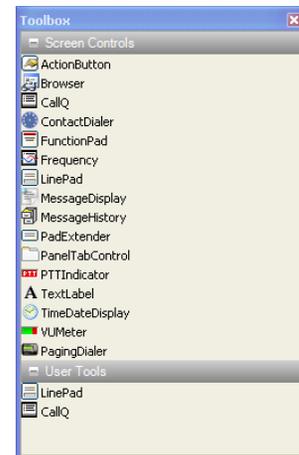
Project Manager provides the centralized management advantage of a traditional console system in a distributed architecture. Project Manager has three main panels or sections.



One of the key functions of the Scout Project Manager is the capability to build and manage console screens. The user interface presented to the Console operator can be built from the ground up. Graphical “components” such as Endpoint Pads, Function Pads, Call Queues, Dialer interfaces, Web Browsers, Text fields, etc. can be “dragged and dropped” onto the screen workspace from the “Toolbox” in the left panel. Individual pad properties such as pad color, icon, or pad name are then set using the Properties panel.



The Toolbox function has a customizable “User Tools” area at the bottom. It allows screen controls, once customized, to be saved back to the Toolbox. The color schemes, fonts, and other options for that control are saved and it can be used as the “standard” control for that Project.



To assist in building the console user interface, the ability to preview in runtime mode is available from within the Scout Project Manager. This allows testing the user interface including navigation between screens, accessing the contact database, and controlling embedded web browsers. This capability is available even if the PC is not connected to a media workstation. Other possible uses include demonstrations or introductory training.

All console settings and screens can be saved locally on the PC running the Scout Project Manager and/or in the Scout Centralized Project Storage (CPS). Saving to CPS allows system settings and screens to be “pushed” to consoles allowing these devices to update dynamically without having to shut down or reboot them.

Outpost™ Radio Controller

The Avtec Outpost™ endpoint is a solid-state embedded IP controller that interfaces analog radio equipment to an IP network. It performs analog-to-digital conversion of the audio as well as remote monitoring and control. Outpost™ works in conjunction with VPGate™ to provide interoperability with other types of endpoint devices from different manufacturers.

Outpost supports a feature called In Cabinet Repeat. Also known as Console Repeat, Self Repeat, or Talk Through, this feature allows Outpost to create the appearance of a repeater from an ordinary base station. When enabled, any audio received on the 4-wire input side is retransmitted on the 4-wire output side. This feature can be configured to operate at all times, or it can be configured to operate when the Scout Console dispatcher enables it.



Outpost™ is equipped with two radio ports. Each port's interface can control a "direct connected" local radio or a tone remote controlled radio (locally or over a telephony circuit). In addition, each radio interface is also equipped with a serial data port which can tunnel serial protocols via IP to VPGate for translation.



Rear View of Outpost

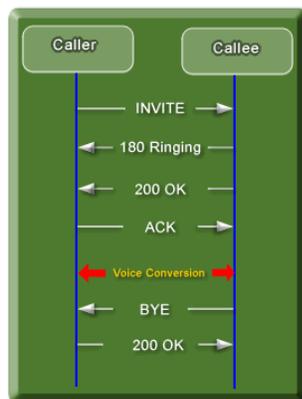
Outposts can be rack mounted if necessary. Four units fit into a 3U rack space. For security purposes, Outpost can be configured to require user ID and password before it will allow a user to view or modify any of the configuration information displayed on its webpage.

When interfacing a radio, the multifunction ports perform the following functions under software control:

- Analog audio interface to/from the radio, and decoding of DTMF digit(s) for calls
- Generating tones for transmission by the radio, either as an answerback event or upon a command from the dispatcher
- Detecting a carrier operated relay (COR) signal from the radio
- Detecting a radio signal strength indicator (RSSI) from the radio for call voting
- Providing a push-to-talk (PTT) control to the transmitter
- Selecting a frequency of the transmitter, if the station supports this function
- Providing LED indication of connectivity and control status

Telephony with Session Initiation Protocol (SIP)

Scout™ and VPGate™ support Session Initiation Protocol (SIP) for connection to VoIP telephony devices. Scout Consoles display pads on the user interface that map to telephony "circuits." These can be actual phone lines tied to a gateway, or a VoIP "extension" off an IP PBX. Scout supports Cisco Unified CallManager V6.1+ and 8.0+, Avaya IP Office, Generic SIP PBXs and Quintum Survivable SIP gateways.



Avtec consoles, including Scout™, treat telephone "circuits" similarly to radios. A console can have multiple line appearances on its screen and allow multiple phone calls to be active simultaneously. Calls

may be active, put on hold, and patched to other phone lines and/or radio endpoints. Avtec consoles are not restricted to one “phone patch” like traditional consoles from the public safety world. Scout also has a configuration option that can require PTT for full duplex endpoints.

VPGate™ contains the SIP stack and manages SIP connections. In simple applications, small 4- or 8-port SIP telephony gateways can be used to connect to POTS (Plain Old Telephone System) lines. In a VoIP PBX-equipped installation, VPGate™ registers with the IP PBX and functions with the existing gateways and desk telephones.

Scout includes an extensive contact database organized into groups. Telephony functions include recall dial tone, call, display caller ID (name and number) in the call queue, transmit caller ID, patch, call transfer, automatic answer, and more.

VPGate™ complies with the following SIP Standards:

- RFC 2617 – HTTP Authentication: Basic and Digest Access Authentication
- RFC 2833 – RTP Payload for DTMF Digits, Telephony Tones and Telephony Signals
- RFC 3261 – SIP: Session Initiation Protocol
- RFC 3264 - An Offer/Answer Model with the Session Description Protocol (SDP)
- RFC 3550 – RTP: A Transport Protocol for Real-Time Applications (without RTCP support)
- RFC 4566 – SDP: Session Description Protocol

Scout™ System Features

Scout™ offers a variety of system-level features that provide the ability to configure the business rules of system operation. System-level business rules refer to the configuration parameters that enforce the system’s conceptual behavior as well as how information is presented to dispatchers. This makes their experience more intuitive, which reduces stress and errors. Some examples of system-level configuration include how calls are presented, how lines move between states, into which states certain lines can be placed, how audio is cross muted, and frequency aliases.

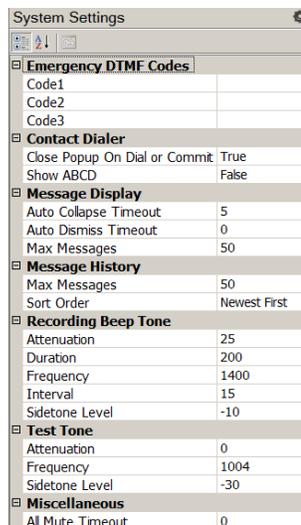
The system features and examples listed are representative of the information contained in Scout.

System Settings

System settings are applied to all consoles in the project. Some of these properties can be overridden by other project settings which are noted in the individual descriptions.

Examples:

- Emergency call codes
- Contact dialer behavior
- Call alert and progress tones
- Message display and history settings

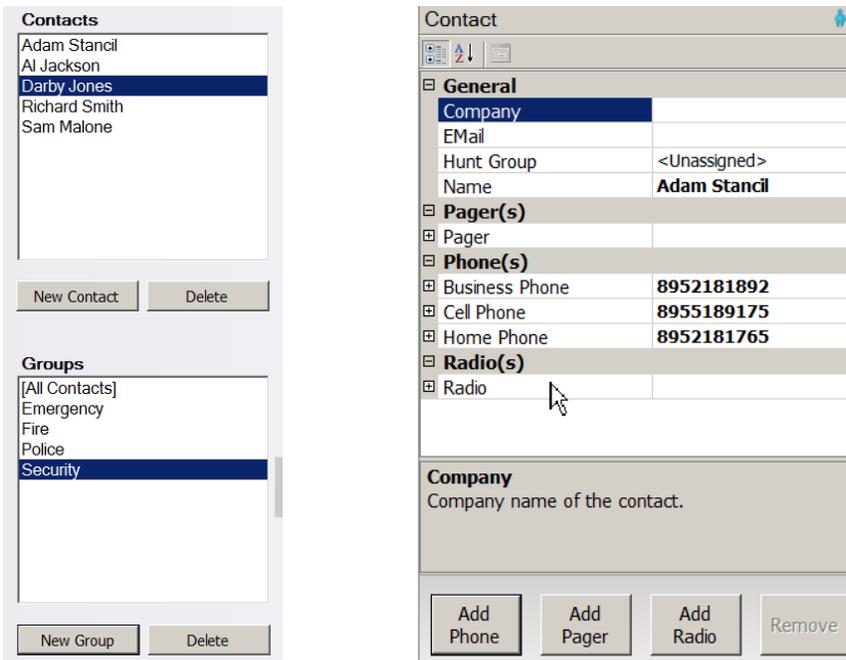


System Settings	
Emergency DTMF Codes	
Code1	
Code2	
Code3	
Contact Dialer	
Close Popup On Dial or Commit	True
Show ABCD	False
Message Display	
Auto Collapse Timeout	5
Auto Dismiss Timeout	0
Max Messages	50
Message History	
Max Messages	50
Sort Order	Newest First
Recording Beep Tone	
Attenuation	25
Duration	200
Frequency	1400
Interval	15
Sidetone Level	-10
Test Tone	
Attenuation	0
Frequency	1004
Sidetone Level	-30
Miscellaneous	
All Mute Timeout	0

Contact Editor

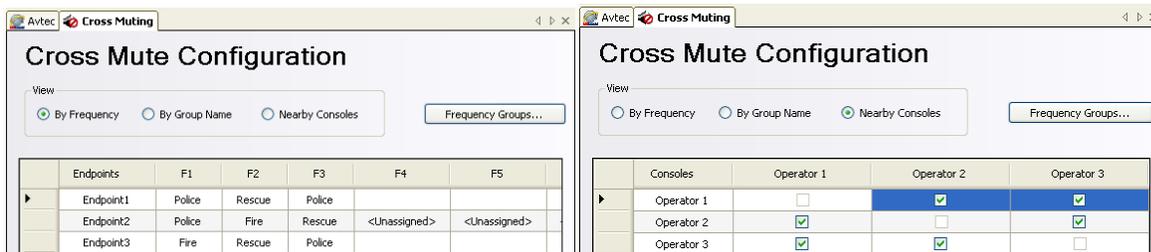
A contact can have multiple pager, telephone, and/or radio numbers. Using the **Add Phone**, **Add Pager**, and **Add Radio** buttons located at the bottom of the Contact Properties pane, multiple pager, phone, and radio numbers can be added.

A contact can be added to multiple groups and accessed through auto contact pads or the contact dialer.



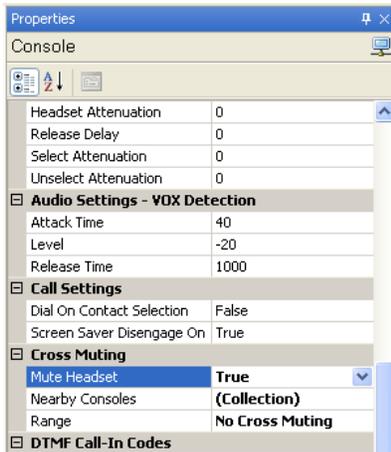
Cross Muting

Cross muting configures how and to what degree audio is muted. This can mean that whenever a nearby console is transmitting, all the other nearby consoles' speakers (and potentially their headsets) will be fully muted; or it can be more selective and mean that whenever a nearby console is transmitting on a specific frequency and the other consoles are listening to a radio's audio on the same frequency in a speaker. The following pictures show the settings for cross muting using frequency and nearby consoles. The third picture shows the properties for cross muting.



Frequency Configuration

Nearby Consoles Configuration



Local Muting

Local Mute provides the capability to mute receive audio from certain radio endpoints automatically at the dispatcher's console as soon as the dispatcher engages PTT (push-to-talk). The audio that is muted includes voice, paging tones, and alert tones. By locally muting certain radio endpoints, the dispatcher's conversation is free from feedback that could occur as a result of cross channel interference. The Scout System Administrator configures each console for the Local Mute settings that should apply. The local mute settings are under software control, and do not require hardware modifications to add or change configuration settings. These settings include whether or not muting occurs when a headset is being used, which RF channels are muted when PTT is active, the text on the indication displayed to the dispatcher on the channel control to let him know which channels are being muted, and the duration the mute function persists after PTT ends.

Call Monitoring

When a DTMF directed call (regular or emergency) is received from the field on a radio that is in disconnect, the system automatically places the receive audio from this radio into an unselect speaker.

Call Indication Configuration

View call indications by:

Console
 Endpoint

 AV-05-02

Description:

Console 1 - Right Table

Endpoint	Regular Call Visual	Regular Call Audible	Regular Call Monitor	Emergency Call Visual	Emergency Call Audible	Emergency Call Monitor
1001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
1002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Unselect 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Unselect 2
1003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
1004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None
1005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	None

Console Monitor

Console Monitor is a Scout feature that allows a supervisor or administrator to listen to the conversations in a console's Select audio. The Console Monitor feature only involves listening; the supervisor who is listening cannot communicate with the dispatcher or anyone else participating in the call.

A Scout console must have Console Select Monitor configured as an audio device to allow monitoring. With that configuration in place, a supervisor who chooses to listen to the console uses a secondary touch function pad with the intercom pad for the dispatcher to be monitored. The intercom pad changes colors to indicate to the supervisor which console is being monitored. However, the dispatcher does not receive any indication that calls are monitored. With this feature, several supervisors can monitor one console at the same time, or one supervisor can monitor several different dispatching consoles at the same time.

Properties	
Function Pad	
Appearance	
Flat	False
Font	Arial, 9pt, style=Bold
Show Icon	False
Behavior	
Function	Console Monitor
Layout	
Icon Location	Top
Location	431, 193
Size	100, 90



Frequency Alias

Frequency aliases provide additional information to the dispatcher to make the experience more intuitive and to minimize errors. Alias information is displayed on each line in a pad extender as well in the frequency selection control.

Frequency Alias Config

Frequency	Alias
Freq 1	Engine 301
Freq 2	Engine 302
Freq 3	Engine 303
Freq 4	Ladder Truck
Freq 5	Pump Truck
Freq 6	Maintenance
Freq 7	Fire Chief

Recording Beep Tone

Recording Beep Tone properties specify settings for the beep tone that is heard at the endpoint and the sidetone that is heard at the console when audio recording is used.

Max Messages	50
Sort Order	Newest First
Recording Beep Tone	
Attenuation	25
Duration	200
Frequency	1400
Interval	15
Sidetone Level	-10
Test Tone	
Attenuation	0
Frequency	1004
Sidetone Level	-30

Workstation Relays

Workstation Relays provide visual indications of the current console status to external devices. For example, supervisors and co-workers can see lights on a pole to recognize the dispatcher's status instantly. The status notifications include: Any System Alarm, Major System Alarm, Minor System Alarm, Emergency Call, Channel Marker, Regular Call, Busy, PTT (transmitting audio), and Transmitting.

Workstation Relay Configuration

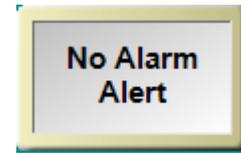
Console:

The Duplicate... button displays a dialog for copying the selected relay settings to chosen Consoles. Selected relays are shown by the highlighted row indicators in the far left column.

Relay	Notifications	Enabled	Endpoint Profiles	Action	ON Time	OFF Time	Min Inactive Time
Relay 1	Any System Alarm, Em...	<input type="checkbox"/>					
	Any System Alarm	<input type="checkbox"/>	<Unassigned>	Continuous	1000	250	0
	Emergency Call	<input checked="" type="checkbox"/>	Intercom	Continuous	1000	250	0
	Channel Marker	<input type="checkbox"/>	Phone	Continuous	1000	250	0
	Regular Call	<input type="checkbox"/>	<Unassigned>	Continuous	1000	250	0
	Busy	<input type="checkbox"/>	<Unassigned>	Continuous	1000	250	0
	PTT	<input type="checkbox"/>	<Unassigned>	Continuous	1000	250	0

Notification Pad

When the Scout Diagnostics application receives a system alarm, it sends a notification to an administrator who has a Scout Console. A tool on the console screen, the Notification Pad, changes colors and, if desired, produces an audible tone to notify the administrator that a new alarm was recorded in the Scout Diagnostics application. The Notification Pad can be configured to send a signal for any system alarm, for only major system alarms, or for only minor system alarms. The alert can also be configured through the workstation relays to indicate the system alarm by activating a relay that can be attached to an external device.



Supervisory Takeover

The Supervisory Takeover feature allows a supervisor to take control of an endpoint, if necessary. The endpoint can be in any state, in simul-select, a member of a talkgroup, or even a member of a patch when the takeover occurs. The supervisor takes over the endpoint by activating the Takeover function pad to gain exclusive use of the endpoint. When the supervisor relinquishes control of the endpoint, other dispatchers can transmit as usual. Console configuration determines which Scout Systems display the Takeover function pad; any dispatcher's console with the Takeover function pad can take over another endpoint as described.



Barge-In

Scout provides Barge-in capability on telephone endpoints. Barge-in allows a dispatcher to join a conversation that another dispatcher has in progress by simply selecting the line. The result: multiple dispatchers can select and talk to a telephone endpoint at the same time. This feature could allow a dispatcher to receive on-the-line support from a co-worker or supervisor. Each Barge-in conversation can support 11 simultaneous talkers: one field endpoint and 10 dispatchers. VPGate can support up to 250 talkers in various conversations depending upon codecs in use and their effect on performance. A telephone endpoint must be configured in VPGate to allow Barge-in conversation.

SNMP Traps

The Scout Diagnostics application can be configured to send SNMP messages, called traps, for its alarms and events including when a system component has been discovered or lost. When the various Scout applications generate alarms and events, Scout Diagnostics catalogs them. In addition, Scout Diagnostics can be configured to send traps to one or more SNMP Managers.

Scout™ Screen Controls

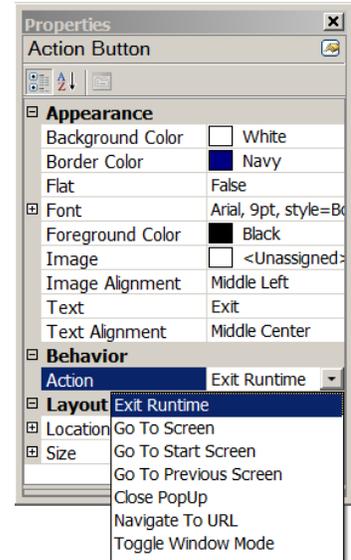
In addition to some of the dispatching functions described earlier in the document, Scout™ offers a wide variety of other functions. These provide the ability to create graphical rich and intuitive screens for the Scout™ user interface. Note that while the configuration options (fonts, colors, images, etc.) are extensive, generally a control is customized only once and then copied into the User Tool “Toolbox” for reuse with all screens built. This provides speed, simplicity, and consistency when building user screens. In some cases, it is necessary to upgrade VPGate or Outpost software or to add additional hardware to enable features.

Action Button

An Action Button is a Pad used for GUI navigation and other actions. Action Buttons can be configured with colors, fonts, graphics, and behaviors.

Examples:

- Direct a Browser window to retrieve the contents of a URL
- Exit the Application
- Navigate to a different screen, which could contain help, other circuits, maps, or functions
- Close a window and return to the previous window
- Toggle between full screen and window modes



Configuration Options

Activity History

The Activity History control displays the console's VOX activity to the dispatcher on a per line/per talkspurt basis. A talkspurt is defined as VOX that occurs on an active line. Every time this condition exists, a new talkspurt is created. Activity History allows you to perform callbacks on telephone endpoints and also allows you to play recorded talkspurts if you have Scout Instant Recall Recorder installed.

Activity History (11)				
Start Time	Endpoint	Return	Talkgroup / Freq	Status
Dur / Play	ANI / Caller ID	Call	NAC Code	Indications
14:20:43 00:18	Endpoint 1001 555 555-1212		Freq 1 297	
14:20:43 00:18	Endpoint 1004 555 555-1212		Freq 4 29A	
14:20:43 00:18	Endpoint 1007 555 555-1212		Freq 7 29D	
14:20:43 00:18	Endpoint 10010 555 555-1212		Freq 10 2A0	
14:20:43 00:18	Endpoint 10013 555 555-1212		Freq 13 2A3	
14:20:43 00:18	Endpoint 10016 555 555-1212		Freq 16 2A6	
14:20:43 00:18	Endpoint 10019 555 555-1212		Freq 19 2A9	

Example

Audio Priorities	
Audio Settings	
Audio Settings - Breakback	
Audio Settings - VOX Detection	
Call Settings	
Cross Muting	
DTMF Call-In Codes	
Options	
Activity History Retention	10
Call Monitor Timeout	0
Patch Auto Join	No
Talkspurt Release Time	0
Paging Settings	

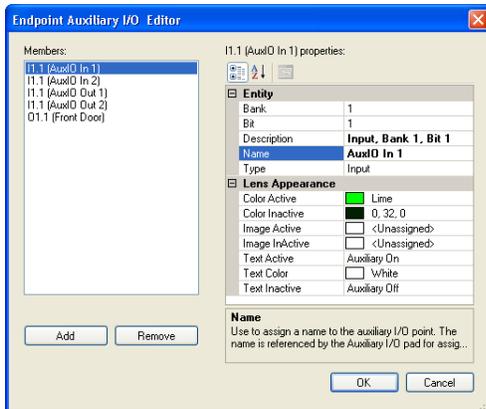
Configuration Options

Auxiliary I/O

The Auxiliary I/O Pad is used to display state information such as whether a door is open or to control a remote device such as a voter. The colors of the active and passive states and the text are configurable. In addition, an input alert can be configured to trigger an audible notification and a flashing notification.

Example:

- A door is closed making the indicator reflect the normal passive state.
- A door is opened making the indicator reflect the “active” state



Configuration Options

Browser Object

A Browser Object allows you to create an Internet Explorer compatible Web browser which may be placed anywhere in the user interface. Multiple instances are supported, with each having a dedicated, fixed URL. Action buttons can relate to this object to allow navigation to other URLs if desired. **Note:** Controls are limited to any that appear within the window, to inherently restrict usage.



Call Queue

The Call Queue can be configured in two ways: first, to provide the dispatcher a central place to reference all pending calls, and second, to provide the dispatcher a central place to see all missed calls. The calls are listed first by priority (Emergency calls first over Regular calls), then by arrival time (oldest calls first). Each call can be displayed with an icon indicating whether the call is an emergency or a regular call. In addition, the Call Queue includes a configuration option that allows the Call Queue to display only calls that have both audible and visual indications.

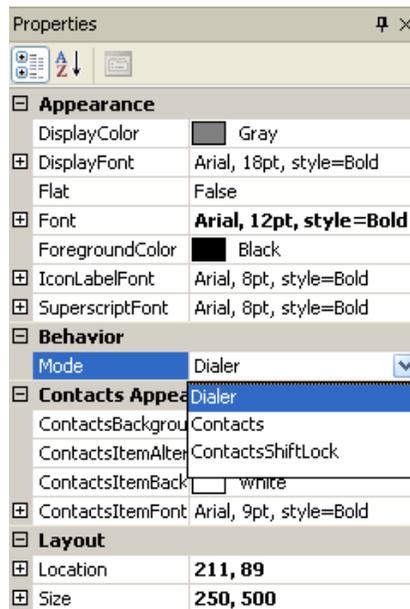
Calls	
	Phone 1 Calling Dispatcher (ANI Information)
	Phone 2 Calling Dispatcher (ANI Information)
	Phone 3 Calling Dispatcher (ANI Information)
	Phone 4 Calling Dispatcher (ANI Information)
	Phone 5 Calling Dispatcher (ANI Information)
	Phone 6 Calling Dispatcher (ANI Information)
	Phone 7 Calling Dispatcher (ANI Information)
Answer Call	

Appearance	
BackgroundColor	Black
ButtonFont	Arial, 18pt, style=Bold
CallEmergencyIcon	CallEmergencyIcon
CallRegularIcon	CallRegularIcon
Flat	False
ItemAlternateColc	Beige
ItemBackgroundC	White
ItemSelectColor	LightGray
ListFont	Arial, 10pt, style=Bold
TitleFont	Arial, 12pt, style=Bold
Layout	
Location	286, 268
Size	240, 355

Example
Configuration Options

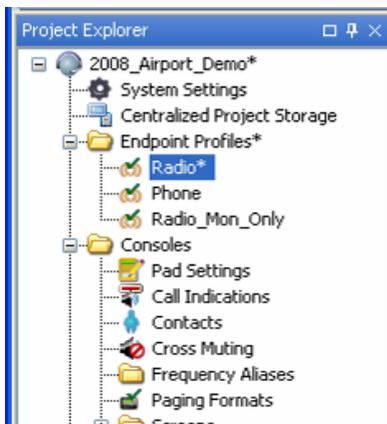
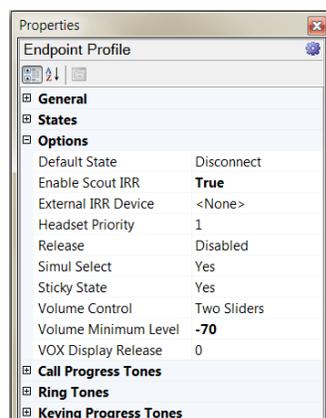
Contact Dialer

The Contact Dialer control serves two purposes: First, it is used for DTMF dialing from its dial pad. Second, it can display contact groups and individual contacts within the groups. By selecting a contact from the group, the contact displays on the dial pad allowing the dispatcher to dial the number of the contact by simply pressing the Dial key on the dial pad. The Contact Dialer can be configured, on a per-console basis, to display the contact's name, the contact's number, or both. As an option, Scout supports the use of a programmable and a non-programmable commercial-off-the-shelf external keypad to use in place of the Contact Dialer, if desired. **Note:** The control can be displayed as a static control on a full screen or as a pop-up screen and supports decimal and hexadecimal dial strings.


Example

Configuration Options

Default Unselect

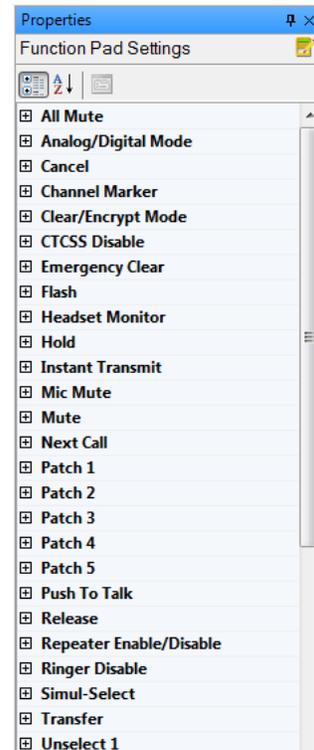
This feature allows administrative personnel to define whether a specific radio (or other non-supervised circuit) on a dispatcher's screen is always in a non-disconnected state.


Example

Configuration Options

Function Pads

Like the name infers, Function pads are used to initiate a particular screen "function" or action. A Function pad can be configured to any size and it can perform one of the following functions:

- All Mute or Mute
- Analog or Digital Mode
- Callback
- Cancel
- Channel Marker
- Channel Release
- Console Monitor
- CTCSS Disable
- Encrypt or Clear Encrypt
- Emergency Call
- Emergency Clear
- Flash
- Forward Calls
- Headset Monitor
- Hold
- Instant Transmit
- Mic Mute
- Mute
- Next Call
- Patch
- Push-to-Talk
- Release
- Repeater Enable/Disable
- Ringer Disable
- Set Frequency
- Simul-Select
- Supervisory Takeover
- Transfer
- Unselect



Note: Pad configuration options vary depending on the function selected.

Frequency Change

The Frequency Control allows a dispatcher to change the frequency on endpoints that are multi-frequency radios. Instead of F1, F2, F3, etc., Scout™ provides for a set of user assigned frequency aliases.



Example

Frequency Alias Configuration

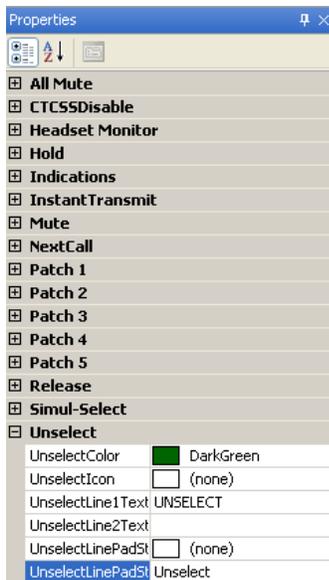
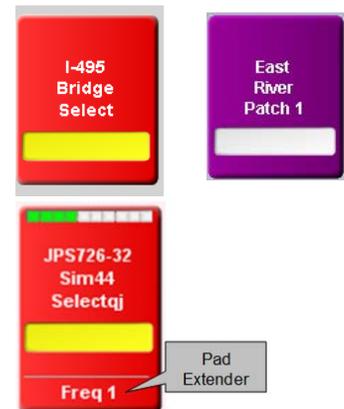
Frequency	Alias
Freq 1	Police
Freq 2	Ambulance
Freq 3	Fire
Freq 4	Animal Control
Freq 5	Freq 5
Freq 6	Freq 6
Freq 7	Freq 7
Freq 8	Freq 8
Freq 9	Freq 9
Freq 10	Freq 10

Configuration Options

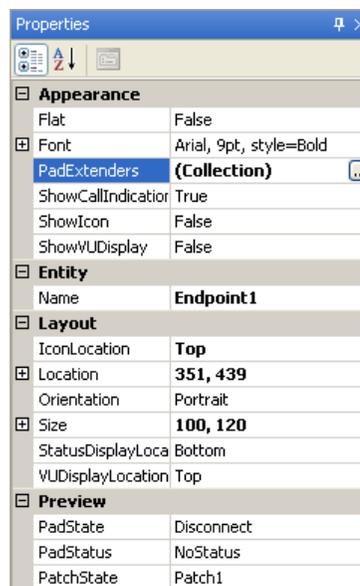
Line Pad

The Line Pad appears deceptively simple, yet it is one of the most powerful and configurable parts of the Scout™ User Interface. Some Line pad properties are project-level properties, meaning that you edit the property once and the change is applied to all of the Line pads on all of the screens in your project. Other Line pad properties are control-level properties, which means that property changes are only applied to the currently-selected control.

A Line Pad Extender control is also available. The pad extender can be used to display ANI information, in raw form or Aliased. See the following example.



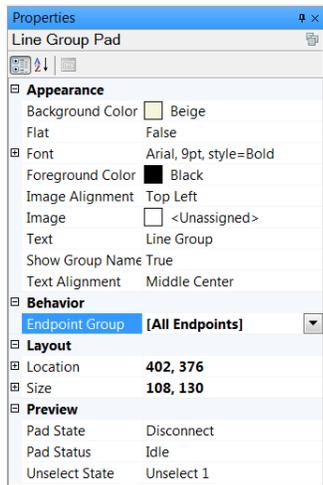
Project-Level Configuration Options



Control-Level Configuration Options

Line Group Pad

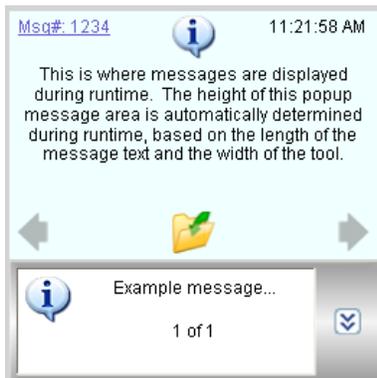
The Line Group pad allows the dispatcher to perform actions on a group of endpoints reducing the amount of time needed for repeat operations on large groups of endpoints.



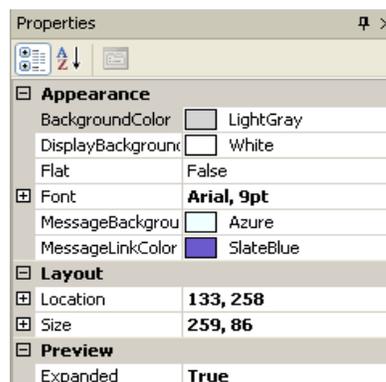
Configurable Options

Message Display

The Message Display control displays console messages to the dispatcher. It is comprised of two parts: the main control and the pop-up message box. The main control displays a one line message summary and buttons to open or close the pop-up message box. This box displays the full message, timestamp, and message ID number.



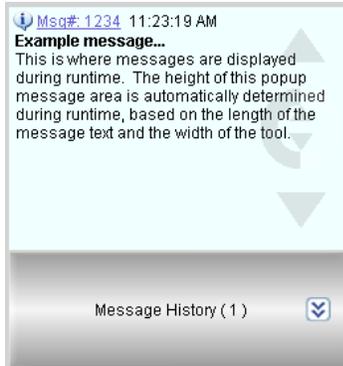
Example



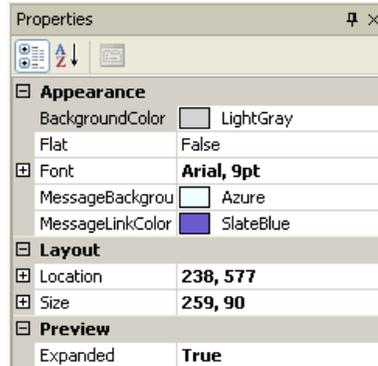
Configuration Options

Message History

The Message History control displays messages that the dispatcher has removed from the Message Display. It works like the Message Display. Also, note the touch-friendly scroll control that allows rapid scrolling on touchscreens.



Example



Configuration Options

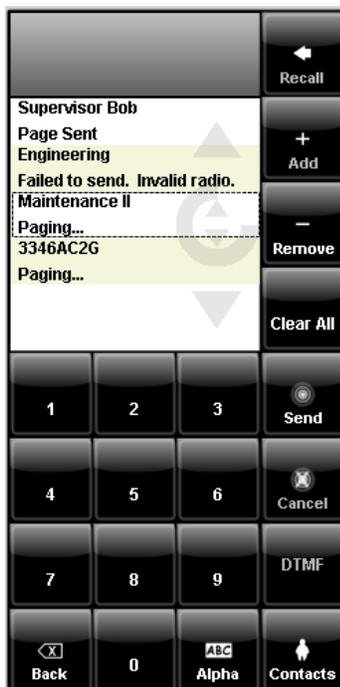
NENA Deskset

This interface provides connectivity and control signaling between the Scout console and a NENA-compliant external E911 Telephone deskset. This allows the Scout console to share a headset with a deskset in cases where fully integrated telephone operation is not desired or possible.

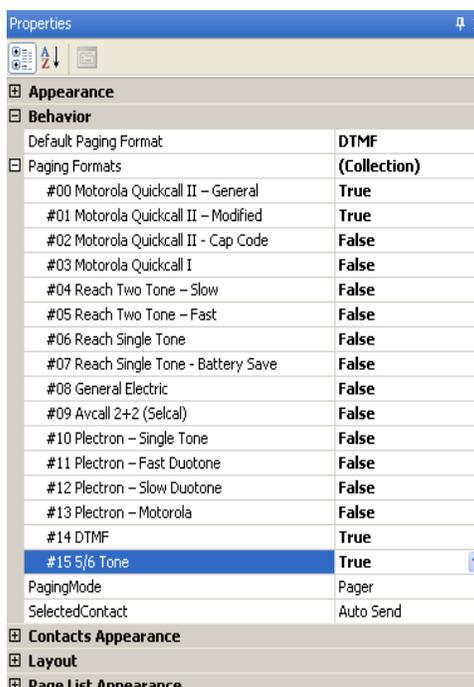


Paging Dialer

The Paging dialer is a control that supports a variety of paging formats, as shown in the Properties menu. You can also add a custom format by modifying an existing format. Stacking, Steering, and Auto-paging features are all supported. Scout supports both sequential paging and parallel paging.



Example



Configuration Options

Panel Tab Control

Tab controls allow creation of embedded tabbed panels within the user interface.

Can be configured for:

- Font
- Color
- Size
- Appearance



Patch Functions

There are many patching features that allow administrative personnel the flexibility to configure patching behavior. They include whether:

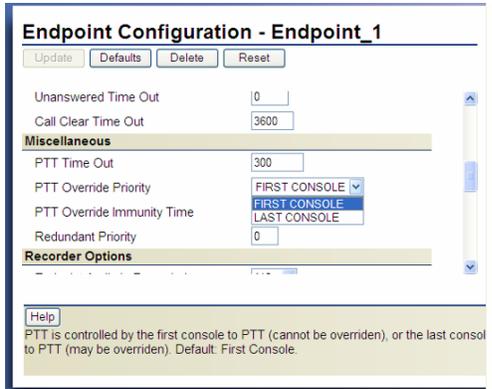
- A console automatically joins a patch when a line has been placed into the patch
- PTT is required when a patch is full duplex
- A dispatcher can place a call directly into a patch without leaving the patch
- A dispatcher can remove a line from a patch without leaving the patch
- A dispatcher receives a patch timeout notification
- A dispatcher can use */# patch keying for telephone endpoints
- A dispatcher can use COR patch keying (or VOX keying) for Outpost, NXU2, and P25 DFSI endpoints
- A dispatcher can simultaneously select a patch and a phone

Console	
	
☐	Device
☐	Startup
☐	Activity History
☐	Alert Tones
☐	Audio Priorities
☐	Audio Settings
☐	Audio Settings - Breakback
☐	Audio Settings - VOX Detection
☐	Call Settings
☐	Cross Muting
☐	DTMF Call-In Codes
☐	Options
☐	Paging Settings
☐	Patch Settings
	Auto Answer False
	Auto Full Duplex False
	Auto Join False
	Auto Line Release False

Configuration Options

PTT Override

This feature allows administrators to configure VPGate to allow dispatchers to override each other's PTT for cases where multiple dispatchers have the same simplex endpoint on their screen and are using Monitor Outbound Audio to hear each other's outbound conversation to the field in a party-line fashion.

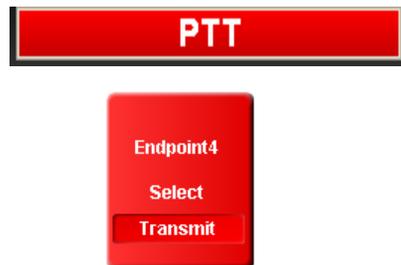


PTT Indicators

There are two types of PTT Indicators: Hardware (input from PTT switch or mouse click) and Positive PTT indication (endpoint confirmation, displayed on line pad).

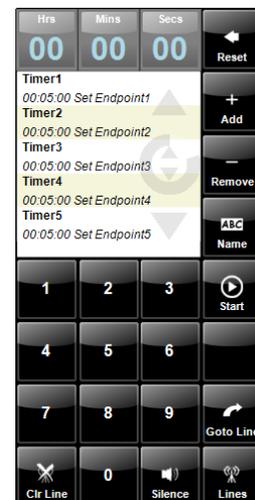
Can be configured for:

- Font
- Color
- Size
- Appearance



Timer Tool

The Console Timer is one tool that provides up to 20 different timer settings that can be used as reminders for any type of need. The dispatcher can set each timer as a standalone timer or as a timer associated with a specific endpoint. Designed to allow settings for hours, minutes, and seconds, the timer can remain on the Scout User Interface to let the dispatcher see the timer count down. When the timed countdown expires, the timer provides both audible and visual indications to the dispatcher. The timer includes a variety of controls including Start, Reset, Remove, Add, Goto Line, and Name, which is used to provide a label for the timer.



Transfer Function

Transferring a call involves receiving a call at one extension and then transferring or passing the call to another extension and freeing your extension.

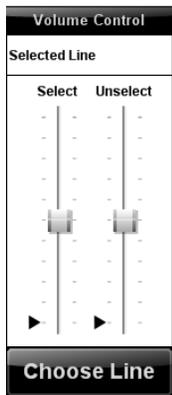


There are three types of call transfers:

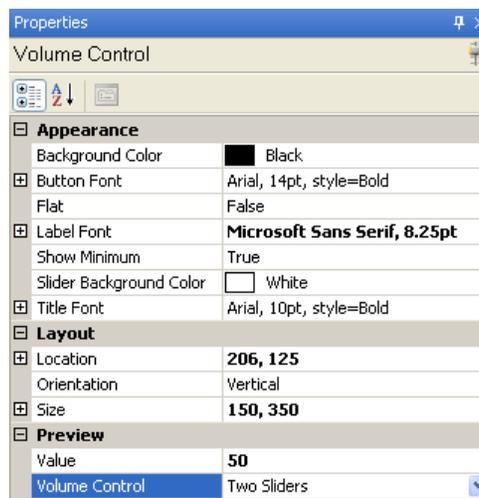
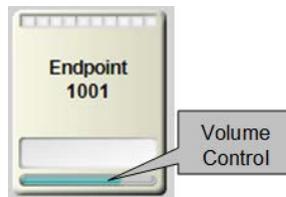
- **Blind Transfer** — The process of transferring a call to another extension or phone number without telling the person who is receiving the transferred call that they are about to receive the call. Blind transfers are sometimes called cold transfers or unsupervised transfers.
- **Attended Transfer** — The process of transferring a call where before actually transferring to the destination, the call is put on hold and another call is initiated to confirm whether the second party wants to take the call or not. During an attended transfer, you can also flash back and forth between both parties if necessary. Attended transfers are sometimes called supervised or consultative transfers.
- **Console Transfer** — The process of transferring a call from one dispatcher's console to another dispatcher's console. Console transfers support only phone endpoints. Transferring an existing intercom call between two dispatchers to another console is not supported.

Volume Control

The volume control feature manipulates the Select and Unselect volume of individual endpoints and is enabled per console position.



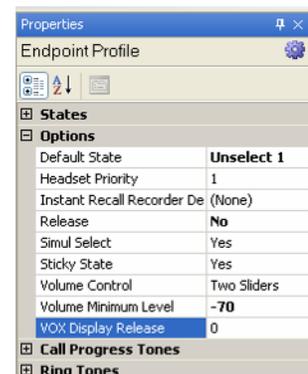
Example



Configuration Options

VOX Display Release

This feature extends the VOX indication (receive audio indication) on a radio pad for up to 30 seconds after audio ends to allow the Dispatcher to more easily see where the audio just heard originated.

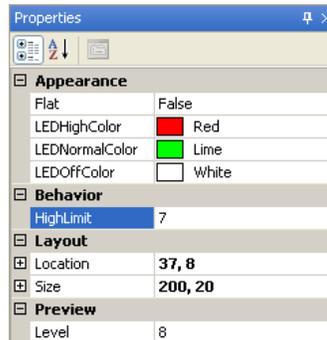


VU Meter

The VU Meter is a control that displays the amplitude of outbound audio from the dispatcher's console position. It can be added to all screens.



Example



Configuration Options

Advanced Radio Control

Scout defines advanced radios as those with features beyond basic “push-to-talk, release to listen.” Some use legacy technology such as MDC1200 and iDEN while others are on the cutting edge and include DMR, MOTOTRBO™, NXDN, and P25. This set of features provides GUI controls to support advanced radio control features for radio systems connected to the Scout system. The screen controls work the same way for any technology, since VPGate hides the complexity of each radio technology from the Dispatcher.

- **Group Call:** This feature allows the dispatcher to control a talkgroup. If the radio protocol supports it, Scout presents an inbound call; otherwise, Scout provides VOX indications for audio activity.
- **Private Call:** This feature allows the dispatcher to pick a specific mobile or portable radio to establish a conversation. Maintenance personnel can provide a pre-defined list of contacts from which the dispatcher can choose, or he can manually initiate a call to the desired radio. When using the pre-defined list, the contact manager filters the contacts for the appropriate radio infrastructure. For example, if the dispatcher has an MPT1327 radio selected, the list is filtered to show only MPT1327 radios and contacts with an iDEN radio.
- **Call Alert:** Certain radio systems, iDEN for example, have the concept of Call Alert. This function allows the dispatcher to alert a specific mobile or portable that the dispatcher wishes to talk with them.
- **Emergency Call Display:** Certain radio systems have the concept of an emergency state. This implies that a mobile or portable can declare an emergency, which is displayed on the console as an emergency call. When the call-in is answered by the dispatcher, the emergency call indication remains, and the radio system still considers the call to be in an emergency state. This feature will allow the dispatchers to know that the calling radio is still in emergency mode.
- **Emergency State Clear:** Once the emergency is resolved, the dispatcher can then use a separate control, Emergency State Clear, to clear the emergency state indication on all the consoles and the radio system.
- **Progress Tones:** Certain radio systems may not always grant a channel to the Dispatcher when they attempt a transmission (PTT). This feature provides the dispatcher with audible indications on the progress of his transmission request. If the failed indication is played, he knows that the system has denied his request for whatever reason and he can release PTT and try again. The grant indication notifies the dispatcher that the radio system has granted a channel and he can

talk over the air. If the Dispatcher is overridden, a cancelled tone will be played to alert them the transmission has ceased.

- **Clear Call:** Message trunked systems like MPT1327 assign a call to a frequency until the call is terminated. If both sides are finished and neither side terminates the call, the frequency is tied up until it is timed out by the radio system. On the console side, it is hard to determine when the "call" is finished. This feature allows the dispatcher to determine when to terminate the call but not affect the current state of the line. For example, if a talkgroup is in Select with an active call, this command would tell the trunking controller to terminate the call but leave the line in Select on the Dispatcher's console. This allows the Dispatcher to start up another conversation on the same channel.

Scout Diagnostics

Scout Diagnostics acts as a diagnostic subsystem for Scout by providing statistical reports for call and dispatcher activity and an easy-to-use alarm management feature.

Scout Reports

Scout Reports, an optional statistical reporting feature of Scout Diagnostics, is part of a premium package for the Scout Diagnostics system, available for an additional charge and loaded via a separate Scout Reports DVD. Designed to provide a Scout System Administrator the capability to manage the dispatch center and its employees based on call activity, Scout Diagnostics' reporting features include a Dashboard to provide at-a-glance call and activity statistics, and a variety of statistical reports that build in a web browser window.

For customers who purchase Scout Reports, Scout Diagnostics opens to the Dashboard, which is user-configurable to display up to six widgets that provide immediate, real-time summary information. One widget provides Alarm Summary information for each software system including the number of active alarms and the number of unacknowledged alarms. Other widgets present data for active calls and pending calls in addition to call data grouped by console, dispatcher, and endpoints. Once on the Dashboard, the widgets can be dragged and dropped to arrange them as needed.

The statistical reports, which track statistics for calls, dispatcher activity, and trends in the dispatching center, allow the Scout System Administrator to understand resource usage and to level workloads during peak demand times. The reports include a Call Summary Report, a Call Log Report, an Activity Summary Report, an Activity Log Report, and a Trend Analysis Report and they provide data surrounding the following activities:

- Dispatchers with the most activity
- Activities that occur most often
- Amount of time spent with passive monitoring
- Amount of time spent with active calls

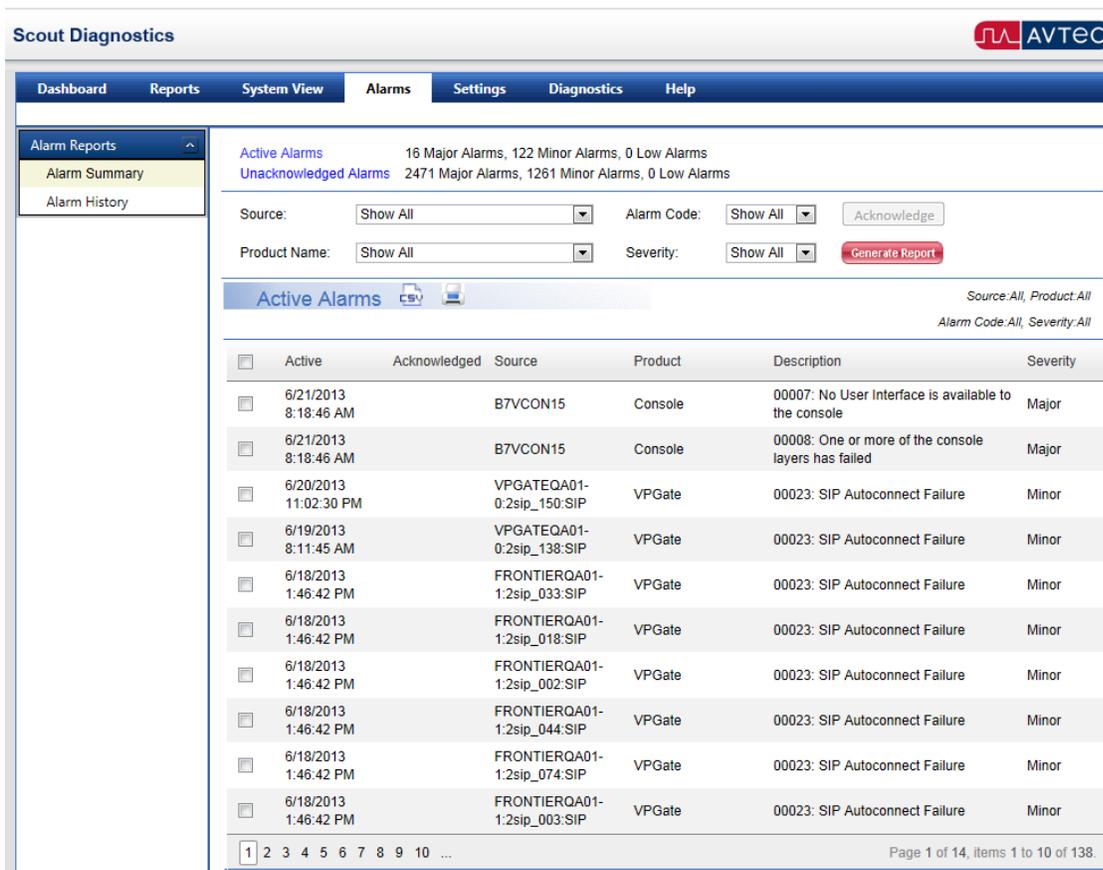
The Scout Reports feature generates reports customized by date range and other specific data. For example, the Call Reports include options for call direction; and the Trend Analysis Report includes a choice to limit the report to active dispatchers as well as the choice to include PTT, VOX, and State Change data. When generated, the reports build based on a snapshot of the available data. Most reports can be exported to a file in CSV format or printed as necessary.

Centralized Diagnostics

The Diagnostics component of the Scout Diagnostics system provides an easy-to-use alarm management system. The Diagnostics component provides access to viewing and acknowledging system alarms and events and also provides the option to run alarm and event reports by alarm or event source, by software component name, by alarm code, or by severity. The Diagnostics component addresses all aspects of the Scout Console including Scout™, VPGate™, and Outpost™.

In addition, the Diagnostics component provides a System View for each major component of the Scout System including CPS, Scout Consoles, VPGate and Frontier systems, and endpoints. The System View provides a quick method for administrators to check network health and to help troubleshoot issues that occur.

Scout Diagnostics is accessible through the Scout Project Manager or a regular web browser from anywhere in the network. Scout Diagnostics displays active alarms and alarm history, and the system supports sorting, filtering, and export functions.



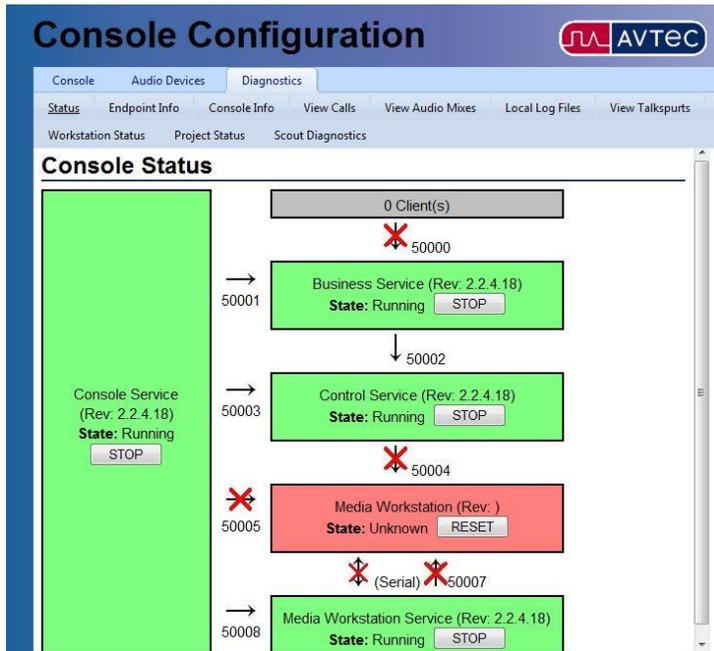
The screenshot displays the Scout Diagnostics web interface. At the top, there is a navigation bar with tabs for Dashboard, Reports, System View, Alarms, Settings, Diagnostics, and Help. The 'Alarms' tab is selected. Below the navigation bar, there is a summary section for Active Alarms, showing 16 Major Alarms, 122 Minor Alarms, and 0 Low Alarms. There are also filters for Source, Alarm Code, Product Name, and Severity, along with buttons for Acknowledge and Generate Report. A table of Active Alarms is displayed below, with columns for Active, Acknowledged, Source, Product, Description, and Severity. The table lists several alarms, including '00007: No User Interface is available to the console' and '00008: One or more of the console layers has failed'. A pagination bar at the bottom indicates 'Page 1 of 14, items 1 to 10 of 138'.

Active	Acknowledged	Source	Product	Description	Severity	
<input type="checkbox"/>	<input type="checkbox"/>	6/21/2013 8:18:46 AM	B7VCON15	Console	00007: No User Interface is available to the console	Major
<input type="checkbox"/>	<input type="checkbox"/>	6/21/2013 8:18:46 AM	B7VCON15	Console	00008: One or more of the console layers has failed	Major
<input type="checkbox"/>	<input type="checkbox"/>	6/20/2013 11:02:30 PM	VPGATEQA01-0:2sip_150:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/19/2013 8:11:45 AM	VPGATEQA01-0:2sip_138:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/18/2013 1:46:42 PM	FRONTIERQA01-1:2sip_033:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/18/2013 1:46:42 PM	FRONTIERQA01-1:2sip_018:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/18/2013 1:46:42 PM	FRONTIERQA01-1:2sip_002:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/18/2013 1:46:42 PM	FRONTIERQA01-1:2sip_044:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/18/2013 1:46:42 PM	FRONTIERQA01-1:2sip_074:SIP	VPGate	00023: SIP Autoconnect Failure	Minor
<input type="checkbox"/>	<input type="checkbox"/>	6/18/2013 1:46:42 PM	FRONTIERQA01-1:2sip_003:SIP	VPGate	00023: SIP Autoconnect Failure	Minor

Remote Console Diagnostics

Detailed console diagnostics are provided to verify status of all console position software modules. The remote diagnostics allow real-time viewing of active calls, internal audio settings, and statistics on network performance per endpoint. Detailed log files are also stored on all system elements to ensure the ability to pinpoint issues quickly. The Scout system also supports SNMP messages to allow Network

Administrators to view events and alarms from an integrated management console for multiple types of equipment.



The Scout Console diagnostics display each software and hardware element of the console position, color coded to indicate status. In this example, the media workstation is not responding. Notice that each element is denoted with its IP port number as well.

Voice Logging Recorder Interface

Scout Logging Recorder Options

There are two methods to connect an archival (logging) recorder to the Scout system, analog or IP. The following table outlines which methods are supported for various audio sources.

Audio Source to be Recorded	Analog Method	IP Method
Console Select	Yes via Media Workstation Plus AP Port	Yes via media workstation audio forwarding
Console Unselect	Yes via Media Workstation Plus AP Port	Yes via media workstation audio forwarding
Radios or other Outpost connected circuits	Yes via 2 nd Radio Port	Yes via VPGate audio forwarding or packet sniffing
SIP Telephony devices	No	Yes via VPGate audio forwarding or packet sniffing
Non-Avtec endpoints (NXU2A, etc.)	No	Yes via VPGate audio forwarding or packet sniffing

Analog Recording

When using the Media Workstation Plus, analog recording is supported for the console and for Outpost connected radios/circuits only. For analog console recording, audio is sourced on the back of the Media Workstation Plus using an Avtec Audio Peripheral Port. The software media workstation does not support analog recording.

AP port configuration is best performed using the Scout Project Manager software via the Console Configuration webpage. The available sources of audio are Console Select audio and Console Unselect audio. **Note:** If analog audio recording is configured, you cannot use IP audio recording for console audio logging. With respect to console select and unselect audio, analog or IP logging is a mutually exclusive configuration. You can use analog audio logging for consoles and IP logging for endpoints (lines).

Select Channel Audio

For Select channel audio, the configuration options are which AP Port to use to source the audio, should metadata be captured with the voice audio, and whether to include microphone audio with the select audio when recording. For analog audio, the electrical interface is 600 ohms balanced at 0 dB levels.

Unselect Channel Audio

For Unselect channel audio, the configuration option is which AP Port to use to source the audio. For analog audio, the electrical interface is 600 ohms balanced at 0 dB levels.



IP Recording

VoIP recording supports both console and endpoint (line) recording. There are two methods for IP recording: Packet Sniffing and Audio Forwarding. Scout supports codecs G.711, G.729.a, and G.726 (16K, 24K, 32K, 40K). Endpoint forwarding and packet sniffing will be based on the endpoint codec selection. Console forwarding allows the codec to be selected.

Audio Format

Scout audio streams utilize Real Time Protocol (RTP) packets which conform to the RFC 3550 standard without RTCP. A separate stream is transmitted for each side of the conversation, requiring the logging recorder to mix the streams for coherent playback.

For undefined payloads, the following types are used:

- G.726 – 16kb = 96
- G.726 – 24kb = 97
- G.726 – 32kb = 98
- G.726 – 40kb = 99

Packet Sniffing

Packet sniffing records endpoint audio only. Packet sniffing requires the Ethernet switch to have a SPAN port. Unlike hubs, Ethernet switches usually prevent promiscuous sniffing. In a switched network environment, an audio recorder would be limited to capturing broadcast and multicast packets. However, most modern switches support SPAN, or so-called "port mirroring" which is an advanced feature that enables Ethernet switches to forward all packets to one or more switch ports and allows the

audio recorder to capture network traffic of the whole LAN. The recorder then has to sort out which packets are audio and then record and tag them with appropriate search criteria.

Audio Forwarding

VPGate can be configured to forward endpoint (line) audio and the Console can be configured to forward Select and/or Unselect audio to an IP logging recorder. Endpoint audio forwarding is configured in the VPGate webpage using the Scout Project Manager software. To forward endpoint (line) audio to an IP logging recorder, an audio forwarding driver is configured for the desired endpoint.

For audio transmitted toward the endpoint (line), VPGate can be configured to forward packets to up to four separate IP addresses and UDP ports. An example of a device might be a recorder or a separate PC with an audio monitoring application.

For audio received from the endpoint (line), VPGate can be configured to forward packets to four separate IP addresses and UDP ports. An example of a device might be a recorder or a separate PC with an audio monitoring application.

Beep Tone

Beep tone is generated by the media workstation and can be configured to alert either the dispatcher or the calling party that they are being recorded. Beep tone toward the dispatcher is mixed in as side tone in the headset or into the select audio speaker.

Beep tone toward the caller is mixed into the transmit audio stream when a line configured for full duplex audio is selected. If the line is not configured for full duplex audio, beep tone is generated only when the dispatcher presses his PTT button to talk. Beep tone frequency, duration and interval are configured on a system wide basis.

Capturing Conversation Talkspurt Metadata

When Scout sends voice audio to logging recorders, the audio can be accompanied by additional data that provides details about the voice conversation. This additional data, often known as descriptive metadata, includes information such as console ID for the console recording the data, the user login name, the endpoint name, and the endpoint type. The group of more than 20 metadata parameters that Scout sends to the logging recorder varies based on the type of endpoint in use. For example, some parameters pertain to only radios while others pertain to both radios and SIP phones. The metadata details that the Scout user sees is dependent upon the type of logging recorder in use and its display capabilities.

Logging Recorders

Avtec tested logging recorders from the following vendors and found them to be compatible with Scout:

- Eventide, Inc.
- EXACOM, Inc.
- HigherGround, Inc.
- Verint Systems Inc.
- Voice Print International (VPI), Inc.
- NICE

Ethernet Network, Bandwidth, and QoS

A Scout VoIP Console requires an IP network to interconnect all of the elements, from the consoles, to the VPGates, to the VoIP endpoints. The Customer IT department generally provides Ethernet infrastructure. The minimum requirements are 100Mb switched Ethernet and it must be compatible and configured to recognize DSCP marked packets to ensure the proper Quality of Service (QoS). LAN segments must support multicast. The Scout™ system uses a QoS technique called Diffserv code point (DSCP). Packets are marked using the Type of Service (ToS) field in the packet header. The network infrastructure must be compatible and configured to recognize DSCP marked packets and act on them accordingly to ensure the proper QoS.

Each Scout Console requires two Ethernet connections, one for the PC and one for the media workstation. VPGates each require one Ethernet port, as do each endpoint device. **Note:** An Outpost™ requires only one Ethernet port even though it supports two audio connections.

Specifying bandwidth needed for VoIP consoles is difficult as there are a number of variables that come into play. Demand varies and depends on voice activity levels, radio monitoring, maintenance activities, and network design. The segment of the network experiencing the load will depend on the connected devices.

VPGate™ communicates to all endpoints via unicast. In general, adding 16kbps to codec requirements (which range from 64kbs for G.711 to 8kbs for G.729a) for the RTP and UDP headers is a reasonable approach for audio transport. For half-duplex devices such as most radio endpoints, only one-way audio must be counted. Finally, silence suppression must be taken into account. If the radio endpoints are all muted, then little or no data will be transmitted.

A typical Outpost™ to VPGate™ IP connection for one radio will consume 30 kbps to 86 kbps for audio transmission during activity; when the radio is squelched, “silence suppression” is used. (**Note:** Unlike other systems, this endpoint traffic is unicast to reduce multicast on the WAN.) Control and keep-alive messages are trivial and add only about 1-3 percent additional overhead.

For efficiency on the LAN, VPGate™ forwards the unicast packets from Outpost and other endpoints via multicast to the Scout™ consoles. Whenever an endpoint is active and transmitting its audio to VPGate, it is automatically forwarded whether 1 or 50 consoles have that endpoint selected or monitored.

The main contributors to latency in the proposed architecture are the sum of the network transit time and the jitter buffer size. The jitter buffer may be user-tuned on a per-device basis; both the Outpost™ and media workstation have this capability. These products support variable packet sizes down to 20ms, which allows the buffer to be set at 60ms. In some endpoints such as the JPS NXU2A, the minimum packet size is 100ms, requiring a jitter buffer of at least 300ms. A goal of < 150ms end-to-end latency is desirable, but in half-duplex radio communications, < 300ms is generally good enough.

Teton Communications, Inc.

545 South Utah Circle
Idaho Falls, ID 83402

Phone # 208-522-0750 Fax # 208-525-3400



Project Quote

Date	Quote No.
10/7/2015	131

Customer Name / Info	
Twin Falls Police Department C/o Kathy Markus PO Box 1907 Twin Falls, ID 83303	
C3 / Cell	
C3 Phone / Fax	
C3 E-mail	

Salesman Name / Info	
Tony Hafla	
Salesman E-Mail	tony@tetoncommunications.com
Project Description	
New Repeaters	

Qty	Item	Description	Price	Amount
	Description	Supply New 100 W, Continuous Duty Repeaters and VHF Linking Equipment to allow the simultaneous operation of two repeaters on different frequencies at different locations. This configuration will allow for wide area coverage from two tower locations.	0.00	0.00
	Description	Parts Summary		
2	TB8100 Uhf Rptr / PS...	Tait TB8100, UHF, 100 Watt, Continuous Duty Repeater. Includes a 12Vdc Power Supply that has Backup Battery Capability. Tuned and Tested. NOTE: This repeater is upgradeable to P25 Digital Operation.	7,950.00	15,900.00T
2	VHF 50w Mobile-P25	Tait TM9155, VHF, 50w, Non P25 Mobile Radio.	1,854.70	3,709.40T
2	TM9155 Line Interfac...	Tait Line Interface Board for TM9000 Mobile radios	150.00	300.00T
2	VHF Yaggi - Welded	VHF Welded Yaggi - 150-174 MHz, 7db Gain.	230.00	460.00T
150	Heliacx - 1/2"	Andrew 1/2" Heliacx.	3.00	450.00T
2	Heliacx Hoist Grip 1/2"	Hoist Grip for 1/2" Heliacx.	22.00	44.00T
4	Heliacx N-m 1/2	Andrew L4TNM-PS N-Male Connector for 1/2" Heliacx.	30.00	120.00T
2	IS-50NX-C2	Polyphaser IS-50NX-C2 Flat Panel Mount Lightning Arrestor	75.00	150.00T
40	LMR-400	LMR-400 Low loss coax cable (per foot)	1.25	50.00T
4	EZ-N Male Crimp	N Male crimp (EZ) for LMR400 coax	15.00	60.00T
	Description	Labor Summary		
1	Travel To / From Jer...	Charges for the use of a TCI Vehicle to Travel to the Customer Location and Back. Jerome 340 Miles / 5.5 Hours	255.00	255.00
11	Travel Rate Contract	Tech - Hourly Contract Labor Rate when Traveling.	70.00	770.00
3	Man on the Tower	Tower Work - Man on the Tower - Hourly Labor Rate.	155.00	465.00
3	Man on Ground Hourl...	Tower Work - Man on the Ground - Hourly Labor Rate.	85.00	255.00

Terms

Subtotal

Sales Tax (6.0%)

Signature:

Grand Total

Teton Communications, Inc.

545 South Utah Circle
Idaho Falls, ID 83402

Phone # 208-522-0750 Fax # 208-525-3400



Project Quote

Date	Quote No.
10/7/2015	131

Customer Name / Info	
Twin Falls Police Department C/o Kathy Markus PO Box 1907 Twin Falls, ID 83303	
C3 / Cell	
C3 Phone / Fax	
C3 E-mail	

Salesman Name / Info	
Tony Hafla	
Salesman E-Mail	tony@tetoncommunications.com
Project Description	
New Repeaters	

Qty	Item	Description	Price	Amount
12	Out of Shop Contract...	Tech - Out of Shop - Hourly Contract Labor Rate.	90.00	1,080.00
4	In Shop Contract Rate	Tech - In Shop - Hourly Contract Labor Rate.	78.00	312.00
2	Labor - Clerical	Clerical - In Shop - Hourly Labor Rate.	50.00	100.00
1	6) Out of Town Expe...	Bill for the Expenses Incurred to Stay Near the Customer Location for 1 day and a Night. Includes Lodging, Meals and Incidentals.	150.00	150.00
1	Out of Town - 2nd Man	Bill for the Expenses Incurred to Stay Near the Customer Location for 1 day and a Night. Includes Lodging, Meals and Incidentals for an Additional Man.	100.00	100.00

Terms	Net 15	Subtotal	\$24,730.40	Sales Tax (6.0%)	\$1,274.60
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Signature:	Grand Total	\$26,005.00
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Date: Monday, November 30, 2015
To: Honorable Mayor and City Council
From: Kathy Markus – Information Communication Technology Manager

Request:

Consideration of a request to pass a resolution declaring Municipal Code Corporation (MCCi) as sole source supplier for the purchase of Laserfiche software upgrades

Time Estimate:

The staff presentation will take approximately 3 minutes.

Following the presentations, staff anticipates some time for questions and answers.

Background:

Laserfiche is a cost-effective software that allows City of Twin Falls users to organize, manage, share and retrieve documents quickly and efficiently. Utilizing this software avoids the risk of losing, misfiling, or damaging paper documents. The City has been using MCCi for Laserfiche support for several years.

The Laserfiche upgrade to Version 10 was budgeted this year at a cost of \$70,000. The upgrade will provide internal and external forms, with workflows (for example: the HR onboarding process), digital signatures, a separate repository for police, the ability to set retention policy and dates on folders, and a public portal.

The IS staff is extremely happy with the support that has been provided by MCCi. MCCi has a thorough knowledge of Laserfiche and they have taken care of all issues expeditiously. Laserfiche has established a VAR program that designates a vendor as the sole source of the product. MCCi is currently designated as our VAR. The VAR is able to download software licenses and activate purchased software. The VAR also receives larger discounts on the Laserfiche product than non VAR providers.

The City Attorney created the attached resolution and advised of the process to be followed for this sole source Resolution. Approval by the City Council is the first step.

We have added some urgency to this request, as there is a \$4,000 promotion from company for items that were included in our initial quote if the software is purchased by December 21.

Approval Process:

After the resolution is approved by the City Council and signed by the Mayor, it must be published in the Times News. 14 days after publication the contract with Laserfiche can be executed.

Budget Impact:

The FY2015/16 Budget included \$70,000 for this item.

Regulatory Impact:

Approval of the request will allow the City to proceed with the publication of the resolution.

Conclusion:

Staff recommends that the Council approve the request as presented.

Attachments:

1. Resolution Declaring Sole Source for Laserfiche.
2. Laserfiche VAR of Record
3. Laserfiche Upgrade Quote

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, DECLARING A SOLE SOURCE SUPPLIER FOR PURCHASE OF LASERFICHE SOFTWARE UPGRADES.

WHEREAS, Idaho Code §67-2808(2) permits sole source expenditures where there is only one source for the acquisition of personal property reasonably available; and;

WHEREAS, The City has investigated sources for upgrades to the City's Emergency Dispatch Services software, and has discovered that there is only one source for this software, and it is MCCi.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

Section 1: The Twin Falls City Council hereby declares that MCCi shall be the sole source of Laserfiche software upgrades.

Section 2: That notice of sole source procurement shall be published in the Times-News at least fourteen (14) calendar days prior to the award of the contract.

PASSED BY THE CITY COUNCIL , 2015.
SIGNED BY THE MAYOR , 2015.

MAYOR

ATTEST:

DEPUTY CITY CLERK

November 10th, 2015

Mr. Mike Plane
Network Administrator
City of Twin Falls, Idaho

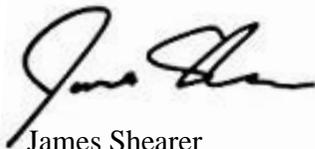
Dear Mr. Plane,

Laserfiche policy dictates that MCCi, as your current VAR of record, is the sole VAR that can download software licenses and activations for you. You can also only purchase additional Laserfiche software to expand or upgrade your Laserfiche system and renew your Laserfiche Software Assurance Plan (LSAP) under your current VAR of record unless you decide to change your VAR of record.

The VAR which implemented Laserfiche for you generally has a better understanding of your current system and as such, it may take some time for a different VAR to gain that same understanding.

For further clarification, please feel free to call or email your District Manager, Joshua Lee, at (562) 988-1688 ext. 137 or joshua.lee@laserfiche.com.

Regards,



James Shearer
Director of Sales



Municipal Code Corporation

PO Box 2235 • Tallahassee, Florida 32316

TELEPHONE (800) 342-2633 • FAX (850) 564-7496

Craig Smith, Account Executive • extension 1665 • csmith@mccinnovations.com

November 9, 2015

Mr. Rich Hall
Network Technician II
P.O. Box 1907
Twin Falls, ID 83301

Dear Mr. Hall:

I enjoyed speaking with you recently regarding the Laserfiche software and services. Pursuant to our discussion, we are pleased to enclose our Professional Services Proposal. While reviewing the proposal, please keep in mind the following advantages of being a MCCI customer:

- ✔ **Leading Provider** – For the past six years, MCCI was ranked as the #1 Laserfiche VAR in the United States.
- ✔ **Professional Certifications** – MCCI’s staff is well-trained and holds multiple certifications in security, HIPAA, CDIA+ and more to give you the peace of mind that we are simply the best at what we do. Our staff is also Laserfiche Gold Certified, meaning we have passed the Laserfiche CPP courses required for this certification.
- ✔ **Government Focus** – MCCI was created by Municipal Code Corporation to focus on innovative technologies for Government. MCCI provides Laserfiche software and services to more than 400 government entities including Cities, Counties, State Agencies, Special Districts, and more.
- ✔ **Specialization in Enterprise Solutions** – Our Project Managers provide implementation and training services to help make your solution an Enterprise-wide deployment. We work with you on your initial project plan knowing that one day Laserfiche will be used across the entire organization. This methodology helps you plan to meet this goal in your time frame whether it be an immediate objective or part of a multi-year plan.
- ✔ **Superior Support** – MCCI utilizes a multi-layered support team geared towards offering each client multiple contacts to enhance the usage of every product implemented. We offer support through our help desk, email, and toll free number, and also have an online support center that gives end users access to training manuals, “how to” checklists, training videos, a knowledge base, and software updates.
- ✔ **Robust Resources** – Whether it is integration, scanning and indexing services, an electronic forms solution, etc., MCCI has additional solutions that are complimentary to Laserfiche, while allowing you to work through one vendor for best of breed solutions.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me on our toll-free number. We appreciate your interest and hope that we will have the pleasure of working with you.

Sincerely,
Craig Smith
Account Executive
Idaho Office

Executive Summary

Company History

MCCi started providing Laserfiche in 1998. With a client base of over 700 organizations and satellite offices across the country, we are striving to be the leading Enterprise Content Management (ECM) provider in the United States. MCCi has been the #1 Laserfiche VAR in the world the last 7 years.

Proposed Solution

MCCi is proposing the Laserfiche software for your organization. Laserfiche is a unified solution that manages all your organization's documents and records, regardless of location or media. Please keep in mind some of the features of Laserfiche:

- ✔ **User Friendly** – Laserfiche is very easy to learn, navigate and use. Users will see Laserfiche has a folder tree structure similar to Windows Explorer for easy viewing and use. This familiarity will give your staff the confidence to begin scanning and retrieving documents almost immediately after installation making an Enterprise rollout easier on your resources.
- ✔ **Comprehensive Security** – Laserfiche Comprehensive Security allows you to control the security of your documents on many levels. You determine what functions, such as scanning and printing, each staff member may use. Security features are easy to administer and with proper right records managers can administer most security functions without IT staff assistance.
- ✔ **Intelligent Search** – Laserfiche lets you search your documents based upon full-text search, index search, and document and folder name searches. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, the full-text search retrieves it immediately. An easy Google-style toolbar is available for searching as well.
- ✔ **Integration** – Laserfiche is the central repository for records in your organization and allows you to integrate other main line of business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft product, etc., Laserfiche has options available. Laserfiche Microsoft integrations include the ability to archive Office & Outlook documents directly into Laserfiche as well as integration with Microsoft SharePoint.
- ✔ **Business Process Automation** – Laserfiche allows users to capture information instantly and automate business processes instead of the traditional methods of using an imaging solution as an archival tool. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through the implementation of Laserfiche Workflow, resulting in cost savings for the organization.
- ✔ **Mobility & Web Tools** – Mobile devices are being used more and more in organizations for day to day operations. Laserfiche has options available to ensure you can access Laserfiche from these devices and perform related actions quickly on the go. There are also options for giving your outside citizens/customers access to records through the web to promote transparency and decrease records requests.

Avante Features

MCCi is recommending the Avante platform for your organization. Avante includes:

- ✓ Bundled users – Each user comes bundled with:
- ✓ Workflow for Business Process Automation
- ✓ Snapshot for archiving electronic records
- ✓ Email Plug-in for emailing records directly from Laserfiche
- ✓ Options for bundling the following functionality into user licenses:
 - Web Access, which includes a thin client option for users, Web Access Light for mobile devices & tablets, iPhone & iPad apps, and SharePoint integration.
 - Audit Trail for monitoring, recording, and reporting on system activity.
 - Digital Signature capabilities
- ✓ Web-based Administrative Console allowing you to administer the system from anywhere.
- ✓ Options for Electronic Forms, Records Management, Batch Processing tools, Integrations, and Web Portals.

MCCi Advantage

MCCi is a leading Laserfiche provider focusing on customer service in every aspect of your project. As a client you will receive access to our highly trained staff & support services, including:

- ✓ **Dedicated Project Management** – Our Project Managers are highly trained in the areas of implementation, Workflow processes, integrations, and more to help your organization implement a well thought out Enterprise system based on your organization's needs. They are Laserfiche Gold Certified and also hold other professional certifications to maintain a high knowledge level of our client's business processes.
- ✓ **Dedicated Support** – Once your project is complete, you will have access to our support staff for trouble shooting & supporting your Laserfiche system. Our staff can be easily reached through email, phone or our online support center.
- ✓ **Sales & Account Management Team** – You will have a dedicated team of an Account Executive and Account Manager that you can directly contact. They will also proactively contact you to ensure satisfaction, provide additional information on your products, and conduct web & regional events on continuing education topics.
- ✓ **Training Services** – Before, during, and after your project, we focus on ensuring the users are trained on the software and stay up to date on the features available. In addition to our Training Services, we offer a yearly subscription to our Online Training Center for Laserfiche to help protect your Laserfiche investment. This allows all types of users, regardless of their role, to access videos on popular topics. This information is updated monthly and will be a continued resource for your organization.
- ✓ **Back File Scanning & Conversion Experience** – In the event you need to address a back file scanning project or have older data from legacy systems to convert, we have experience in addressing these and integrating them into your Laserfiche system. We have converted over 30 different applications and migrated the data to Laserfiche for other clients.

PRICING PROPOSAL

<i>Product Description:</i>	<i>Qty.</i>	<i>Cost</i>	<i>Total</i>
<u>EXISTING LASERFICHE SOFTWARE SYSTEM CONFIGURATION</u>			
<input checked="" type="checkbox"/> United Standard Server Software <i>*requires MS SQL</i>	-1	\$7,250.00	(\$7,250.00)
<input checked="" type="checkbox"/> LF Full User United <i>*includes Snapshot and Email</i>	-10	\$750.00	(\$7,500.00)
<input checked="" type="checkbox"/> LF Retrieval User United <i>*includes Email</i>	-37	\$300.00	(\$11,100.00)
<input checked="" type="checkbox"/> LF Scanconnect <i>*required for each scanner purchased/utilized</i>	-5	\$165.00	(\$825.00)
<input checked="" type="checkbox"/> Weblink	-1	\$7,995.00	(\$7,995.00)
<input checked="" type="checkbox"/> DataNow Affinity Integration (26 to 50 users)	-1	\$4,000.00	(\$4,000.00)
<i>Existing Software Credit Total</i>			(\$38,670.00)
<u>ECM SOFTWARE LICENSING FOR AVANTE</u>			
<input checked="" type="checkbox"/> Avante Server Records Management Edition for MS SQL <i>DoD 5015.2 Certified</i>	1	\$11,000.00	\$11,000.00
<input checked="" type="checkbox"/> Avante Additional Repository for MS SQL	1	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/> LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	25	\$500.00	\$12,500.00
<input checked="" type="checkbox"/> Web Access, 20% Add On to All Named Users	25	\$100.00	\$2,500.00
<input checked="" type="checkbox"/> LF Advanced Audit Trail, 20% Add On to All Named Users	25	\$100.00	\$2,500.00
<input checked="" type="checkbox"/> OCR Scheduler for Laserfiche - <i>Requires one dedicated Laserfiche User License</i>	1	\$1,500.00	\$1,500.00
<input checked="" type="checkbox"/> LF Scanconnect 10-pack	1	\$915.00	\$915.00
<input checked="" type="checkbox"/> LF Workflow	1	Included	Included
<i>ECM Software Licensing Total</i>			\$31,915.00
<u>ELECTRONIC FORMS FOR AVANTE</u>			
<input checked="" type="checkbox"/> LF Forms, 10% Add on to All Named Users	25	\$50.00	\$1,250.00
<input checked="" type="checkbox"/> LF Forms Portal <i>*Allows Forms Portal to be activated on a Forms server. Multiple licenses are needed if multiple activations are required. Allows form submission only, from unlicensed (public) and non-authenticated users.</i>	1	\$7,995.00	\$7,995.00
<input checked="" type="checkbox"/> LF Forms Authenticated Participants (1-49 Users)	10	\$200.00	\$2,000.00
<input checked="" type="checkbox"/> Free LF Forms Promo <i>*Quote must be approved & software ordered by 12/21/2015. Discount subject to change if quote changes.</i>		(\$4,000.00)	(\$4,000.00)
<i>Electronic Forms Total</i>			\$7,245.00

WEB TOOLS FOR AVANTE

<input checked="" type="checkbox"/>	Laserfiche Standard Public Portal <i>Includes Weblink and 25 Retrieval Connections</i>	1	\$25,000.00	\$25,000.00
	Web Tools Total			\$25,000.00

3rd PARTY INTEGRATION TOOLS

<input checked="" type="checkbox"/>	DataNow Affinity Integration (26 to 50 users)	1	\$4,000.00	\$4,000.00
	Integration Tools Total			\$4,000.00

ANNUAL SOFTWARE SUPPORT - BASIC LSAP

<input checked="" type="checkbox"/>	Avante Server Records Management Edition for MS SQL <i>DoD 5015.2 Certified</i>	1	\$2,310.00	\$2,310.00
<input checked="" type="checkbox"/>	Avante Additional Repository for MS SQL	1	\$210.00	\$210.00
<input checked="" type="checkbox"/>	LF Full Named User <i>Includes Snapshot, Email, and Workflow</i>	25	\$105.00	\$2,625.00
<input checked="" type="checkbox"/>	Web Access, 20% Add On to All Named Users	25	\$21.00	\$525.00
<input checked="" type="checkbox"/>	LF Advanced Audit Trail, 20% Add On to All Named Users	25	\$21.00	\$525.00
<input checked="" type="checkbox"/>	OCR Scheduler for Laserfiche - <i>Requires one dedicated Laserfiche User License</i>	1	\$346.50	\$346.50
<input checked="" type="checkbox"/>	LF Scanconnect 10-pack	1	\$193.20	\$193.20
<input checked="" type="checkbox"/>	LF Workflow	1	Included	Included
<input checked="" type="checkbox"/>	LF Forms, 10% Add on to All Named Users	25	\$10.50	\$262.50
<input checked="" type="checkbox"/>	LF Forms Portal <i>*Allows Forms Portal to be activated on a Forms server. Multiple licenses are needed if multiple activations are required. Allows form submission only, from unlicensed (public) and non-authenticated users.</i>	1	\$1,680.00	\$1,680.00
<input checked="" type="checkbox"/>	LF Forms Authenticated Participants (1-49 Users)	10	\$42.00	\$420.00
<input checked="" type="checkbox"/>	Laserfiche Standard Public Portal <i>Includes Weblink and 25 Retrieval Connections</i>	1	\$5,250.00	\$5,250.00
<input checked="" type="checkbox"/>	DataNow Affinity Integration (26 to 50 users)	1	\$840.00	\$840.00
<input checked="" type="checkbox"/>	Managed Services for Laserfiche <i>Laserfiche Managed Services needs are estimated based on the current software components provided herein: up to 40 hours.</i>	1	\$5,040.00	\$5,040.00
<input checked="" type="checkbox"/>	Training Center 50-99 Users Annual Support Total	1	\$3,920.00	\$3,920.00
	<i>For budgetary purposes, the Client should include \$24,147.20 in annual budget for renewal of LSAP, Managed Services, and the Training Center for the software quoted above.</i>			\$24,147.20

MCCI PROFESSIONAL SERVICES

<input checked="" type="checkbox"/>	Records Management Module Training, per day <i>*Travel expenses included.</i>	1	\$2,200.00	\$2,200.00
<input checked="" type="checkbox"/>	Remote Upgrade to Avante <i>Workflow training and installation excluded.</i>	1	\$600.00	\$600.00
<input checked="" type="checkbox"/>	Basic Onsite Training of software, per day <i>Workflow training and installation excluded. Travel expenses included.</i>	1	\$2,200.00	\$2,200.00

<input checked="" type="checkbox"/>	LF Forms Training Overview <i>(see MCCi Advanced Implementation Services for details)</i>	1	\$700.00	\$700.00
<input checked="" type="checkbox"/>	Workflow Configuration Training, Filing Workflow <i>Includes remote installation with up to 1 day onsite training. MCCi will provide remote workflow configuration assistance up to 30 days post onsite training.</i>	1	\$3,200.00	\$3,200.00
<input checked="" type="checkbox"/>	MCCi Project Management Services *Up to 40 hours	1		\$6,600.00
	Professional Services Total			\$15,500.00
	Total Project Cost			\$69,137.20

PAYMENT & BILLING TERMS

MCCi will invoice one hundred percent (100%) of the software and support upon delivery of software. If services are included, the balance of the total project will be invoiced upon completion of the proposed professional services, which may be broken up based on the completion date of specific services. Sales tax will be included where applicable. Payment will be due upon receipt of an invoice.

Laserfiche software and help files are provided electronically. If hard copy manuals or software is desired, there is a \$50 additional charge. This will need to be requested.

*Note: MCCi will prorate the support of this additional software to be congruent with your current Laserfiche system's support (LSAP) dates, the purpose of which is to align all software with one support date so maintenance of your account is made easy. MCCi will bill for the actual amount of support, which may be higher or lower than quoted. **To ensure you are budgeting correctly for future renewals, please add the amount listed in the budgetary note above to your current budgeted renewal amount.***

MCCI STANDARD SERVICES

To determine which services and products are included with your project, please refer to the Pricing Proposal above.

MCCi prides itself in providing high quality professional services and support. Providing the most advanced level of tech support via the web, e-mail and phone, you can rest assured that MCCi will provide you with profession installation, training and support services. Our clients can rely on us to provide a continual flow of information through our technical bulletins and newsletters.

MCCI PROJECT MANAGEMENT SERVICES

MCCi Project Managers are CDIA-certified and Laserfiche Certified. The CDIA (Certified Document Imaging Architect) is awarded after a comprehensive and rigorous exam focused on a broad spectrum of document and records management objectives. There are multiple Laserfiche Certifications and MCCi focuses on maintaining all of them. MCCi Project Managers administer these services and concentrate on defining business requirements and the deliverables that follow. The MCCi Project Manager will work with the client's point of contact to put together a project plan that clearly defines the scope of services of the Project Management services. These services are included to ensure the Client is prepared for the final project implementation.

Implementation

Client Consultation - The assigned MCCi Project Manager will perform a remote pre-installation solution development plan including configuration of security rules for the Client prior to installation and training. This consultation will include a review of current document organization and retrieval practices to determine desired indexing methods, as well as other basic system set up needs. Once this information has been gathered and provided to the MCCi project manager, the basic folder structure, document naming scheme, scheme, and template set-up will be configured prior to onsite training.

Remote Installation and Configuration – Software installation and configuration may occur remotely as part of the Project Management services to ensure the onsite time purchased is focused on the direct objective. Please refer to the pricing proposal to determine if the onsite time will include installation and configuration.

Remote Training – Project Management services may be utilized for training administrators or users remotely if not providing onsite training. Please refer to the pricing proposal to determine the training model quoted.

LASERFICHE BASE SOFTWARE TRAINING SERVICES

The client is provided with either instructor-led hands-on training or train-the-trainer training in the operation of the Laserfiche Software and Plug-ins, and the scope of all training services to be performed is notated in the Pricing Proposal. These services will be provided onsite or remote, please refer to the Pricing Proposal to determine which has been quoted. Below are some sample outlines based on user-roles and system modules:

System Administration Training

- Client and Server Installation Procedure
- Users and Groups – Active Directory
- Security
- Templates
- Tags
- Document Relationships

- Records Management
- Volumes
- System Settings
- Back Up Procedures
- Troubleshooting Procedures
- Technical Support Overview

Full User Training

- Introduction to Laserfiche
- Folders and the Folder Browser
- Scanning and Importing
- OCR and Full Text Indexing
- Document Display
- Index Card/Templates
- Document Retrieval by Index Fields or Text (Searching)
- Annotations
- Extracting a Document from Laserfiche
- Briefcasing and Migrating Documents
- Customize Laserfiche
- Volumes
- Security
- Advanced Features – Plug-ins

MCCI ADVANCED IMPLEMENTATION SERVICES

**The following services listed have been included in your Pricing Proposal based on the recommendation of your Account Executive. Please consult with them for any questions.*

To determine which services and products are included with your project, please refer to the Pricing Proposal above.

RECORDS MANAGEMENT MODULE TRAINING

* Please note that client should have full knowledge of internal records management policies and have prior experience in records management. This training will be quoted for clients with the Records Management functionality of Laserfiche. Please refer to your Pricing Proposal to determine if this is included.

- Record Series
- Record Folders
- Document Links
- Versioning
- Security Tags
- Vital records
- Cutoff criteria
- Cutoff eligibility
- Retention Period
- Disposition Actions
- Hold Period
- Time Dispositions
- Event Dispositions
- Interim Transfers
- Final Disposition
- Destruction
- Permanent Records
- Accession
- Freezing

Admin Console Setup for Records Management

- Cycle Definitions Setup
- Locations Setup
- Retention Schedules Setup
- Cutoff Instructions Setup

LASERFICHE WORKFLOW CONFIGURATION TRAINING

MCCi's Laserfiche Workflow Configuration Training service is designed to be highly collaborative. The goal is for the client to have a trained Workflow Configuration Administrator. As a prerequisite, the client's Workflow Configuration Administrator should be a business process savvy individual with good technical skills. This is the person tasked with handling future workflow configurations, including any modifications needed to the configuration focused on during training.

Client Deliverables

- Provide MCCi with a mapped out/narrative of specified business process including metadata requirements and sample reports from functional activities involved. This will be used as an example for the training process, in an effort to leave the client with a start of a workflow configuration.

- Appointment of Workflow Configuration Administrator who has been through Laserfiche Administrator training
- IT resources

MCCi Deliverables

- Install and configure Laserfiche Workflow with current Laserfiche system
- Onsite Workflow Configuration Administrator Training
- Workflow Managed Services post onsite training
 - Configuration assistance for a period of time immediately following onsite training
- Developer Training (Applicable to Level 2 training package)

MATRIX OF WORKFLOW TRAINING PACKAGES:

Services Provided	Filing Workflow	Level 1	Level 2
Remote Installation	Included	Included	Included
Onsite Training Days	1	2	3
Workflow Configuration Assistance <i>Post Onsite Training</i>	Remote 30 Days	Remote 30 Days	Remote 45 Days
Developer Training	None	None	Remote 1/2 Day
Developer Assistance <i>Post Developer Training</i>	None	None	Remote 15 Days

LASERFICHE FORMS SERVICES

MCCi’s Laserfiche Forms Services are designed to be highly collaborative. The goal is to provide a customized package for your organization. Whether you need direct assistance implementing Laserfiche Forms, or hands-on training to empower your organization to create and maintain electronic forms, or both, MCCi has options available. Please see your Pricing Proposal for the specific Laserfiche Forms Services quoted.

Forms Training Services Provided	Overview	Comprehensive
Training Duration	Up to 5 hours Remote	Up to 2 Days Remote/Onsite
Forms Designer	Yes	Yes
Process Modeler	Yes	Yes
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	Yes
Forms Configuration (Up to 1 - Level 1 Form)	0	1

Forms Configuration Services Per Form	Level 1	Level 2	Level 3
Forms Design Services	Up to 15 Fields	Up to 30 Fields	Up to 50 Fields
Form Field and Data Look-up Rules*	Up 10 Rules	Up to 20 Rules	Up to 40 Rules
Process Modeler Configuration	Up to 5 Steps	Up to 10 Steps	Up to 20 Steps
Workflow Configuration (For Forms Process Modeler Integration, and Filing Only)	No	Yes	Yes

Custom Scripting (JScript or CSS)*	Call for Quote	Call for Quote	Call for Quote
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**Please note:*

- Users submitting through the Forms Portal are limited to forms submission. Users cannot participate in the workflow/routing process within Laserfiche Forms Process Modeler or Laserfiche Workflow, unless they have a Laserfiche Named User License.
- All Forms Configuration Services are conducted remotely due to multiple decision points throughout the configuration, which may cause delays.
- Field Look-ups: Database Views and Queries must exist or be created by the customer prior to MCCi database lookup configuration.
- Java Script and CSS Scripting (if needed) are not included, unless otherwise notated in the pricing section of the Pricing Proposal.

SOFTWARE DESCRIPTION

LASERFICHE AVANTE

Laserfiche Avante solution is a named user model and starts out with a feature rich system that is based on the number of people who will be using the system. It is designed for small to mid-size organizations and helps you capture, manage, distribute, and work with information in diverse working environments. Avante comes with Laserfiche Workflow and allows your organization to move beyond simple document routing to automate everyday tasks, optimize business processes, and share information with a wide variety of applications. Avante systems allow you to choose from multiple database platforms and incrementally expand the system with records management edition and other plug-ins such as Auditing, Web Access, Digital Signatures, and Batch Processing. The Laserfiche Avante pricing structure makes it simple and affordable to add new features and functionality to your Laserfiche system as your needs change.

LASERFICHE RIO

MCCI recommends the Laserfiche RIO solution for Enterprise clients that have a large volume of users, as well as the need for test environments and multiple servers/repositories. RIO and each RIO license comes coupled with Workflow, Web Access, Mobile Access, Snapshot, Email, Digital Signatures, and Advanced Audit Trail. This licensing structure makes it much easier on IT administration, especially when dealing with a large user base. In addition, RIO supports an unlimited number of application servers, as well as repositories, making it well suited for expansion and testing needs. RIO can connect either to MSSQL or Oracle for the backend database, and of course many of the same optional Laserfiche modules such as the Records Management, Batch Processing and Weblink Public Portal licenses are available with RIO.

LASERFICHE SOFTWARE FEATURES AND LICENSING

Feature	Avante	Rio	Comments
Database Options	SQL Express, SQL, Oracle	SQL, Oracle	
Retrieval Concurrent Users	Public Portal (Weblink)	Public Portal (Weblink)	
Full Named Users	Unlimited	25 – Unlimited	Includes Workflow, Email and Snapshot for Avante; Includes Workflow, Email, Snapshot, Digital Signatures, Web Access and Advanced Audit Trail for Rio.
Retrieval Named Users	n/a	200 – Unlimited	Includes Email capability. Minimum of 200 must be purchased.
Application Servers	1	Unlimited	
User License Model	Named	Named	
Repositories	1	Up 15 per Application Server	Avante: Up to 14 additional (for a total of 15) Repositories can be added at an additional cost. RIO: Each Application Server can have up to 15 Repositories attached. RIO allows for an unlimited number of Application Servers.

<i>Workflow</i>	Included	Included	
<i>Snapshot</i>	Included	Included	
<i>Email</i>	Included	Included	
<i>WebAccess (Thin client access for named users)</i>	Add-on option	Included	
<i>Mobile Access</i>	Requires WebAccess	Included	
<i>Digital Signatures</i>	Add-on option	Included	
<i>Audit Trail</i>	Add-on option (Options for Starter, Standard, Advanced)	Includes Advanced Audit Trail	
<i>Public Portal (Weblink) Options</i>	Weblink Public Portal license package options (5,10, 25, 50, Unlimited Single Processor, Unlimited Dual Processor, Unlimited Multi Processor)	Weblink Public Portal license package options (50, Unlimited Single Processor, Unlimited Dual Processor, Unlimited Multi Processor)	Avante Public Portal: The 5 concurrent license only allows for one security profile to be set. Unlimited versions are licensed per Laserfiche application server, and per processor. The licensed number of processors must be equal to or greater than the number of processors (CPUs) on the correlating Laserfiche application server. Note: Additional copies of the Unlimited Public Portal are needed if there is a need to connect the Public Portal to more than 1 Application Server.
<i>Records Management</i>	Add-on option	Add-on option	
<i>Laserfiche Versions</i>	Lf 8.1 and later	Lf 8.0.1 and later	
<i>Web Admin Console</i>	Included	Included	
<i>Laserfiche Forms Users</i>	Add-on option	Add-on option	The Laserfiche Forms User is a required add-on to all Laserfiche Full Named User licenses, and is a pre-requisite to all other Forms licensing options. This add-on will give the current Laserfiche Full Named Users full access (submission, process involvement, and approval rights) to Laserfiche Forms Server. The Laserfiche Forms Server can be installed multiple times, however each instance can only be associated with one Laserfiche application Server.
<i>Laserfiche Forms Portal</i>	Add-on option	Add-on option	Laserfiche Forms Users licensing is a prerequisite to being able to purchase Forms Portal licensing. The Forms Portal license allows Form submission from unlicensed (public) users. Forms Portal was also designed primarily for non-internal/public user submissions, therefore there is no Windows Authentication security validation provided. The users that access Forms through the Forms Portal can only submit forms (these users cannot

			participate in the business process after a form has been submitted). The Forms Portal is licensed to a specific Forms instance/server, rather than to the Laserfiche Application Server. Please note that if an organization desires to have a Forms Portal for internal users, as well as a Forms Portal for external users, and security protocol requires that these two Forms Portals reside on separate servers (one internal one external), multiple Forms Portal licenses are required.
<i>Laserfiche Enterprise Forms Portal</i>	Add-on option	Add-on option	The Enterprise Forms Portal License is recommended for Laserfiche Rio Customers that have multiple Laserfiche Application Servers, as well as for Laserfiche Avante (Avante only allows for one Laserfiche Application Server), but require more than two Forms Portal licenses (see Forms Portal description above). Enterprise Forms Portal is, indeed, unlimited Portals. Instead of allocating one or more Forms Servers as Portals, they all are automatically Forms Portals.
<i>Laserfiche Authenticated Participants</i>	Add-on option	Add-on option	Laserfiche Forms Users licensing is a prerequisite to being able to purchase Forms Authenticated Participant licensing. Forms Authenticated Participant licenses allow Non-Laserfiche Users to participate in Laserfiche Forms Process Modeler Business Processes, and allow for secure authentication when interacting with Laserfiche Forms. Forms Authenticated Participant licensing is recommended for all internal users that require authentication and/or intend to participate in more than just the Forms submission process, and for those users that do not have Laserfiche Full Named User licensing, but have a need to authenticate and participate in Laserfiche Forms Business Processes. A Forms Authenticated Participant license is required for each Forms Server that the user needs to submit to.
<i>Upgrade Path</i>	Rio	n/a	

LASERFICHE PLUG-INS

Laserfiche Plug-Ins, Utilities, and Tools

MCCi can provide additional Laserfiche Plug-ins Utilities, & Tools software. Laserfiche offers a selection of modules and development tools designed to let you tailor Laserfiche to meet your needs. Certain Plug-Ins may be bundled differently based on the Laserfiche platform. **Please refer to the pricing page/pricing proposal to determine which modules have been proposed.**

Capture Modules

Laserfiche ScanConnect™: allows ISIS scanning. A collection of ISIS scanner drivers is included with Laserfiche ScanConnect. These drivers allow images to be scanned through supported scanners. ScanConnect 7.x is can be purchased as an add-on to both Laserfiche scanning and Quick Fields.

Laserfiche Snapshot™: Laserfiche Snapshot is included with both Avante and RIO Full Named User Licenses, and can generate images and text from an electronic file (e.g. a Word document, a web page, a text editor, etc.). The files generated by Laserfiche Snapshot capture the content of the electronic file at the time that it was processed. In other words, they represent an accurate portrayal of an electronic file at a given point in time. The images and text created from an electronic file are then stored in a Laserfiche repository. As you can see, Laserfiche Snapshot can be used as a tool to archive a particular version of an electronic file. Laserfiche Snapshot can process any electronic file that can be opened with a Windows application that has printing capabilities. This feature is automatically included with every Full User purchase.

Laserfiche Import Agent: Import Agent is a tool for automatically retrieving files stored in a Windows folder and importing them into a Laserfiche repository. The Windows folder can be local to the Import Agent machine or stored on a network drive. During the import process, Import Agent can process the files (e.g., perform OCR), use XML data as part of the process, and perform additional tasks.

OCR Scheduler for Laserfiche: MCCi developed this tool. It provides a simple and effective way to mass OCR documents in Laserfiche. It allows administrators to configure multiple OCR sessions. Sessions are created based on selecting folders within a specific Laserfiche Repository and scheduling the time to begin the OCR process. Benefits:

- **Efficiency:** Clients can schedule the tool to perform the OCR function, rather than tie up machines during the normal working rhythm.
- **Support/Search Content:** Leaving the responsibility in users hands to conduct OCR can lead to incomplete processing. The tool provides assurance that everything in need of OCR is being addressed without end user interaction.

“Quick Fields” (QF) Batch Processing Tools: Quick Fields is a suite of Batch Processing utilities created by Laserfiche. Avante and RIO bundle each of these features differently, which is reflected in the Pricing Proposal section:

- **Laserfiche® Quick Fields™** automatically captures useful information from paper and electronic documents and organizes it for fast retrieval. Quick Fields transforms data capture from a costly and labor-intensive operation into an efficient process by collecting precise pieces of information from the masses of unstructured data flowing into your organization. Quick Fields improves the speed and accuracy of data capture while giving authorized staff instant access to the information they need to work effectively.
- **QF Bar Code Validation Package:** The Bar Code add-on reads bar codes on a specified page in the document. The value returned by the bar code process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. Bar Code is very powerful when combined with Real Time Lookup. Supported barcode formats: Codabar, CODE 39, CODE 128, EAN 8, EAN 13, Interleaved 2 of 5, UPCA, and UPCE.
- **QF Real-time Look up Validation Package:** Lookup populates template fields and validates metadata by retrieving data stored in third-party databases and other applications.
- **QF Zone OCR Validation Package:** Images that contain clearly printed or typed information can be converted to text files through a process called OCR (Optical Character Recognition). Once text has been extracted from an image, it can be sent along with the image to the repository. Once the

document has been imported into the repository, the extracted text will be associated with the corresponding image in the document. The International Zone OCR add-on will scan a zone on an image for text. Only text found within the zone will be extracted. The data returned by this process can be used to identify a page, populate a field, determine the document name, or determine where the document will be stored. The International Zone OCR add-on can be installed when Quick Fields is first installed or after it has already been installed.

- **QF Forms Alignment:** automatically repositions scanned documents to match a master form, correcting for scanning errors and improving data extraction.
- **QF Document Classification:** designed for clients who deal with multiple forms, and will recognize and process multiple document types.
- **QF Auto Stamp/Redaction/Bates Numbering:** The Bates stamp option is a document auto-numbering annotation option
- **QF Optical Mark Recognition:** detects handwritten information, including marks on surveys, tests and ballots.
- **QF Agent:** enables administrators to schedule forms processing around the clock and run Quick Fields sessions without operator intervention, reducing labor costs and optimizing business processes.
- **QF Forms Identification:** automatically recognizes the form or document based on its overall structure, even in the absence of bar codes, form data or other distinguishing information.
- **QF Forms Extractor:** removes form outlines to isolate data for more accurate capture.
- **QF Scripting Kit:** Offers a script editor, which allows developers to write C# and VB.Net Scripts, and insert the scripts into a Quick Fields Session.

Distribution Modules

- **Laserfiche Public Portal - WebLink™:** The WebLink module publishes select documents in a Laserfiche repository to an intranet or the Internet in read-only form. Documents can be made available through the Web almost instantly, and users need only an Internet browser in order to access them. Built on ASP .NET, WebLink can be customized to match the look and feel of an organization's Internet or intranet site.
- **Laserfiche WebAccess:** Laserfiche Web Access is a Web browser-based thin client offering virtually all of the document management capabilities of the standard Laserfiche interface. Web Access allows your IT staff to roll out high-volume Laserfiche access without increasing your organization's application support burden. Authorized users organization-wide enjoy simultaneous access to documents, whether they are using the corporate intranet or logging in from a branch office. In addition, access to Laserfiche Mobile and the Laserfiche Sharepoint Integration resources, is made through Laserfiche WebAccess.
 - **Laserfiche Mobile Access Options:** Laserfiche Web Access or Laserfiche Forms is required for any/all mobile access options. Web Access Light & Laserfiche Mobile are both options for providing mobile access to your Laserfiche solution:
 - **Web Access Light:** Designed for Blackberry, Chrome, Opera and Safari mobile browsers, offers a lightweight Web interface for popular mobile devices, enabling users to search and retrieve documents, as well as approve documents and participate in workflow automation processes, while away from their desktop computers.
 - The **Laserfiche Mobile iPhone app** takes advantage of the iPhone's touch screen, gesture recognition and high resolution interface to provide users with an immersive experience. Features include:
 - Create and upload new content with the iPhone camera.

- Automatically crop, straighten and enhance captured information, with full text recognition.
 - Copy, move, rename, download, e-mail, print or delete content.
 - Browse for documents in a folder structure or search the entire repository
 - Participate in workflow automation processes by accessing metadata fields.
 - Interaction with Laserfiche Forms
- The **Laserfiche Mobile iPad app** gives employees the ability to securely view and update content from wherever they are. Features include:
 - Provides secure access to documents and metadata
 - Enables users to create and upload new documents
 - Participate in Workflows on the go
 - Interaction with Laserfiche Forms
- **Laserfiche Mobile for Android** allows you to :
 - Search across all documents in a repository
 - Pan, zoom, rotate, and easily access metadata while working with a document in the Document Viewer
 - Quickly create and upload new documents from your device's camera, images in your device's gallery, and files stored on your device
 - Full support for Laserfiche Business Processes, including starting business processes and viewing their details
 - Use personal libraries to create task lists or group related entries to make working with them faster and easier
 - Add, edit, and view entry metadata
 - Copy document text for use in other apps
 - Process, clean up, and compress captured documents for easier viewing
 - Capture the geographic coordinates of an image to allow linking documents to their mapped location
 - View and export PDFs and other electronic documents
 - E-mail document or folder links to colleagues
 - Manage documents using copy, move, rename, print, and delete
 - A variety of security options keep documents secure in Laserfiche and on your device
 - Widget lets you quickly upload new documents and images
 - Interaction with Laserfiche Forms
- **Laserfiche Sharepoint Integration:** The Laserfiche and SharePoint Integration (LfSPI) is built on the power of Laserfiche Web Access (Therefore Web Access is required for the Laserfiche Sharepoint Integration), a Section 508-compliant thin client that reduces installation, support and maintenance requirements.
- **Laserfiche Plus™** Laserfiche Plus allows the information stored in a Laserfiche repository to be portable. Laserfiche documents published by Laserfiche Plus can be viewed by anybody, regardless of whether they have Laserfiche installed. If these portable Laserfiche documents are sent to a company or site that already has Laserfiche installed, then that organization can also choose to attach those documents to their repository. This software prepares a copy of the Laserfiche files (images, text, electronic files, annotations, templates and field data) for burning directly to your

removable media or to a temporary directory. Choosing to publish to a temporary directory allows you to write it to your removable media at your convenience.

- **Laserfiche E-Mail Plug-in™** allows instant electronic document distribution via standard MAPI-compliant e-mail applications. This feature is automatically included in every Full User and Retrieval User license purchase.

Workflow Process Automation, Collaboration, and Tracking

- **Laserfiche Workflow:** Enables organizations to automate standard, collaborative business processes, such as approvals or routing based on conditions. The software transforms your static Laserfiche repository into a dynamic content management solution that ensures your business processes are performed consistently and efficiently. Additionally, Workflow can be used for database integrations, and to improve consistency with how records are filed in Laserfiche.
- **Laserfiche Digital Signatures:** Laserfiche allows users to sign briefcases when exporting as well as documents stored in Laserfiche. These are two separate applications of digital signatures. Signing a briefcase file embeds the signature in the file along with the certificate associated with the signing key. The full certificate chain is embedded. This allows users to prove who created the briefcase and that the briefcase was not tampered with. Digitally signed briefcases may, but do not necessarily contain digitally signed documents. Digital signatures can be applied to documents stored in Laserfiche. The digital signatures are stored as metadata and are preserved when exporting a document in a volume or briefcase (whether or not the briefcase was itself signed).
 - Users can digitally sign a document in the Laserfiche Client or Web Access to indicate their approval. Documents can also be countersigned by another user, which indicates approval of the document and the existing signature. Multiple signatures and countersignatures can be applied to a single document.
 - Digital signatures are validated with signing certificates on the server and the repository, which verifies that a signature on a document is trustworthy. A signature becomes invalid if the certificate is expired or if a document has been modified since the signature was applied. Signature certificates are managed through the Laserfiche Administration Console or Web Administration Console. As a pre-requisite, the organization must have Digital Certificates set-up on the network, prior to implementing Laserfiche Digital Signatures.
- **Laserfiche Audit Trail Modules:** Three levels of audit reporting to address your specific regulatory compliance and security needs.
 - The **Starter Edition** tracks basic events that occur in the repository and that involve accessing, modifying or exporting data. Basic events include creating, editing, printing or deleting documents, creating annotations, and assigning metadata.
 - The **Standard Edition** builds on the Starter Edition by tracking additional security- and access-related events. This edition can also track unsuccessful attempts to perform an action, such as failed attempts to access or print documents.
 - The **Advanced Edition** meets the needs of organizations in the most highly regulated environments. It includes all the functionality of the other two editions, and also tracks many more events including password changes, the creation or modification of users and groups, and changes to repository-wide settings. It can also track all the searches users perform, require users to enter reasons for performing certain actions, and automatically add watermarks to printed documents.

Electronic Forms

- Laserfiche Forms allows organizations to create Web forms for collection and processing information electronically.

- Laserfiche Forms has flexible design options to meet your organization’s needs. You can:
 - Create custom forms from a library of field or selection elements.
 - Apply preset or custom themes, including page logo, colors, buttons, fonts, and more.
 - Configure form elements to dynamically be displayed or hidden depending on user inputs or to be populated with data from external data sources.
 - Automate business processes for form data to follow, such as decision-making, emailing, or approvals.
 - Create custom form layouts and dynamic behaviors with CSS and JavaScript.
- Role-based security is included to allow and restrict access to necessary functions for form submitters, reviewers, approvers, form creators, and system administrators.
- Reporting tools allow different views of details on submitted forms such as:
 - User view of details about all submitted forms.
 - Approver “dashboard” of submissions awaiting approval.
 - Administrator views of all submissions by form and approval status.
- Forms can be used internally or externally (with the appropriate licensing). Publication options include login to forms system, public URL, secure URL, or embedded into a Web page.
- Submitted data can be exported for further analysis or distribution.
- Submitted forms can be utilized to initiate an email notification or start a workflow rule within Laserfiche.

Laserfiche Integration Plug-Ins

- **LF Integrator’s Toolkit:** Provides the tools & documentation necessary for customizing Laserfiche, and integrating Laserfiche with other applications.
- **Third Party Integration Plug-Ins:**
 - **DataNow Affinity Integration** – DataNow Affinity brings the power of Laserfiche document management to the applications you use most. Document searches can be reduced to a single click of a button. New documents can be added to your Laserfiche repository without manually entering template field values, file names, or folder locations. Laserfiche Connector truly makes Laserfiche feel like part of your business software.
 - **Laserfiche Connector Integration** – Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons. Laserfiche Connector allows:
 - Searching the Laserfiche repository based on fields from third-party applications such as CRM and ERP systems. Both basic and advanced searching is supported. If only one result is found, the document will automatically open in the Laserfiche Client, Laserfiche Web Access or Laserfiche WebLink.
 - Launching Laserfiche Scanning and automatically populating metadata for the scanned documents with information from a third-party application.
 - Connecting two applications by allowing one of them to start the other (including the ability to pass parameters between them).
 - Choosing whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both.
 - **RatchetX Integration** – RatchetX is a configurable and robust middleware integration tool for Laserfiche. With a single click of a button, new documents can be added to Laserfiche from another application, and users can search Laserfiche directly from the applications they use most. RatchetX is unique in regards to the robust toolset it provides for accessing data from other applications (even the toughest proprietary systems), for use configuring the most common ECM integrations: Indexing, importing/scanning, and executing search

queries. In addition, RatchetX provides the capability to create custom integration activities, such as populating a record in another system from the data extracted during the intake process in Laserfiche, or looking up a record in another system from the Laserfiche interface itself (Bi-directional Integration).

- **LF Integrator GP** – LF Integrator empowers Great Plains users to scan, search and link supporting documents in Laserfiche document management applications directly from the Great Plains menu bar. Link the document and workflow management power of Laserfiche with your current Great Plains implementation.
- **LF Integrator AutoCAD** – LF Integrator for AutoCAD allows you to store AutoCAD drawing files or associated documents in Laserfiche, including embedded cross reference files, directly from the AutoCAD menu. Launch Laserfiche scan or search modules using the drawing file for template or search criteria, or create a Laserfiche document template using the fields from any AutoCAD drawing title block with a single click.
- **GeoDocs: GeoDocs™** is a web-based software that seamlessly integrates ESRI ArcIMS (soon to be ArcGIS Server) and Laserfiche. Utilizing robust search capabilities, users of GeoDocs can access digital documents stored in a Laserfiche repository from within the web-based GIS program and vice versa, access spatial information stored in a GIS from within the Laserfiche web client.
- **ImageSign for Laserfiche** – ImageSign for Laserfiche allows you to digitally sign documents inside of Laserfiche securely. There are also options for utilizing external signature pads to allow customers & external users to electronically sign documents.
**Created & supported by MCCi only.*
- **LT Systems Laserfiche Integration** – LT Systems Laserfiche Integration allows users of the LT Systems Court solutions to archive court related documents into Laserfiche. Users can launch Laserfiche scan or searching windows from LT Systems and bring data and documents directly into Laserfiche while capturing metadata in LT Systems.
**Created & supported by MCCi only.*

When you become a client of MCCi, you gain much more than just a new product. You gain a relationship between our staff and your organization to make your product implementation successful and the usage of your product an enjoyable experience. In order to make this possible, MCCi offers both Proactive and Technical Support.

PROACTIVE SUPPORT

MCCi assigns each account with a Regional Account Executive and an internal Account Manager Team. You will have already worked with your Account Executive in the pre-project phase and they will continue to support you. Your Account Executive will provide a local presence and contact information should local meetings be necessary. The Account Executive also assists in pre implementation processes.

Your Account Manager will assist in managing ongoing support through the life of the product. MCCi believes in a proactive support methodology and it is the Account Managers' role to insure this ongoing communication with clients. Your Account Manager will be in touch throughout the year to discuss optimal system usage and ensure client satisfaction. Items discussed may include, but are not limited to:

- Identify any needs that could easily be addressed with the current system.
- Provide resource for question and answer, best practices, how other customers are using the system with use of documented case studies, Listservs, support center, etc.
- Provide continued education for existing and new users within the organization through the use of webinars, seminars, workshops, users group, and more.
- Annual review of current system configuration
- Dedicated sales support staff for pricing inquiries and budgetary information
- Annual support renewal notification to ensure your renewal process is timely and accurate

Educational Resource Definitions

- **Case Studies** – MCCi works with our clients to put together narrative accounts of specific usages of MCCi solutions in their organization. Specific departments, document types, integrations, etc. are noted to allow other users to learn from the information.
- **MCCi Listserv** – MCCi has created a Listserv for specific types of system customers. A Listserv is a creative use of e-mail, which provides a means for End Users to share information on a common interest. Members are able to communicate with peers thru a single e-mail. Uses of the Listserv may include fielding requests about system usage, as well as best practices.
- **Support Center** – This resource is a compilation of white papers, best practices, and information for system users all in one location. Through the support center, users can also submit and check the status of their support tickets.
- **Webinars** – MCCi conducts monthly webinars on different topics promoting more efficient system usage. User webinars are also offered on more specific topics related to products, concepts, departments, etc. regarding the usage of your system. These are done through the web and are a convenient way of staying informed on the newest technologies available.
- **Seminars** – MCCi conducts seminars on different topics to help educate new and existing end users throughout the year. They are usually located at a host site of an existing customer. These can also be offered at current client's locations to invite departments to learn more regarding their current system.

- **User Groups** – MCCi offers annual user groups to keep end users trained on the newest versions and products. These are geared to both users and administrators of the system.

TECHNICAL SUPPORT

The **Laserfiche Software Assurance Plan (LSAP)** helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed to ensure that you maximize system uptime. You have access to a toll free line to call for technical support or submit tickets online through our support center. When you subscribe to the LSAP you receive the following benefits:

- 100% upgrade credit for your existing software (in the event of an upgrade)
- Free software updates for your current system
- 24-hour FTP and website access which includes the MCCi Online Support Center
- Technical bulletins and newsletters

TRAINING CENTER

MCCi's Training Center provides an easy, cost-effective way to provide Laserfiche training to all users in your organization. An annual subscription allows access to our online course offering of over 325 training videos. The Training Center is home to video categories such as Laserfiche Administration, Laserfiche Client, Workflow, and Tips & Tricks. All videos use instructor descriptions from Laserfiche Certified Professionals. The Training Center provides the following benefits:

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators
- Unlimited access for your entire organization
- User determined schedule and pacing
- Reduction in internal support
- Increased efficiency through improved internal usage/adoption
- Instant/budgeted training available in the case of employee turnover
- Enhance your organization's internal Laserfiche training program
- Increased user productivity

PROFESSIONAL SERVICES ANNUAL PACKAGES

MCCi Managed Services or MCCi Laserfiche Administration Services are strongly encouraged to be included with every support renewal.

MANAGED SERVICES

MCCi's Managed Services package provides ongoing additional training and assistance to a client's Laserfiche administrator and users. Pricing is based on MCCi's Systems Engineer hourly rate discounted by 10% through purchasing an advanced block of services per year based on the products purchased. MCCi Managed Services is an annual package and will expire on the same date as your SAP plan. Managed Services can be used for the following professional services/benefits:

- **Additional Training** – additional training, via web conferencing, can be conducted to train new users on the use of the system or as refresher training for existing users.
- **Additional System Set Up Consultation** – MCCi offers additional consultation that includes recommendations on best practices for adding additional departments, additional types of document etc. to your current system.
- **Remote Implementation of Software Updates** – While the standard SAP plan covers free updates for software, implementation of those updates is sometimes overlooked. With the addition of our Managed Services, MCCi is at your service to directly assist in implementing software updates such as minor updates, quick fixes or point releases. Dependent on complexity and client specific configurations, major software upgrades may or may not be covered and should be discussed with your Account Management Team.
- **Annual System Review & Analysis** – Upon request, MCCi will access your system to review and analyze how your organization is using the system, identify discovered potential problem areas and make recommendations for better use of the system. This analysis is designed to be implemented 6 months after the initial Software installation, and should be performed annually after that date. This is an optional service that will be completed only if requested by the Client.
- **Remote Access Support** – Remote Access Support allows our helpdesk staff to access your machines remotely to resolve problems faster. The use of Remote Access Support saves you both time and money by reducing the delays in resolving software issues without costly onsite visits.
- **Laserfiche Certifications** – First priority offering of complimentary Laserfiche certifications on an as available basis.
- **Laserfiche Conference Registration** – First priority offering of complimentary Laserfiche Annual Conference registration on an as available basis.

**Please see our Workflow Configuration Training section for information on Workflow Managed Services.*

MCCi does provide continued technical support for all MCCi applications. Technical support is provided via email or telephone during normal business hours of 8:00 a.m. to 5:00 p.m. local time in the Continental U.S. Clients can designate several individuals who are to be the technical support contacts. Those individuals may contact MCCi at any time for technical support. There is no limit on the number of technical support calls that can be made. Adjustments in annual support rates may be made to coincide with current U.S. inflation rates.

LASERFICHE ADMINISTRATION SERVICES

MCCi's Laserfiche Administration Services package is for clients who need a Laserfiche administrator, or additional Laserfiche administration/implementation services. Pricing is based on MCCi's Project Manager hourly rate discounted by 10% through purchasing an advanced block of services per year, based on the products purchased. MCCi's Laserfiche Administration Services is an annual package and will expire on the same date as your SAP plan.

MCCi Responsibilities

- Provide all that is included with MCCi Managed Services Package
- Provide a dedicated Laserfiche certified professional
- Laserfiche Administration services
- Configuration of basic Laserfiche filing workflows
- Configurations of Laserfiche Forms using off the shelf features

Client Responsibilities

- Configuration of backups
- Configuration of any general network, security, or operating system settings outside of Laserfiche
- Providing an IT contact (internal or 3rd party) for MCCi to work with as necessary
- Providing remote access capabilities as needed. Client also agrees to be present and monitor MCCi technical resources during any configuration changes. If the client requests MCCi to have unattended access, the client assumes all responsibility for the related remote access session(s)

**For complex Forms, Workflow, and Transparent Records Management configurations, please discuss a Business Process Configuration Service with your Account Executive*

HARDWARE REQUIREMENTS

MCCi will provide necessary consultation upon request, as to the compatibility of current hardware with the Laserfiche System. Changes and recommendations will be made at the time of consultation. See system requirements below. Please keep in mind that these are the minimum system requirements as recommended by MCCi, and should be considered independently rather than collectively. Additionally, overhead for virtualization has not been factored in to these requirements.

MCCi does not recommend any version of Windows that is approaching or is beyond the “End of Extended Support Date” specified by Microsoft.

Scanning Station PC

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista
CPU	2.8 GHz processor or faster
Memory	2 GB RAM or more
Communications	TCP/IP
Web browser	Internet Explorer 6.0 or higher

Client

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista
CPU	1 GHz Processor or better, Performing OCR: Dual Core 2.8 GHz or faster processor
Memory	1 GB RAM or more, Performing OCR: 2 GB RAM
Communications	TCP/IP
Web browser	Internet Explorer 6.0 or higher

Batch Processing Quick Fields Machine

OS	Windows 8 (32 or 64), Windows 7 (32 or 64), Windows Vista, Windows XP Professional (Service Pack 3 or later)
CPU	2.8 GHz Processor or better, Performing OCR: Dual Core 2.8 GHz or faster processor
Memory	4 GB RAM or more
Communications	TCP/IP
High Volume Recommendation	Windows 7 x64 with 8 GB RAM, Intel Core 2 Duo Processors 3.33GHz

Laserfiche Application Server

OS	Windows Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008 (Service Pack 2 or Higher)
CPU	Quad-Core Processor, 2.5 GHz Processor or better
Memory	4 - 8 GB RAM
Communications	TCP/IP

Image/File Server Storage

Typical usage factoring is 18,000 black/white standard size images per GB. Clients typically use a Network Attached Storage (NAS), Storage Area Network (SAN), or a Local Storage Device.

HARDWARE REQUIREMENTS

Database Management System

Avante SQL or Rio SQL	SQL Server 2012, SQL Server 2008 R2 Standard, Microsoft SQL Server 2005 (Service Pack 3 or later), Oracle 9i Release 2 (9.2.0.8+), Oracle 10g (10.2.0.4+), Oracle 11g (11.1.0.6+). For MSSQL, MCCi recommends storing the MDF and LDF on different drives. Growth of MDF to 10% – 15% and Log to 5% to 10% of cumulative Laserfiche Volume size is anticipated.
Avante SQL Express	Microsoft SQL Server 2008 Express Edition
	*Note: Oracle or Microsoft SQL Server must be purchased separately. You must additionally purchase enough licensing for your DBMS to support your Laserfiche installation.

Laserfiche Workflow Server

OS	Windows Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008, (Service Pack 2 or Higher)
CPU	4 Core Processor, 2 GHz Processor or better
Memory	4 GB RAM
Communications	TCP/IP

Laserfiche Audit Trail Server

OS	Windows Server 2012 R2, Windows Server 2012, Windows 2008 R2, Server 2008 (Service Pack 2 or Higher)
CPU	Dual Core Processor, 2 GHz Processor or better
Memory	2 – 4 GB RAM
Communications	TCP/IP
Local Storage	C:\ Drive with 40GB or greater available

Web Module Server(s)

Required if	Installing "Web Access" or Public Portal- Weblink"
OS	Windows Server 2012 with IIS 8, Windows Server 2008 R2 with IIS 7
CPU	Dual Core 2.8 GHz or faster processor
Memory	2 GB RAM or more
Viewer	Web Browser (minimum versions): Laserfiche Web products operate most efficiently when using Internet Explorer 9. Other supported browsers are Firefox, Safari and Chrome

HARDWARE REQUIREMENTS

<p>Note</p>	<p>Clients are responsible for any additional security protocol setup/associated fees that are required to provide internal/external web access. An example would be setting up “Kerberos” for thin client active directory authentication, or setting up VPN access to allow Laserfiche’s iPad/iPhone applications to connect through the Web Access server.</p> <p>Laserfiche Public Portal – Weblink Per Processor (Unlimited) licensing specifics: The Public Portal License allows unlimited connections per processor, however a large number of connections may affect the Laserfiche application server performance (one processor can handle roughly 100 to 150 concurrent retrieval connections). The client must have one Public Portal License for each Laserfiche application server they desire to connect to, and the Public Portal license must be licensed by the appropriate number of processors, which is required to match or exceed the CPUs/processors on the Laserfiche application server that the Public Portal will connect to. For example, the client must have a dual-processor or multiprocessor Public Portal license in order to connect to a Laserfiche Application Server that has two or more processors. Public Portal View Only Licenses may only be used with WebLink; they are not available for other applications.</p>
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OCR Scheduler for Laserfiche

OS	Windows Operation Systems: 32 & 64 bit
Requirements	Laserfiche Version 8 Server (runs as a service), Laserfiche Version 8 Client.
Recommendation	1 dedicated LF Named User license

Scanners

<p>Must use ISIS drivers to be compatible with Laserfiche ScanConnect software. Scanner compatibility should be confirmed by referencing the most up to date Laserfiche published supported scanner list at: http://laserfiche.com/static/Resources/scanlist.html.</p>

Laserfiche Forms

Laserfiche Server	Version 8.3.2 or higher, Avante or Rio licensing model
Web Server	Windows Server 2008 or Windows 7 with IIS 7 or 7.5, Windows Server 2012
CPU	2.9 GHz or faster processor
Memory	8 GB RAM or more
Database Server	Microsoft SQL Server 2008, 2008 R2, and 2012, and 2012 R2
Client	Laserfiche Forms can be viewed in Chrome, Firefox 3.5 and higher, Internet Explorer 7 and higher, Opera, and Safari (Mac only). It also support mobile browsing from iPad 2 and higher. For best results we recommend using Internet Explorer 9 or higher, Firefox 12 or higher, or Chrome 6 or higher
Note	Internet Explorer 7 users should install Microsoft security update 947864 (MS08-024)

MCCI, a Limited Liability Company and subsidiary of MUNICIPAL CODE CORPORATION, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCI, hereby offers the Laserfiche Software & Services according to the following terms and conditions.

LASERFICHE SOFTWARE UPGRADE

When software is upgraded, the old copy of the software must be returned and will no longer be a valid copy. Proof of previous purchase is required to receive upgrade. Upgrade credit applied towards new purchase is 100% of original software purchase price. The difference between the new system (server, full and retrieval users) price and the old system (server, full and retrieval users) price must be greater than or equal to 10% of the new system price. Otherwise, a minimum software upgrade adjustment will be applied to comply with the 10% price difference requirement. One year of LSAP must be purchased for new products when upgrading. LSAP of the original product will not be credited. However, remaining months of LSAP can be applied towards the new purchase of one year of LSAP for the new products. To receive software credit for prior versions of software, the client must have an active LSAP (support/maintenance, that has not expired).

SOFTWARE ASSURANCE PLAN (SAP)

MCCI is your VAR of Record therefore is the sole provider of additional Laserfiche Software and your Laserfiche Software Assurance Plan renewals. Software Support is provided by MCCI and the manufacturer. MCCI acts as 1st tier support and works with the manufacturer at a 2nd tier level when needed. MCCI's Software Assurance Packages include: Access to software point release updates, Telephone or E-Mail support for software related issues, 24-hour FTP and web site access, technical bulletins and newsletters. Adjustments in annual support rates may be made to coincide with current U.S. inflation rates – any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase. Annual support payment is due in advance of the date of renewal. Reinstatement fees may apply if payment is received more than 30 days after the date of renewal.. Any updates requiring shipment of software require Client to pay shipping costs.

Customers may contact MCCI support via MCCI's Online Support Center, email (support@mccinnovations.com), or telephone 866-942-0464. Support is available Monday-Friday (excluding major holidays) from 8:00 a.m. – 5:00 p.m. local time in the Continental U.S. .

LASERFICHE RIO SHARED SERVICES PROVISIONS

The host entity is the owner of the Laserfiche licensing and registered as such with MCCI and Laserfiche corporate. For Laserfiche corporate licensing rules, there can only be one licensed entity per Laserfiche Rio platform. Licensing is non-transferrable. Additionally, the Host Entity is responsible for cost allocation among the other entities that are utilizing its Laserfiche Rio Platform, and for being the main point of contact for support provided through MCCI.

SERVICE LEVEL AGREEMENT (SLA)

MCCI's SLA is offered in addition to the Software Assurance Package. It is required in some circumstances, and offers the customer escalated response times depending on the severity of the support issue, as well as extended support hours and many other additional benefits. The SLA documentation is readily available upon request.

MCCI SOFTWARE CUSTOMIZATIONS

The customer may elect to contract with MCCI to customize the standard software. As standard software is upgraded, any customizations performed will require support in the form of updating through our Integration Support Assurance Program (ISAP). ISAP must be current to receive updates to the integration at no additional charge. Otherwise current hourly rates will apply.

Upgrades to existing programs, or the acquisition of new programs from vendors other than MCCI, may have an effect on customizations made to the software by MCCI. MCCI will not be held responsible if upgrades or changes made by the customer or another vendor or application preclude the operation of MCCI's customizations.

TEST/EVALUATION SOFTWARE

Purchases of test and/or evaluation software are based on access time periods needed rather than perpetual software licensing.

CLIENT SOFTWARE CUSTOMIZATIONS

The client may also choose to customize their software internally, without MCCI's help. MCCI is not responsible for any damages caused by the user's customization of the software. MCCI will not be held responsible for correcting any problems that may occur from these customizations. Routine updates to the software may affect any customizations made by the user. If MCCI's help is required to correct/update any customizations made by the client, appropriate charges will apply.

CLIENT INFORMATION TECHNOLOGY ASSISTANCE

In order for MCCI to excel in customer service, the client must provide timely access to technical resources. The client must provide adequate technical support for all MCCI installation and support services. If the client does not have "in-house" technical support, it is the client's responsibility to make available the appropriate Information Technology resources/consultant when needed.

SOFTWARE INSTALLATION

MCCI will install all software outlined herein. If additional software is needed to bring the site up to specifications, customer will be billed accordingly.

PROFESSIONAL SERVICES RESCHEDULING/CANCELLATIONS

- **Travel Expenses:** If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.
- **Site Preparation:** The Client site should be ready for installation according to specifications outlined within the Hardware section. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

- **Project Delays:** Requests made by the client to cancel/reschedule delivery of services, will cause a delay in delivery of the services and the overall project. The client understands that MCCI will have to respect the timelines of other scheduled projects when rescheduling services due to a request made by the client.

ADDITIONAL SERVICES

As an additional service/product under this contract, MCC and MCCI can provide the following:

- **Electronic Agenda and Legislative Management (Legistar).** MCCI offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Legistar is also integrated with Laserfiche.
- **Scanning and Digital Conversion Bureau.** MCCI offers scanning, indexing and integration of hard copy documents, microfilm/microfiche, with Laserfiche Software to provide the Client with the most powerful index retrieval search engine available.
- **Contract Management Software (Contract Assistant).** MCCI offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.
- **Open Records Request Solution (JustFOIA).** MCCI offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.
- **Code Supplementation and Codification Services (MuniCode).** Municipal Code Corporation offers supplementation of existing Codes, Codification of Ordinances and Recodification of existing Codes. Our optional services include legal review, republishing, editorial and index work and electronic options (CD, Internet).
- **Utility Billing Services (MuniBills).** MCCA Advantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCA Advantage, a subsidiary of MCC, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions.

AGREEMENT EXTENDED TO OTHER GOVERNMENTAL UNITS

MCCI agrees to allow any other Government agency to purchase items, at the same terms, conditions and pricing as this contract during the period of time that this contract is in effect. Minor changes in terms and conditions may be negotiated by MCCI and participating Government agencies. Any orders issued against this agreement shall be the sole responsibility of the Government agency placing the order. It is understood that the Client shall incur no financial responsibility in connection with any purchase by another Government agency.

TRAVEL EXPENSES

If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

LIMITED LIABILITY

In no event shall MCCI's total liability to the client exceed the project fees paid to MCCI by the client.

FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

CLIENT FINANCIAL SOLVENCY/BANKRUPTCY

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

NO HIRE CLAUSE

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor the MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction.

If, during the term of, or within (12) months after the termination of the performance period of this agreement, client hires directly, or indirectly contracts with any of MCCI's personnel for the performance of systems engineering and/or related services hereunder, client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

TERMINATION

The services provided in this agreement will be in full force and effect for a period of three (3) years from the date of shipment of the completed product to the organization. Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon sixty (60) days' written notice.



Monday November 30, 2015
To: City Council
From: Mitchel Humble, Deputy City Manager

Request:

Consideration of a request to adopt a resolution declaring the City's intent to dispose of real property and setting a date for a public hearing.

Time Estimate:

The staff presentation will take about five minutes. Following the presentation, additional time will be necessary for questions and discussion.

Background:

The City of Twin Falls owns a parcel of land (see attached location map) containing a waste water pretreatment facility that provides pretreatment for the adjacent ConAgra food processing plant. The City also operates that facility through a contract with CH2M. ConAgra has approached the City with a request to operate the pretreatment facility themselves. They believe that by operating the facility in-house, they can have more control over their entire production process from start to finish. ConAgra has indicated a desire to make considerable improvements to their food processing plant and that their in-house operation of the pretreatment facility is integral to their improvement plans.

City staff supports ConAgra's plan and would like to accommodate their request to operate the pretreatment facility. ConAgra is the only major industry in the City requiring waste water pretreatment that does not currently operate their own pretreatment facility. Industries operating their own pretreatment facilities is typical and is the Environmental Protection Agency's recommended operation option.

In order to facilitate ConAgra's request, the City would like to transfer the real property on which the pretreatment facility is located to the Urban Renewal Agency (URA). Since the pretreatment operation is tied to significant improvements to the food processing plant, the URA is much better suited than the City to provide assistance to ConAgra with this economic development opportunity.

The first step in the real property disposition process is to adopt a resolution declaring the City's intent to dispose of the property and setting a date for a public hearing regarding the proposed disposition of property. The City Attorney has prepared a resolution that accomplishes these two purposes. The resolution is attached and ready for adoption. The resolution sets the public hearing date for Monday, December 21, 2015 at 6:00 p.m. in the City Council Chambers located at 305 3rd Avenue East.

Approval Process:

A majority vote of the Council is needed to adopt the attached resolution.

Budget Impact:

If the Council approves this request, there will be a minor cost to provide notice for a public hearing.

Regulatory Impact:

Adoption of the resolution will declare the City's intent to dispose of real property and will set a date for a public hearing.

Conclusion:

Staff recommends that the Council adopt the attached resolution as presented.

Attachment:

1. Location map
2. Aerial photo of property
3. Resolution No. ____



1.32 +/- acres at the southeast corner of Victory Ave. and Oak St.



RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, DECLARING THE INTENTION OF THE CITY TO CONVEY CERTAIN REAL PROPERTY TO URBAN RENEWAL AGENCY OF THE CITY OF TWIN FALLS, AND SETTING A DATE FOR A PUBLIC HEARING.

WHEREAS, The City of Twin Falls owns a parcel of land containing the ConAgra Pretreatment Facility and associated infrastructure which provides pretreatment for the adjacent ConAgra food processing plant, and which is not needed for the City's public purposes; and,

WHEREAS, The Urban Renewal Agency of the City of Twin Falls wishes to acquire the subject property to aid in an economic development project with ConAgra.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

Section 1: That the City of Twin Falls hereby declares its intention to convey that parcel of real property, legally described below, containing the ConAgra Pretreatment Facility, to the Urban Renewal Agency of the City of Twin Falls, for the purpose of advancing an economic development project, pursuant to Idaho Code § 50-1403(4):

Lots 1 through 9, Block 2, Victory Subdivision, Twin Falls County, Idaho,
Excepting therefrom, the northerly thirty feet (30.00') of said Lot 1.

Section 2: That the City Council will conduct a public hearing on the conveyance on Monday, December 21, 2015, at 6:00 PM in Council Chambers, 305 3rd Avenue East, Twin Falls, Idaho.

Section 3: That this Resolution of Intention be published in the Times News at least 14 days before the December 21, 2015, public hearing date.

PASSED BY THE CITY COUNCIL
SIGNED BY THE MAYOR

November 30, 2015.
November 30, 2015.

Mayor Don Hall

ATTEST:

Deputy City Clerk

PUBLISH: December 3, 2015



Monday November 30, 2015
To: City Council
From: Mitchel Humble, Deputy City Manager

Request:

Consideration of a request to amend City Code 3-9-9 regarding liquor sales, service, and consumption restrictions at licensed businesses.

Time Estimate:

The staff presentation will take about five minutes. Following the presentation, additional time will be necessary for questions and discussion.

Background:

At the November 16, 2015 City Council meeting, Councilman Barigar indicated that he had been approached by several local business owners about the City's restriction of liquor sales on certain holidays and election days. He requested that the Council discuss the possibility of amending City Code to lessen these restrictions. The Council agreed to have a discussion on the topic.

For background purposes, City Code 3-9-9 restricts the sale, service, or consuming of liquor at a licensed business location on Memorial Day, Thanksgiving, Christmas, and election days. There are also timing restrictions in this section of City Code, but those are not being proposed to be amended at this time. Attached is an ordinance that would strike Memorial Day, Thanksgiving, and election days from the restricted days, leaving only Christmas with restricted sales, service, or consumption of liquor in the City of Twin Falls.

Approval Process:

Adoption of the attached ordinance will require either three readings, or a motion to suspend the rules and adopt the ordinance by title only. However, the Council may also decide to schedule a public hearing and accept public input on this issue at a future meeting prior to adopting the ordinance. If the Council desires to hold a public hearing, staff suggests scheduling that for the 12/14/15 Council meeting.

Budget Impact:

There is no significant budget impact associated with this item.

Regulatory Impact:

Approval of this request will amend City Code 3-9-9 as discussed above.

Conclusion:

Staff recommends that the Council discuss the topic and provide direction on the issue of liquor sales, service, and consumption restrictions at licensed businesses.

Attachment:

Ordinance No. _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AMENDING TWIN FALLS CITY CODE § 3-9-9, BY PERMITTING THE SALE OF LIQUOR BY THE DRINK ON MEMORIAL DAY, THANKSGIVING AND ON ELECTION DAYS.

WHEREAS, Idaho Code § 23-927(2) permits cities to allow the sale of liquor by the drink on a Sunday, Memorial Day and Thanksgiving.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, THAT TWIN FALLS CITY CODE § 3-9-9 IS AMENDED AS FOLLOWS:

“3-9-9: CLOSING HOURS AND DAYS:

It shall be unlawful to sell, offer for sale, give away, consume or permit or allow to be consumed, any liquor upon any licensed premises ~~on during~~ the following days ~~and during the following~~ hours:

(A) ~~Memorial Day, Thanksgiving and~~ Christmas from one o'clock (1:00) A.M. to ten o'clock (10:00) A.M. the following day.

(B) On any other day between one o'clock (1:00) A.M. and ten o'clock (10:00) A.M.

(C) ~~On any day of a state or city general or special election until after the time when the polls are closed.”~~

PASSED BY THE CITY COUNCIL,

, 2015.

SIGNED BY THE MAYOR

, 2015.

MAYOR

ATTEST:

DEPUTY CITY CLERK