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## City Council Work Session

Crest Hill, IL

December 11, 2023

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

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### Agenda

- [1.](#) Liquor License-Lenny's Gas N Wash Division and Weber, LLC-16664 Weber Road
- [2.](#) Lobbyist Josh Hassert State Update
- [3.](#) Recommendation to move forward with a purchase order to Cornwell Engineering Group for Corrosion Control Treatment Study
- [4.](#) Well Chemical Feed Upgrades
- [5.](#) Janitorial Position
- [6.](#) Request to advertise, select, and hire F.O.I.A. Audio /Video Specialist
- [7.](#) Request to purchase Motorola V700 Body Worn Camera System
- [8.](#) Approval of MiTime Software Module
9. Public Comments
10. Mayor's Updates
11. Committee/Liaison Updates
12. City Administrator Updates
13. Executive Session-5ILCS 120/2 (c)(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probate or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.

**Agenda Memo****Crest Hill, IL**

**Meeting Date:** December 11, 2023  
**Submitter:** Raymond R. Soliman *RS*  
**Department:** Mayor's Office  
**Agenda Item:** Liquor License-Lenny's Gas N Wash-16664 Weber Road

**Summary:** Applicant Len McEnery, Gas N Wash is requesting a package liquor license to be issued. Everything is in order and I recommend approval. Anticipated opening December 22, 2023.

**Recommended Council Action:** Approval

**Financial Impact:****Funding Source:****Budgeted Amount:****Cost:****Attachments:**

**Agenda Memo****Crest Hill, IL**

**Meeting Date:** December 11, 2023  
**Submitter:** Raymond R. Soliman *R.S.*  
**Department:** Mayor's Office  
**Agenda Item:** Lobbyist Josh Hassert State Update

**Summary:**

Lobbyist Josh Hassert will be at the December 11, 2023, work session to present City Council with the State update.

**Recommended Council Action:** Informational Only

**Financial Impact:**

**Funding Source:**

**Budgeted Amount:**

**Cost:**

**Attachments:**



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	12/11/23
<b>Submitter:</b>	Blaine Kline, Director of Public Works
<b>Department:</b>	Public Works
<b>Agenda Item:</b>	Recommendation to move forward with a purchase order to Cornwell Engineering Group for Corrosion Control Treatment Study

### Summary:

As part of the ongoing water source change, a corrosion control treatment study is needed to analyze the effects of the different water chemistry on service lines and resident-owned pipes. This study is an IEPA requirement for all Grand Prairie Water Commission members. Cornwell Engineering will use water from our current system compared to water from Lake Michigan and analyze how the pipes are affected by this change in water sources. Staff will work with a handful of residents to have current pipe segments removed and sent to Cornwell Engineering for analysis. A certified plumber will perform the pipe removal and replacement. This study will determine the most effective chemicals to feed to the distribution system prior to the water source change. Most of this study will be paid in FY 24-25, but a PO is necessary to begin the project. This project was included in Representative Lauren Underwood's Community Project Funding and an approved amount of \$200,000 is to be received as part of the federal budget year which started in October of 2023. This funding could be removed from the federal budget but at this moment it is recommended and approved by Representative Underwood.

### Recommended Council Action:

Move forward with a purchase order for the Corrosion Control Treatment Study to Cornwell Engineering Group for \$284,000

### Financial Impact: n/a

**Funding Source:** FY 24-25, 07-06-5332

**Budgeted Amount:** \$300,000

**Cost:** \$284,000

**Attachments:**

Cornwell Engineering Group CCT Study

Rep. Underwood Letter

Congress of the United States  
Washington, DC 20515

March 24, 2023

The Honorable Kay Granger  
Chairwoman  
House Committee on Appropriations  
H-307 The Capitol  
Washington, DC 20515

The Honorable Rosa DeLauro  
Ranking Member  
House Committee on Appropriations  
1036 Longworth House Office Building  
Washington, DC 20515

Dear Chairwoman Granger and Ranking Member DeLauro,

I am requesting funding for the City of Crest Hill Corrosion Control Treatment Study project in fiscal year 2024.

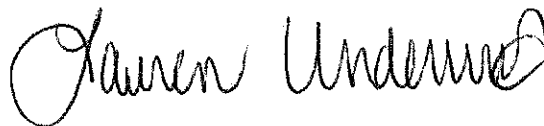
The entity to receive funding for this project is the City of Crest Hill, located at 1610 Plainfield Rd Crest Hill, IL 60403.

The funding would be used to study the interaction between Crest Hill's existing water pipes and the anticipated alternative water source from Lake Michigan. This is a necessary and important step to prepare for the transition because it ensures the City can properly treat the new water and alleviate any quality issues before the new water is distributed to homes. The project is an appropriate use of taxpayer funds because it ensures a long term, safe, and reliable water source for residents. Federal taxpayer funds being used on this study shows the commitment on a local, state, and federal level that we take this essential right to clean and safe drinking water seriously.

The project has a Federal nexus because the funding provided is for purposes authorized by Section 1452 of the Safe Drinking Water Act, 42 U.S.C. 300j-12.

I certify that I have no financial interest in this project, and neither does anyone in my immediate family.

Sincerely,



Lauren Underwood  
Member of Congress



## **CREST HILL CCT STUDY**

**Cornwell Engineering Group, Inc.**

**August 22, 2023**

The City of Crest Hill (PWSID IL1970250) provides treated groundwater (GW) from seven current entry points: TP01 (Well 1), TP05 (Well 7), TP03 (Well 4), TP06 (Well 8), TP07 (Well 9&12), TP08 (Well 10), and TP09 (Well 11). The future supply of City of Chicago treated surface water via the Grand Prairie Water Commission (GPWC) will be via the existing TP08 (Well 10) site on Caton Farm Road and at 2305 Caton Farm Road.

TP07 (Wells 9 and 12), TP08 (Well 10), and TP09 (Well 11) do not serve areas of the system with homes older than 1986 in the Crest Hill system. In fact, these wells do not serve areas of the system with homes older than 2000. The Stateville Correctional Center (IL1977910), which does have some LSLs, is a wholesale water customer of the City. They are expected to perform their own CCT evaluation separate from the Crest Hill study, but using Crest Hill's TP09 (Well 11) water for the acclimation phase.

The remaining water sources [TP01 (Well 1), TP05 (Well 7), TP03 (Well 4), and TP06 (Well 8)] supply the southern parts of the system. These wells all have similar water quality. Wells 4 and 8 supply some older homes but Crest Hill staff have confirmed that there are no CuLS in areas served by these wells. Wells 1 and 7 supply the only areas in Crest Hill with CuLS. These two wells have nearly identical water quality, except for a higher dose of blended phosphate at Well 1. Harvested pipes will be collected in areas served by TP01 (Well 1) and TP05 (Well 7), with some pipes used for scale analysis and others used for flow through studies as outlined in the August 22, 2023, Crest Hill Desktop Report submitted to IEPA. The water used in flow through testing will be from TP01 (Well 1) from chlorinated water prior to blended phosphate addition.

The proposed CCT study for Crest Hill is outlined in Figure 3 and includes a revised desktop study submitted for review to IEPA. Task 3b (identification of "unknown" service lines) has already been completed by the City. The remainder of the tasks, once the test plan is approved by IEPA, will include the tasks outlined in the desktop study (summarized in Figure 1) to be conducted in parallel:

- collect distribution system WQP samples (principally orthophosphate (o-PO<sub>4</sub>) and total phosphate (t-PO<sub>4</sub>) residual measurements
- collect CuLS specimens for scale analysis



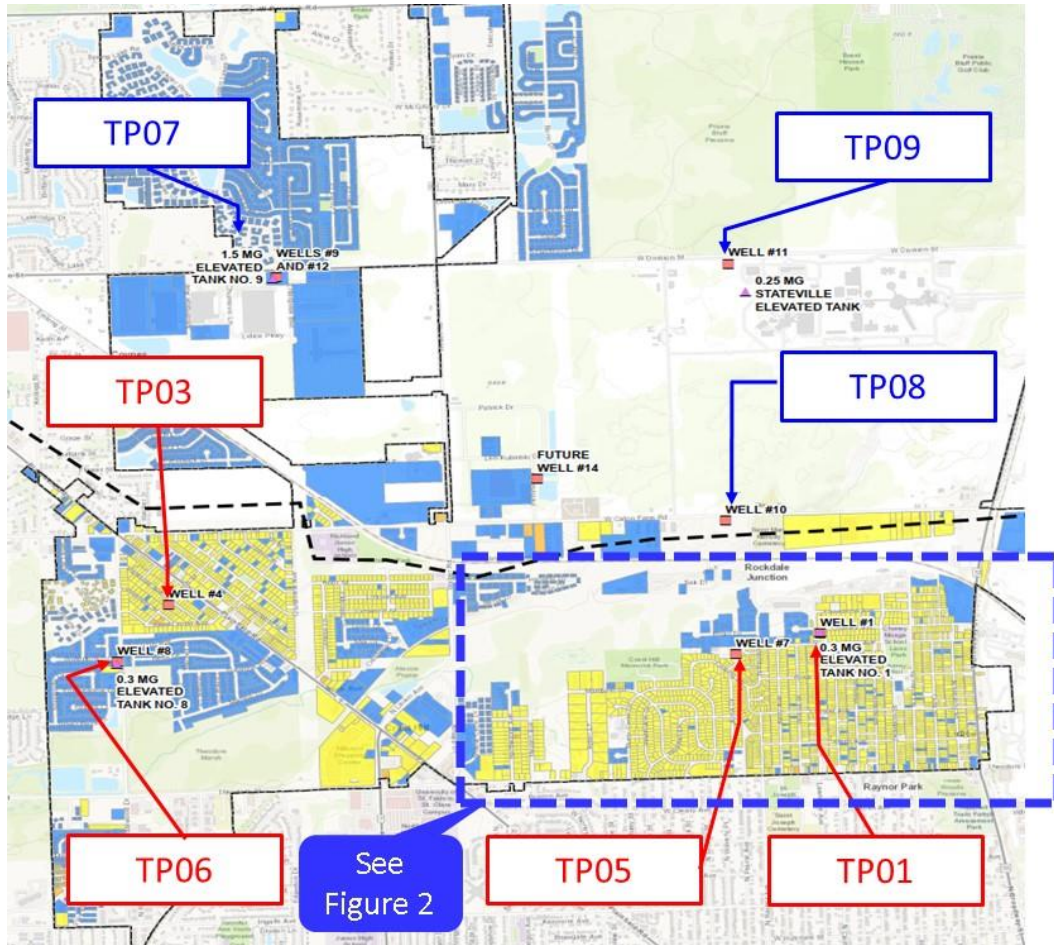


Figure 1. Map of System and Entry Points



Figure 2. Southeast Area of System Where Confirmed CuLS Present



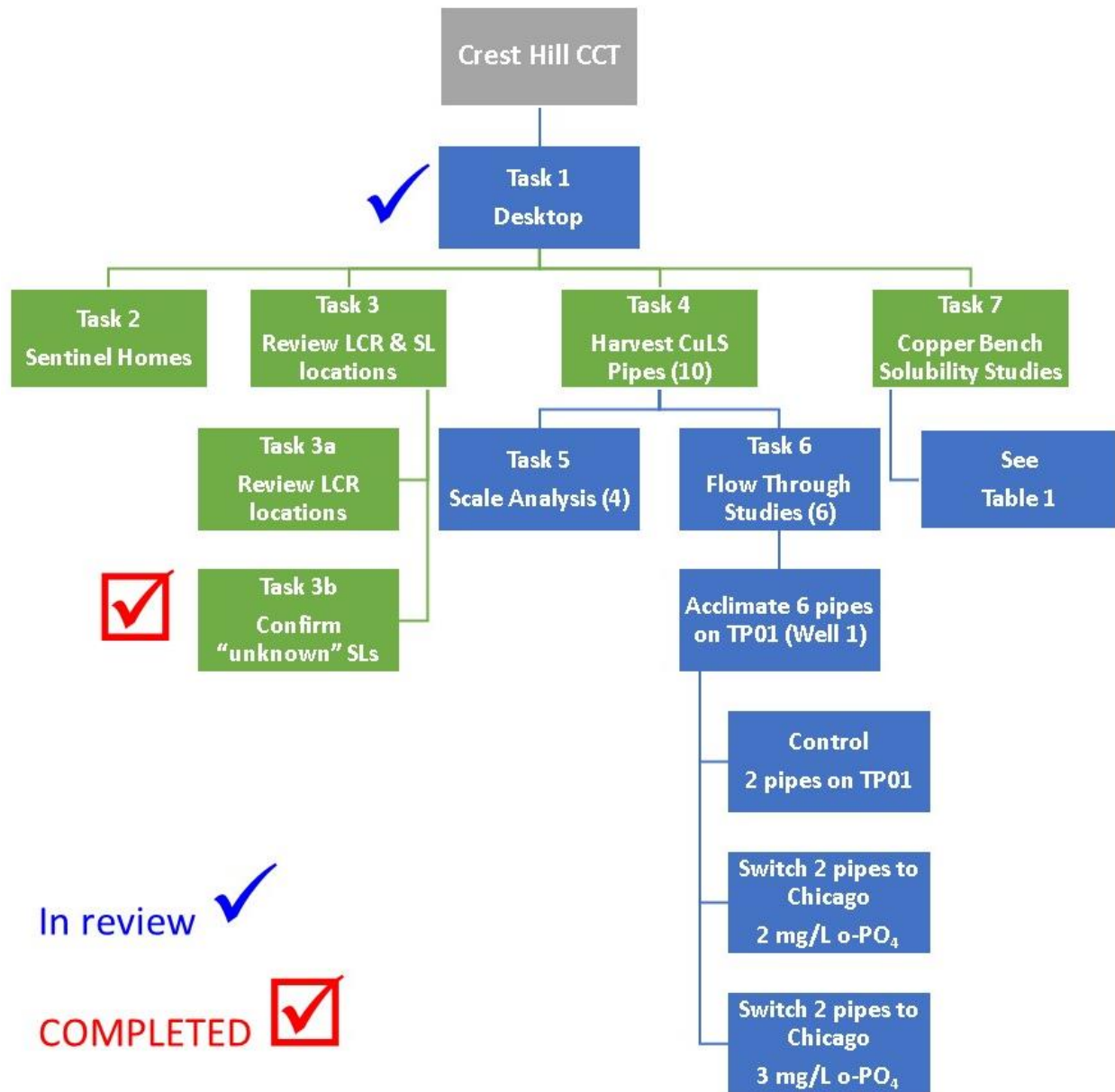


Figure 3. Summary of Phase I Tasks

Table 1. Batch copper solubility studies, in duplicate (12 coupons), using Well 1 and Chicago source water.

Water source	pH adjustment	o-PO <sub>4</sub> adjustment	HOCl/NH <sub>2</sub> Cl	Notes
Well 1	None	None	Match HOCl	Represents all other wells
Well 1	Increase to 7.1 <sup>†</sup>	None	Match HOCl	
Well 1	None	1 mg/L o-PO <sub>4</sub>	Match HOCl	
Well 1	None	2 mg/L o-PO <sub>4</sub>	Match HOCl	
Well 1	None	3 mg/L o-PO <sub>4</sub>	Match HOCl	
Chicago	None	2 mg/L o-PO <sub>4</sub>	Match HOCl	Switch to Chicago

## PROJECT MANAGEMENT AND MEETINGS

Intermediate updates will be held with the city and IEPA as needed. The budget includes some labor for these meetings, as well as other meetings with city or IEPA not included in the budget for the above tasks.

### FEE

The cost breakdown per task is summarized below.

Description	Total
Phase I	
Desktop Study (in Review by IEPA)	\$0
Phase II	
Verify CuLS for Type "1A" LCR sites	City tasks
Verify Materials at "Unknown" SLs	City tasks
Harvest CuLS specimens	City tasks
Document areas with no CuLS	City tasks
Pipe Scale Analysis (areas served by TP06)	\$28,000
Harvested Pipe Study - acclimate to TP06	\$56,000
Harvested Pipe Study - Switch to Chicago	\$107,000
Lead bench solubility study	\$61,000
Report	\$32,000
<b>Total</b>	<b>\$284,000</b>



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**Agenda Memo****Crest Hill, IL**

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**Meeting Date:** 12/11/23  
**Submitter:** Blaine Kline, Director of Public Works  
**Department:** Public Works  
**Agenda Item:** Well Chemical Feed Upgrades

**Summary:**

As part of the ongoing water system updates, we need to continue and finish our well chemical feed upgrades at the Wells. IEPA requirements call for construction permit applications, drawings, and technical specifications. Strand has prepared our previous well plans, and this would ensure we are compliant with IEPA requirements and wrap up our chemical feed upgrades at all wells.

**Recommended Council Action:**

Recommend approval for engineer services for Well Chemical Feed Upgrades

**Financial Impact: n/a**

**Funding Source:** FY 23-24, 07-06-5332

**Budgeted Amount:**

**Cost:** \$34,200

**Attachments:**

Strand Agreement

Date { }

City of Crest Hill  
20600 City Center Boulevard  
Crest Hill, IL 60403

Attention: Honorable Raymond Soliman, Mayor

Re: Agreement for General Services  
Chemical Feed System Upgrades

This is an Agreement between the City of Crest Hill, Illinois, hereinafter referred to as OWNER, and Strand Associates, Inc.®, hereinafter referred to as ENGINEER, to provide design services (Services) for the Chemical Feed System Upgrades project. This Agreement shall be in accordance with the following elements.

### Scope of Services

ENGINEER will provide the following Services to OWNER.

1. Attend a kickoff meeting with OWNER at Wells Nos. 4, 8, 11, and 9/12 to gather existing data.
2. Prepare a draft compliance commitment agreement (CCA) letter and submit to OWNER for review. OWNER shall make revisions as appropriate and submit to the Illinois Environmental Protection Agency (IEPA) in response to the IEPA letter dated October 18, 2023.
3. Prepare 75 percent drawings, technical specifications, and an opinion of probable construction cost (OPCC) for hydrofluorosilicic acid and sodium hypochlorite feed systems at Wells Nos. 4, 8, 11, and 9/12, and submit an electronic portable document format (PDF) file to OWNER. Meet with OWNER to discuss draft documents and incorporate OWNER's comments, as appropriate.
4. Submit final PDF of drawings and technical specifications to OWNER.
5. Prepare one application for construction permit for OWNER signature and submit three hard copies of construction permit application, drawings, technical specifications, and OPCC to IEPA.
6. Communicate with IEPA regarding CCA and construction permit application, as appropriate, for up to eight hours.

### Service Elements Not Included

The following services are not included in this Agreement. If such services are required, they will be provided through an amendment to this Agreement or through a separate agreement with OWNER.

1. Additional Site Visits and/or Meetings: Additional OWNER-required site visits or meetings.

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2. Archaeological or Botanical Investigations: ENGINEER will assist OWNER in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review.
3. Bidding- and Construction-Related Services: Any services involved in performing bidding- and construction-related services.
4. Flood Studies: Any services involved in performing flood and floodway studies.
5. Land and Easement Surveys/Procurement: Any services of this type including, but not limited to, a record search, field work, preparation of legal descriptions, or assistance to OWNER for securing land rights necessary for the project.
6. Preparation for and/or Appearance in Litigation on Behalf of OWNER: Any services related to litigation.
7. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

### **Compensation**

OWNER shall compensate ENGINEER for Services under this Agreement on an hourly rate basis plus expenses an estimated fee of \$34,200.

Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus ten percent.

Only sales taxes or other taxes on Services that are in effect at the time this Agreement is executed are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Agreement, this Agreement will be adjusted to reflect the net change.

The estimate fee for the Services is based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for an adjustment in the estimated fee that reflects any wage scale adjustments made.

The estimated fee will not be exceeded without prior notice to and agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on ENGINEER's increase or decrease in costs caused by delays, extensions, amendments, or changes.

### **Schedule**

Services will begin upon execution of this Agreement, which is anticipated the week of December 4, 2023. Services are scheduled for completion on April 12, 2024.

### **Standard of Care**

The Standard of Care for all Services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar

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circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's Services.

### **OWNER's Responsibilities**

1. Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to ENGINEER, as required by ENGINEER for performance of Services as part of this Agreement, data prepared by or services of others obtained or prepared by OWNER relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which ENGINEER may rely upon in performing Services under this Agreement.
3. Provide access to and make all provisions for ENGINEER to enter upon public and private lands as required for ENGINEER to perform Services under this Agreement.
4. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by ENGINEER and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the performance of ENGINEER.
5. Provide all legal services as may be required for the development of this project.
6. Pay all permit and plan review fees payable to regulatory agencies.
7. Construct the project in-house with its own forces.

### **Opinion of Probable Cost**

Any opinions of probable cost prepared by ENGINEER are supplied for general guidance of OWNER only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to OWNER.

### **Changes**

1. OWNER may make changes within the general scope of this Agreement in the Services to be performed. If such changes cause an increase or decrease in ENGINEER's cost or time required for performance of any Services under this Agreement, an equitable adjustment will be made and this Agreement will be modified in writing accordingly.
2. No services for which additional compensation will be charged by ENGINEER will be furnished without the written authorization of OWNER. The fee established herein will not be exceeded without agreement by OWNER but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of Agency requirements relating to the Services to be performed under this Agreement subsequent to the date of execution of this Agreement, the increased or decreased cost of performance of the Services provided for in this Agreement will be reflected in an appropriate modification of this Agreement.



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### **Extension of Services**

This Agreement may be extended for additional Services upon OWNER's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

### **Payment**

OWNER shall make monthly payments to ENGINEER for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at ENGINEER's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at ENGINEER's option, result in suspension of Services upon five calendar days' notice to OWNER. ENGINEER will have no liability to OWNER, and OWNER agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by OWNER. Upon receipt of payment in full of all outstanding sums due from OWNER, or curing of such other breach which caused ENGINEER to suspend Services, ENGINEER will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Failure to make payments to ENGINEER is cause for termination upon two-week notice to OWNER.

### **Termination**

This Agreement may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. ENGINEER will be paid for all completed or obligated Services up to the date of termination.

### **Data Provided by Others**

ENGINEER is not responsible for the quality or accuracy of data nor for the methods used in the acquisition or development of any such data where such data is provided by or through OWNER, contractor, or others to ENGINEER and where ENGINEER's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

### **Third-Party Beneficiaries**

Nothing contained in this Agreement creates a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's Services under this Agreement are being performed solely for OWNER's benefit, and no other party or entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of Services hereunder. OWNER and ENGINEER agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

### **Dispute Resolution**

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between OWNER and ENGINEER arising out of or relating to this Agreement or the

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breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Illinois.

### Remedies

Neither ENGINEER nor OWNER shall be liable to the other for special, indirect, punitive, or consequential damages for claims, disputes, or other matters in question arising out of this or relating to this Agreement. This mutual waiver is applicable, without limitation, due to either party’s termination of this Agreement.

### Terms and Conditions

The terms and conditions of this Agreement will apply to the Services defined in the **Scope of Services** and represent the entire Agreement and supersede any prior proposals, Requests for Qualifications, or Agreements. OWNER-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement.

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

CITY OF CREST HILL

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Raymond R. Soliman  
Mayor

\_\_\_\_\_  
Date



## Agenda Memo

Crest Hill, IL

**Meeting Date:** 12/11/23  
**Submitter:** Blaine Kline, Director of Public Works  
**Department:** Public Works  
**Agenda Item:** Janitorial Position

**Summary:** After having six months to evaluate the part time janitorial situation and the cleaning needs of City Hall, Council Chambers, and the Police Department we have realized some internal needs are not being met. Most importantly it has been a struggle to retain three part time 19 hours a week janitors. Notably only one has been dependable. We hired off two civil service lists and have not had much luck contacting the applicants once the position was open for hire. We initially planned for three part time janitors at 19 hours a week at a rate of \$20 per hour. That amounts to \$59,280 annually for part time janitors. Quotes from the previous cleaning vendor came in anywhere from \$5000-\$7500 per month when researched last year. While some part-time help is necessary moving forward, it is believed that having one full time janitor dedicating 40 hours a week at City Center would make a substantial improvement in the cleaning operations.

Staff has talked about this idea with both administration and police, and all are in favor of this proposed plan. It is recommended that the salary be \$19 an hour for a total of \$39,520 plus benefits. This position would have flexible hours to meet the cleaning needs and could work evenings and weekends. One part-time staff member would also need to be on staff to fill in for potential time off, holidays, and sick leave.

**Recommended Council Action:** Recommend staff to move forward with offering the current part-time janitor to become a full-time staff member.

### Financial Impact:

**Funding Source:**

**Budgeted Amount:** \$59,820

**Cost:** \$39,520 plus benefits

**Attachments:**



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	12-11-2023
<b>Submitter:</b>	Police Chief Edward Clark
<b>Department:</b>	Police Department
<b>Agenda Item:</b>	Request to advertise, select, and hire F.O.I.A. Audio /Video Specialist

**Summary:** In early 2023 the Crest Hill police Department met with the City Council during budget meetings and presented the need for a F.O.I.A. Audio/Video Specialist position, with the addition of body worn cameras. The position was approved as part of the 2023-2024 police budget. The Police Department is now ready to purchase and implement body worn cameras. This position will ensure the proper retention, redaction and dissemination of video and audio footage. The person in this position will need to be methodical and pay great attention to detail. With police operations in the field being a 24-hour endeavor, this position will need to manage a large volume of digital data. The police department feels this position is imperative to the success of this new program. I am asking for your consideration and approval.

**Recommended Council Action:** Approval of advertisement, selection and hiring of F.O.I.A. Analyst

**Financial Impact:** \$62,500

**Funding Source:** Police Budget

**Budgeted Amount:** \$100,000

**Cost:** \$62,500 Plus Benefits

**Attachments:**

F.O.I.A. Audio/Video Specialist



## **Crest Hill Police Department Audio/Video Specialist Salary \$62,500-\$76,500**

### **General Purpose of Position**

The general purpose is to maintain all video and audio footage, including but not limited to Police Department audio/video, arrest and booking room audio/video, squad car in car camera audio/video, and body worn camera audio/video.

Provide the Records Supervisor and Deputy Chief of Operations assistance with all F.O.I.A. requests.

### **Essential Duties and responsibilities**

- Maintain proficiency in FOIA's by completing and passing the yearly FOIA Officer training as required by the Illinois Attorney General and attending additional training (online or in-person) as it relates to FOIA's.
- Must be knowledgeable and remain updated on any laws and/or regulations relating to FOIA and its requirements such as, but not limited to, the Law Enforcement Officer-Worn Body Camera Act (50ILCS 706), Freedom of Information Act (5 ILCS 140/1), and the Illinois Attorney General's Binding PAC Opinions regarding FOIA's.
- Interpret and properly apply exemptions and redactions concerning all FOIA requests.
- Listen to different levels of audio volumes and quality with the ability to discern multiple voices during chaotic scenes for proper redactions.
- Understand rules of evidence and chain of custody. Be able to testify and appear in court if deemed necessary.
- Ability to watch and/or listen to videos and/or audio files for extended periods of time while viewing and/or redacting video and audio footage (containing potentially disturbing and graphic content)





## **Minimum Qualifications**

- Associate Degree and two (2) years of related experience or equivalent combination of related education and experience is preferred.
- Previous FOIA experience a plus but not required.
- Working knowledge of Windows, Microsoft Office, Adobe Pro software programs or their equivalent.
- Basic knowledge of editing digital video and audio files.
- Ability to learn and understand new technological software and platforms used in the capturing, editing, and redacting of video/audio files, including the ability to convert proprietary videos/audio files to a working format for redactions.

## **Required Knowledge, Skills, and Abilities**

- Knowledge and understanding of the Crest Hill Police Department Policy and Procedure involving the handling of evidence, both digital and physical.
- Ability to learn and process the Crest Hill Police Department record systems such as Motorola P1Records, BEAST Evidence Management System, DACRA, etc.
- Excellent Analytical and technical skills.
- Ability to use discretion, good judgement and maintain confidential information.
- Ability to work independently under general guidance.
- Strong organizational, clerical, and customer service skills.
- Ability to prioritize and manage tasks simultaneously and effectively.
- Good time-management skills.
- Strong interpersonal proficiency, including excellent written and verbal communication skills.
- Ability to view and listen to graphic and disturbing content.

## **Equal opportunity employer**



## Agenda Memo

Crest Hill, IL

<b>Meeting Date:</b>	12-11-2023
<b>Submitter:</b>	Police Chief Edward Clark
<b>Department:</b>	Police Department
<b>Agenda Item:</b>	Request to purchase Motorola V700 Body Worn Camera System

**Summary:** With the passage of the Safety Act in 2021, Illinois Police Departments were mandated to obtain and utilize body worn camera systems. The implementation date depended on Agency size. The Crest Hill Police Department is mandated to obtain and implement BWC's by 2025. Our goal was to be in operation in 2024. In 2022, the Crest Hill Police Department was awarded a grant for the purchase of Body Worn Cameras. We researched and reviewed AXON and Motorola body worn camera systems. They are the premier developers and manufacturers of many Law Enforcement products, especially video/audio camera systems. I have attached a bullet point breakdown of the items we considered on each system.

After a review of these systems, we recommend purchasing the Motorola V700 product and cloud-based platform. The day-to-day operation and ability of both products are very similar. Our recommendation stems from the fact that we have many other products we currently utilize in the field( Records Management System, Radio communication service, in car-camera systems) and the interoperability of these products we feel makes it the right choice.

**Recommended Council Action:** Approval of purchase of Motorola Body Worn Camera System Using Grant Funding

**Financial Impact:** None

**Funding Source:**

**Budgeted Amount:**

**Cost:** None

**Attachments:**

AXON BWC proposal, Motorola BWC proposal, Decision bullet points





## CREST HILL POLICE DEPARTMENT

(20) V700 VaaS

09/24/2023

Billing Address:  
CREST HILL POLICE  
DEPARTMENT  
1610 PLAINNORTHFLD RD  
CREST HILL, IL 60403  
US

Quote Date:09/24/2023  
Expiration Date:12/31/2023  
Quote Created By:  
William Brooks  
Caelan.Brooks1@  
motorolasolutions.com

End Customer:  
CREST HILL POLICE DEPARTMENT  
Ryan Dobczyk  
rdobczyk@cityofcresthill.com  
815-741-5115

## Summary:

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

Line #	Item Number	Description	Qty	Term	Ext. Sale Price	Refresh Duration
Video as a Service						
1	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	24	5 YEAR	\$75,131.94	
2	WCM000111-020	INTEGRATION VIDEOMANAGER EL WITH MOTOROLA CAD/RMS*	1		\$0.00	
3	PRS-0618A	VAAS MANAGED INSTAL,ONSITE,TRAIN,CONFI G	1		\$3,780.80	
4	WGB-0142AAS	VIDEO EQUIPMENT, V300/ V700 WIFI BASE FOR 4RE VAAS (\$5 PER MON)	14		Included	
5	AAS-BWC-WIF-DOC	V300/V700 WIFI CHARGE/ UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$5 PER MON)	14	5 YEAR	\$3,175.90	





Line #	Item Number	Description	Qty	Term	Ext. Sale Price	Refresh Duration
6	AAS-BWC-XFS-DOC	V300/V700 TRANSFER STATION - 5 YEARS VIDEO-AS-A-SERVICE (\$30 PER MON)	2	5 YEAR	\$2,722.18	
7	WGB-0138AAS	VIDEO EQUIPMENT, V300/V700 TRANSFER STATION (\$30 PER MON)	3		Included	
8	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	24	5 YEAR	Included	
9	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	24		Included	
10	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	24		Included	3 YEAR
11	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	24	5 YEAR	Included	
12	SWV07S03593A	SOFTWARE ENHANCEMENTS	24	5 YEAR	Included	
	VideoManager EL & EX: Video Evidence Management					
13	WGA00421-501	UPLOAD APPLIANCE, SVR 1U, 60 CONCRNT DEV	1		\$2,911.21	
14	WCM000111-020	INTEGRATION VIDEOMANAGER EL WITH MOTOROLA CAD/RMS*	1		\$1,161.46	
15	WGW00140-100	EXTENDED WARRANTY, UPLOAD SERVER EL.COM (WGA00421-501), FULL SERVICE ON SITE, 5-YEAR (MONTHS 37-60)	1	5 YEARS	\$491.50	
16	WGC02002	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS*	14	5 YEAR	\$47,373.34	
17	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	24		\$1,996.32	



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

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	Ext. Sale Price	Refresh Duration
REDACTIVE						
18	WGW00159-001	MAINTENANCE SUPPORT,REDACTIVE SOFTWARE SUPPORT AND MAINTENANCE*	1	3 YEAR	\$2,722.17	
19	WGP01092-710	SOFTWARE, REDACTIVE(SM), ENTERPRISE USER LICENSE, REV 3.0*	1		\$4,533.18	

Grand Total	\$146,000.00(USD)
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## Pricing Summary

	Sale Price	
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$41,069.33	\$0.00
Year 2 Subscription Fee	\$26,686.36	\$0.00
Year 3 Subscription Fee	\$26,686.36	\$0.00
Year 4 Subscription Fee	\$25,778.97	\$0.00
Year 5 Subscription Fee	\$25,778.97	\$0.00
Grand Total System Price	\$146,000.00	\$0.00







## MOBILE VIDEO SYSTEM ADMINISTRATOR SOLUTION DESCRIPTION

Mobile Video System Administrator service is tailored to meet your specific needs and provides an experienced and knowledgeable technical operations resource to assist with the management of your Mobile Video solution while you focus your attention on meeting your organizational goals.

The role spans across the Mobile Video system by providing assistance and guidance on your video evidence solution as well as your body-worn cameras and in-car video systems, enabling you to upload video evidence quickly and securely. The System Administrator is a qualified and trained technical operations professional with in-depth knowledge of Motorola Mobile Video solutions.

### CUSTOMIZABLE DELIVERY

Motorola tailors the System Administrator service to the needs of the customer. The customer has the ability to obtain a full-time on location technician or a remote technician. This allows for flexibility and customization based on the level of support needed to support your system.

#### Onsite System Administrator

Motorola Onsite System Administrator (OSA) provides customers with a dedicated full-time resource from Motorola global support and managed services organization. This resource is focused on administering and supporting your Mobile Video System to ensure optimum performance and availability. By partnering with the Customer, the OSA will develop an understanding of the customer's specific environment, specific requirements, and customizations. The OSA will act as the interface between Motorola technical support teams to achieve the goals outlined by the Customer.

#### Time Based System Administrator (Remote Delivery)

The time based / remote system administrator service provides the customer the opportunity to rely on a time-based and dedicated team from Motorola. The resource is available at the Customer's request, to assist with patches, changes, or other issues as they arise within the customers Mobile Video solution. Assistance will be provided via phone, email, or video conference. They are also available proactively to help provide guidance on best practices within your organization.

### SUBSCRIPTION SERVICE

The System Administrator service is provided as an annual subscription service and is subject to Motorola's standard terms and conditions and applicable Addenda located at [https://www.motorolasolutions.com/en\\_us/about/legal/video\\_security\\_terms.html](https://www.motorolasolutions.com/en_us/about/legal/video_security_terms.html). In addition to those terms, the Customer acknowledges that the System Administrator Service is an annual subscription that auto-renews annually. If the Customer would like to terminate the Service, they may do so in writing sixty (60) days prior to the upcoming renewal term. In the event the Customer terminates for convenience during the term, Customer acknowledges that no pro-rata refund of any prepaid fees will be provided.



Decision bullet points:

#### **AXON**

- Axon body cameras- same company that manufactures the Taser devices that we carry. The quote was for \$145,452.90.
- Cloud based system with unlimited storage. Evidence.com.
- 24 AXON Body4 body cameras, docking station.
- Redaction assistant, redaction software.
- 30 basic licenses
- 5 pro licenses (ability to redact footage for dissemination)
- Not licensed per camera but for user. We can share devices, however, there is process to change over from one user to another. Axon does not recommend this process.
- Refresh of BWC and equipment after year 3
- We currently do not have the Axon in-car camera system and would have to purchase new if we wanted interoperability and interfacing.

#### **Motorola**

- Motorola body worn camera system, Same system that manufactures our in-car camera system(watchguard), our current radio carrier system (STARCOM) and our records management system (Premier one). Docking station. We will be looking to purchase new radios from Motorola in the future. BWC quote of 146, 000.
- Cloud based system with unlimited storage.
- 24 V700 cameras, Licenses are issued per device and not per person. More easily shared from one user to another.
- “Redactive” redaction software.
- Moves our in-car camera system to the cloud-based system for ease of use, storage and viewing.
- Interoperability between the BWC, in-car system, premier one records management system and radio system.
- Refresh of BWC and equipment after year 3.



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-443130-45198.

Item 7.

Issued: 09/29/2023

Quote Expiration: 10/31/2023

Estimated Contract Start Date: 12/15/2023

Account Number: 326813

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-20590 City Center Blvd. 20590 City Center Boulevard Crest Hill, IL 60403 USA	Crest Hill Police Dept - IL 20590 City Center Boulevard Crest Hill IL 60403 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Matthew Moore Phone: (480) 905-2068 Email: mmoore@axon.com Fax: (480) 905-2068	Jason Opiola Phone: (815) 741-5115 Email: jopiola@cityofcresthill.com Fax:

## Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$145,452.90</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$145,452.90</b>

## Discount Summary

Average Savings Per Year	\$2,279.20
<b>TOTAL SAVINGS</b>	<b>\$11,396.00</b>

## Payment Summary

Date	Subtotal	Tax	Total
Nov 2023	\$29,090.58	\$0.00	\$29,090.58
Nov 2024	\$29,090.58	\$0.00	\$29,090.58
Nov 2025	\$29,090.58	\$0.00	\$29,090.58
Nov 2026	\$29,090.58	\$0.00	\$29,090.58
Nov 2027	\$29,090.58	\$0.00	\$29,090.58
<b>Total</b>	<b>\$145,452.90</b>	<b>\$0.00</b>	<b>\$145,452.90</b>

Quote Unbundled Price:  
Quote List Price:  
Quote Subtotal:

\$15 Item 7.  
**\$174,501.50**  
**\$145,452.90**

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
BWCamTAP	Body Worn Camera TAP Bundle	24	60	\$19.62	\$32.50	\$18.87	\$27,172.80	\$0.00	\$27,172.80
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	60	\$39.63	\$34.66	\$19.68	\$3,542.40	\$0.00	\$3,542.40
<b>A la Carte Hardware</b>									
H00001	AB4 Camera Bundle	24			\$849.00	\$849.00	\$20,376.00	\$0.00	\$20,376.00
H00002	AB4 Multi Bay Dock Bundle	3			\$1,638.90	\$1,638.90	\$4,916.70	\$0.00	\$4,916.70
<b>A la Carte Software</b>									
73478	REDACTION ASSISTANT USER LICENSE	24	60		\$9.00	\$9.00	\$12,960.00	\$0.00	\$12,960.00
73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	60		\$24.00	\$24.00	\$34,560.00	\$0.00	\$34,560.00
BasicLicense	Basic License Bundle	30	60		\$15.00	\$16.25	\$29,250.00	\$0.00	\$29,250.00
ProLicense	Pro License Bundle	5	60		\$39.00	\$42.25	\$12,675.00	\$0.00	\$12,675.00
<b>A la Carte Services</b>									
85144	AXON STARTER	1			\$9,950.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>							<b>\$145,452.90</b>	<b>\$0.00</b>	<b>\$145,452.90</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - NA - US FIRST RESPONDER - BLK - RAPIDLOCK	24	11/15/2023
AB4 Camera Bundle	100466	USB-C to USB-C CABLE FOR AB4	27	11/15/2023
AB4 Camera Bundle	74028	WING CLIP MOUNT, AXON RAPIDLOCK	27	11/15/2023
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	3	11/15/2023
AB4 Multi Bay Dock Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	3	11/15/2023
AB4 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	3	11/15/2023
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	MULTI-BAY BWC DOCK 1ST REFRESH	3	05/15/2026
Body Worn Camera TAP Bundle	73309	AXON CAMERA REFRESH ONE	24	05/15/2026

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	30	12/15/2023	12/14/2028
Basic License Bundle	73840	EVIDENCE.COM BASIC ACCESS LICENSE	30	12/15/2023	12/14/2028
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	15	12/15/2023	12/14/2028
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	5	12/15/2023	12/14/2028
A la Carte	73478	REDACTION ASSISTANT USER LICENSE	24	12/15/2023	12/14/2028
A la Carte	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	12/15/2023	12/14/2028

### Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON STARTER	1

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	3	11/15/2024	12/14/2028
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	24	11/15/2024	12/14/2028

## Payment Details

Item 7.

### Nov 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	73478	REDACTION ASSISTANT USER LICENSE	24	\$2,592.00	\$0.00	\$2,592.00
Year 1	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	\$6,912.00	\$0.00	\$6,912.00
Year 1	85144	AXON STARTER	1	\$0.00	\$0.00	\$0.00
Year 1	BasicLicense	Basic License Bundle	30	\$5,850.00	\$0.00	\$5,850.00
Year 1	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$708.48	\$0.00	\$708.48
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	24	\$5,434.56	\$0.00	\$5,434.56
Year 1	H00001	AB4 Camera Bundle	24	\$4,075.20	\$0.00	\$4,075.20
Year 1	H00002	AB4 Multi Bay Dock Bundle	3	\$983.34	\$0.00	\$983.34
Year 1	ProLicense	Pro License Bundle	5	\$2,535.00	\$0.00	\$2,535.00
<b>Total</b>				<b>\$29,090.58</b>	<b>\$0.00</b>	<b>\$29,090.58</b>

### Nov 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73478	REDACTION ASSISTANT USER LICENSE	24	\$2,592.00	\$0.00	\$2,592.00
Year 2	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	\$6,912.00	\$0.00	\$6,912.00
Year 2	85144	AXON STARTER	1	\$0.00	\$0.00	\$0.00
Year 2	BasicLicense	Basic License Bundle	30	\$5,850.00	\$0.00	\$5,850.00
Year 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$708.48	\$0.00	\$708.48
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	24	\$5,434.56	\$0.00	\$5,434.56
Year 2	H00001	AB4 Camera Bundle	24	\$4,075.20	\$0.00	\$4,075.20
Year 2	H00002	AB4 Multi Bay Dock Bundle	3	\$983.34	\$0.00	\$983.34
Year 2	ProLicense	Pro License Bundle	5	\$2,535.00	\$0.00	\$2,535.00
<b>Total</b>				<b>\$29,090.58</b>	<b>\$0.00</b>	<b>\$29,090.58</b>

### Nov 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73478	REDACTION ASSISTANT USER LICENSE	24	\$2,592.00	\$0.00	\$2,592.00
Year 3	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	\$6,912.00	\$0.00	\$6,912.00
Year 3	85144	AXON STARTER	1	\$0.00	\$0.00	\$0.00
Year 3	BasicLicense	Basic License Bundle	30	\$5,850.00	\$0.00	\$5,850.00
Year 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$708.48	\$0.00	\$708.48
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	24	\$5,434.56	\$0.00	\$5,434.56
Year 3	H00001	AB4 Camera Bundle	24	\$4,075.20	\$0.00	\$4,075.20
Year 3	H00002	AB4 Multi Bay Dock Bundle	3	\$983.34	\$0.00	\$983.34
Year 3	ProLicense	Pro License Bundle	5	\$2,535.00	\$0.00	\$2,535.00
<b>Total</b>				<b>\$29,090.58</b>	<b>\$0.00</b>	<b>\$29,090.58</b>

### Nov 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73478	REDACTION ASSISTANT USER LICENSE	24	\$2,592.00	\$0.00	\$2,592.00
Year 4	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	\$6,912.00	\$0.00	\$6,912.00



## Nov 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	85144	AXON STARTER	1	\$0.00	\$0.00	\$0.00
Year 4	BasicLicense	Basic License Bundle	30	\$5,850.00	\$0.00	\$5,850.00
Year 4	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$708.48	\$0.00	\$708.48
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	24	\$5,434.56	\$0.00	\$5,434.56
Year 4	H00001	AB4 Camera Bundle	24	\$4,075.20	\$0.00	\$4,075.20
Year 4	H00002	AB4 Multi Bay Dock Bundle	3	\$983.34	\$0.00	\$983.34
Year 4	ProLicense	Pro License Bundle	5	\$2,535.00	\$0.00	\$2,535.00
<b>Total</b>				<b>\$29,090.58</b>	<b>\$0.00</b>	<b>\$29,090.58</b>

## Nov 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73478	REDACTION ASSISTANT USER LICENSE	24	\$2,592.00	\$0.00	\$2,592.00
Year 5	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	24	\$6,912.00	\$0.00	\$6,912.00
Year 5	85144	AXON STARTER	1	\$0.00	\$0.00	\$0.00
Year 5	BasicLicense	Basic License Bundle	30	\$5,850.00	\$0.00	\$5,850.00
Year 5	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	3	\$708.48	\$0.00	\$708.48
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	24	\$5,434.56	\$0.00	\$5,434.56
Year 5	H00001	AB4 Camera Bundle	24	\$4,075.20	\$0.00	\$4,075.20
Year 5	H00002	AB4 Multi Bay Dock Bundle	3	\$983.34	\$0.00	\$983.34
Year 5	ProLicense	Pro License Bundle	5	\$2,535.00	\$0.00	\$2,535.00
<b>Total</b>				<b>\$29,090.58</b>	<b>\$0.00</b>	<b>\$29,090.58</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

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Signature

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Date Signed

9/29/2023





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**City Council Agenda Memo****Crest Hill, IL**

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**Meeting Date:** December 11, 2023  
**Submitter:** Dave Strahl, Interim Human Resources Representative  
**Department:** Treasurer's Office  
**Agenda Item:** Approval MiTime Software Module

**Summary:** Staff is requesting the city purchase and enter into an annual support agreement with CivicSystems for the MiPay software module. The city already utilizes several modules with CivicSystems including the payroll system. This additional module would provide for timekeeping to be performed electronically through either logging in at a workstation or through a cell phone. Cell phone log-in would be GEO fenced, so employees could only log in remotely within certain distances from the city border or building. The exact fencing parameters would have to be determined later. This module will also allow time entry directly into payroll and would include time off requests and approvals to monitor time usage within defined limits of time available.

**Recommended Council Action:** Approval of purchasing the MiPay module from CivicSystems for \$8500 and entering into a contract for annual maintenance for \$1650.

**Financial Impact:**

**Funding Source:** General fund as part of the information technology line item. Capacity exists within the account to undertake this purchase and annual maintenance contract.

**Budgeted Amount:** Will be budgeted in future years, but this purchase would be requested for this fiscal year.

**Cost:** Initial cost \$8500 and annual maintenance contract of \$1650.

**Attachments:** Software Purchase Agreement

# Software Purchase Agreement

**Civic Systems, LLC**  
**4807 Innovate Ln**  
**P.O. Box 7398**  
**Madison, WI 53707-7398**

**City of Crest Hill**  
**1610 Plainfield Road**  
**Crest Hill, IL 60403**

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

## INVESTMENT SUMMARY

License Fee - <i>miTime</i>	\$ 5,500
Training (1 day @ \$1,200/Day)	1,200
Setup (12 hours @ \$150/hour)	<u>1,800</u>
<b>TOTAL INVESTMENT</b>	<b>\$ <u>8,500</u></b>
 Annual Support	 <b>\$ <u>1,650</u></b>

\*Above amounts do not include travel costs.

## SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

### CITY OF CREST HILL, IL

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

### CIVIC SYSTEMS, LLC

Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



A SUBSIDIARY OF BAKER TILLY US, LLP