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CITY OF SUGAR LAND, TX

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November 30, 2012

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Glenda Gundermann, City Secretary  
P.O. Box 110  
Sugar Land, Texas 77487-0110

Re: Public Records Request / Automatic License Plate Readers

Via: Registered mail

To Ms. Gundermann or Whom It May Concern:

This letter is a records request pursuant to the Public Information Act, Texas Gov't Code, Chapter 552.001 et. seq. from the American Civil Liberties Union of Texas. This request seeks records regarding automatic license plate readers (ALPRs) used by all city agencies, law enforcement or other. ALPRs are also sometimes referred to as Automatic Vehicle Identification, Car Plate Recognition or License Plate Recognition equipment and/or software. This records request uses "ALPR" in reference to any of this technology.

Records Requested

Please provide copies of the following records<sup>1</sup> created from January 1, 2006 to the present:

1. All records regarding your policies, practices and procedures for procuring and using ALPR technology, and for storing, accessing and sharing data obtained through ALPR technology.
2. All records regarding the procurement of ALPR technology, including

<sup>1</sup> The term "records" as used in this request encompasses all records or communications in written or electronic form, including but not limited to correspondence, documents, data, videotapes, audio tapes, photographs, microfiches, microfilms, charts, DVDs, CDs, emails, facsimiles, telephone messages, logs, files, guidance, guidelines, evaluations, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, rules training manuals, other manuals, and studies.

**AMERICAN CIVIL LIBERTIES UNION OF TEXAS**

STATE AFFILIATE HEADQUARTERS  
P.O. BOX 8306  
HOUSTON, TX 77288-8306  
T / 713.942.8146 • F / 713.942.8966

AUSTIN REGIONAL OFFICE  
P.O. BOX 12905  
AUSTIN, TX 78711-2905  
T / 512.478.7300 • F / 512.478.7300

[WWW.ACLUTX.ORG](http://WWW.ACLUTX.ORG)

- a. sources of funds used to pay for ALPR technology;
  - b. invoices for the purchase of ALPR technology;
  - c. local government approval for any ALPR purchase;
  - d. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products.
3. All records regarding the use of ALPR technology, including
  - a. what types of data are obtained;
  - b. the number of license plates scanned and/or read in a given time period (day, month, year, etc.);
  - c. the number of ALPR units or systems acquired;
  - d. the number of vehicles equipped with ALPR technology;
  - e. for stationary deployments, the number and physical location of ALPR units;
  - f. the technical capabilities of the ALPR units.
4. All records regarding the storage of data obtained using ALPR technology, including
  - a. what types of data are stored for any period longer than an hour;
  - b. how long data is stored;
  - c. when data must be discarded;
  - d. how many individual license plate scan records your agency currently stores.
5. All records regarding access to ALPR data, including
  - a. the legal justification required before an individual accesses ALPR data;
  - b. purposes for which the data may be accessed;
  - c. purposes for which the data may *not* be accessed;
  - d. who may access the data, what procedures they must go through to obtain access, and who must authorize access;
  - e. the existence or non-existence of a system that records who accesses the data and when the data is accessed.
6. All records regarding the sharing of data obtained through ALPR technology, including
  - a. what type of data is shared;
  - b. which databases your agency puts collected ALPR data into;
  - c. third parties, governmental or private, that may access your agency's ALPR data, including what procedures third parties must go through in order to access the data and any restrictions placed on third parties regarding further sharing of your ALPR data;
  - d. any agreements to share ALPR data with outside agencies, corporations or other entities.
7. All records regarding obtaining ALPR data from third parties, including which databases your agency can access.
8. All training materials used to instruct members of your agency in ALPR deployment, data management, or operation of automated records systems that contain ALPR data to which any member of your agency has access, including regional or shared ALPR databases.

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We would appreciate the requested materials at your earliest convenience, and anticipate your response on or before August 9, 2012. Materials may be produced on a rolling basis as they become available. We request that responses be in electronic format as much as possible. Materials may be sent by e-mail to [dcollins@aclutx.org](mailto:dcollins@aclutx.org), by fax to (512) 478-7303, or by mail to P.O. Box 12905, Austin, TX 78711-2905. We are willing to pay the statutory fee for copying these materials. If the fee exceeds \$40.00, please provide the written estimate of costs via fax or email.

Please feel free to contact me if you have any questions. I can be reached at by email at [dcollins@aclutx.org](mailto:dcollins@aclutx.org) or by telephone at (512) 478-7300 ext. 105. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "D Collins".

Daniel Collins

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## CITY OF SUGAR LAND

Office of the City Secretary

December 28, 2012

Mr. Daniel Collins  
American Civil Liberties Union of Texas  
State Affiliate Headquarters  
P.O. Box 8306  
Houston, Texas 77288-8306

Via Email: [dcollins@aclutx.org](mailto:dcollins@aclutx.org)

**Re: Public Information Request**

Dear Mr. Collins:

Please find enclosed and below the responsive information for your Open Records Request received December 10, 2012.

The responsive information is as follows, for records created from January 1, 2006 to the present:

1. All records regarding your policies, practices and procedures for procuring and using ALPR technology, and for storing, accessing and sharing data obtained through ALPR technology. *Please see Sugar Land Police Department General Order #80-11 R1 and Sugar Land Police Department General Order #80-09 R2 enclosed.*
2. All records regarding the procurement of ALPR technology, including:
  - a. sources of funds used to pay for ALPR technology *Sources include City of Sugar Land General Fund (funds derived from property tax, sales tax, franchise fees and charge for services) and BJA-FY 09 Recovery Act Edward Byrne Memorial Justice Asst. Grant (JAG).*
  - b. invoices for the purchase of ALPR technology *Please see enclosed purchase order information.*
  - c. local government approval for any ALPR purchase *Please see attached agenda request items and corresponding City Council minutes.*
  - d. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products *After a thorough search, no records were found responsive to this request.*



3. All records regarding the use of ALPR technology, including:
  - a. what types of data are obtained *A color photo of the vehicle, infrared photo of License Plate, and the GPS location of vehicle if a mobile system.*
  - b. the number of license plates scanned and/or read in a given time period (day, month, year, etc.) *Average for 2012 is 413,000/month.*
  - c. the number of ALPR units or systems acquired *8 total systems. 5 mobile and 3 stationary.*
  - d. the number of vehicles equipped with ALPR technology *5 vehicles equipped (only 3 currently in use).*
  - e. for stationary deployments, the number and physical location of ALPR units *3 total: City Walk Dr, Mall Ring Rd., Town Center BL.*
  - f. the technical capabilities of the ALPR units *Please see attached manual for MPH-900.*
4. All records regarding the storage of data obtained using ALPR technology, including:

*Please see enclosed Sugar Land Police Department General Order #80-11R1 in response to information regarding storage of data.*

  - a. what types of data are stored for any period longer than an hour
  - b. how long data is stored
  - c. when data must be discarded
  - d. how many individual license plate scan records your agency currently stores
5. All records regarding access to ALPR data, including:

*The City of Sugar Land complies with Chapter 552, Texas Government Code, regarding requests for public information, which would include requests for access to ALPR data. Police Department personnel are also required to follow enclosed General Order #80-09 R2.*

  - a. the legal justification required before an individual accesses ALPR data
  - b. purposes for which the data may be accessed
  - c. purposes for which the data may not be accessed
  - d. who may access the data, what procedures they must go through to obtain access, and who must authorize access
  - e. the existence or non-existence of a system that records who accesses the data and when the data is accessed

6. All records regarding the sharing of data obtained through ALPR technology, including:

*The City of Sugar Land complies with Chapter 552, Texas Government Code, regarding requests for public information, which would include sharing ALPR data. Police Department personnel are also required to follow enclosed General Order #80-09 R2.*

- a. what type of data is shared
  - b. which databases your agency puts collected ALPR data into
  - c. third parties, governmental or private, that may access your agency's ALPR data, including what procedures third parties must go through in order to access the data and any restrictions placed on third parties regarding further sharing of your ALPR data
  - d. any agreements to share ALPR data with outside agencies, corporations or other entities
7. All records regarding obtaining ALPR data from third parties, including which databases your agency can access

*The City of Sugar Land Police Department has not obtained ALPR data from third-party databases.*

8. All training materials used to instruct members of your agency in ALPR deployment, data management, or operation of automated records systems that contain ALPR data to which any member of your agency has access, including regional or shared ALPR databases.

*Please see enclosed City of Sugar Land Police Department LPR Roll-Call Training Presentation.*

Sincerely,

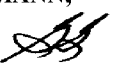


Glenda Gundermann, TRMC, CMC  
City Secretary  
City of Sugar Land, Texas

enclosures

# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	<b>APRIL 21, 2009</b>	<b>AGENDA REQUEST NO:</b>	<b>III-G</b>
<b>INITIATED BY:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>CITY SECRETARY</b>
<b>PRESENTED BY:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b>	<b>DEPARTMENT HEAD:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b> 
		<b>ADDITIONAL DEPARTMENT. HEAD (S):</b>	<b>N/A</b>
<b>SUBJECT / PROCEEDING:</b>	<b>MINUTES CITY COUNCIL MEETING APRIL 07, 2009 APPROVE MINUTES</b>		
<b>EXHIBITS:</b>	<b>MINUTES APRIL 07, 2009</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>N/A</b>	<b>EXECUTIVE DIRECTOR:</b>	<b>N/A</b>
<b>PURCHASING:</b>	<b>N/A</b>	<b>ASST. CITY MANAGER:</b>	<b>N/A</b>
<b>BUDGET:</b>	<b>N/A</b>	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>N/A</b>	
<b>CURRENT BUDGET: \$</b>		<b>N/A</b>	
<b>ADDITIONAL FUNDING: \$</b>		<b>N/A</b>	
<b>RECOMMENDED ACTION</b>			
Approve the minutes of the City Council meeting April 07, 2009.			

## EXHIBITS

STATE OF TEXAS                   §  
COUNTY OF FORT BEND       §  
CITY OF SUGAR LAND         §

**CITY OF SUGAR LAND**  
**CITY COUNCIL REGULAR MEETING**  
**TUESDAY, APRIL 07, 2009**

### **REGULAR MEETING**

The City Council of the City of Sugar Land convened in a regular meeting open to the public and pursuant to notice thereof duly given in accordance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated, as amended, in Sugar Land City Hall within said City on Tuesday, April 07, 2009 at 5:53 o'clock P.M. and the roll was called of the members; to wit:

James A. Thompson, Mayor  
Thomas Abraham, Council Member at Large, Position One  
Jacqueline Baly Chaumette, Council Member at Large, Position Two  
Dennis C. Parmer, Council Member District One  
Donald G. Olson, Council Member District Two  
Russell C. Jones, Council Member District Three  
Michael S. Schiff, Council Member District Four

### **QUORUM PRESENT**

All of said members were present.

Also present were:  
Allen Bogard, City Manager  
Glenda Gundermann, City Secretary  
Joe Morris, City Attorney, and  
A Number of Visitors

### **CONVENE MEETING**

*Mayor James Thompson* convened the session, open to the public, to order at 5:53 o'clock P.M.

### **INVOCATION**

*Council Member Parmer* delivered the invocation.

### **PLEDGE OF ALLEGIANCE**

*Council Member Parmer* led the pledge of allegiance to the Flag of the United States of America.

**RECOGNITIONS**

**NATIONAL VOLUNTEER WEEK – APRIL 19-25, 2009**

**Mayor Thompson** stated that Serve Sugar Land began in 2007 as a means for the citizens of Sugar Land and surrounding neighborhoods to become involved in City government through volunteerism. Over 300 volunteers contributed over 4200 hours of service to the city in 2008 which amounts to a fulltime employee equivalency of over \$80,000 valued contribution to our city. Volunteers assisted various departments including the Animal Shelter, Senior Center, Municipal Court, and departments located in City Hall. The City hosted a brief reception at 5 p.m. on April 7 prior to the City Council meeting to recognize and thank all volunteers who participated in the program.

Four individuals have donated at least three hours of their time to the City each week -- Donna Hammond at the Animal Shelter, Brenda Frye at Municipal Court; and Terri Leong who averaged four hours a week volunteering at the Senior Center, spends time assisting the Police Department, and is a member of CAST. The top volunteer for 2008 is Annette Brown who has been donating an average of 5-1/2 hours a week at the Animal Shelter.

In addition to these volunteers, Mayor Thompson recognized and thanked Melissa Hoffman who coordinates a group of over 300 volunteers at the city. With the help of volunteers, the City has been able to expand the services offered to our citizens.

**NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK – APRIL 12-18, 2009**

**Mayor Thompson** introduced **Mr. Douglas Brinkley, Interim Police Chief**, who stated that the week of April 12-18, 2009 is National Public Safety Telecommunications Week and the time when people in the public safety field and beyond express their appreciation for the people who make telecommunications succeed. The week was started by Association of Public Safety Communications Officials (APCO) member Patricia Anderson in 1981 in Contra Costa, California and has grown into a national celebration. The second full week of April was proclaimed National Public Safety Telecommunications Week by Congress in 1991.

Mike Lund, Support Services Captain, stated this is a very dedicated group of professionals, our “unsung heroes”; they are the first calm voices at the end of the phone line when citizens call for help in emergency situations. Many times they serve as a life-line and many more times as a source of comfort. They are trained how to remain calm in emergency situations and knowledgeable of the skills and techniques necessary to help save lives.

**Mayor Thompson** recognized and thanked the telecommunication officers for their honorable and crucial contributions to the welfare of our community. The city is very proud of these dedicated employees and presented a proclamation to the Police Department.

**ENVIRONMENTAL WEEK – APRIL 13-19, 2009**

**Mr. Adam Smith, Environmental Manager**, stated Sugar Land residents will have several opportunities throughout Environmental Week to celebrate Earth Day and the environment; the City and Keep Sugar Land Beautiful (KSLB) are sponsoring a Council District Recycling Challenge encouraging residents to recycle

curbside on their designated recycling day in order to determine which District has the highest percentage of

**RECOGNITIONS (CONTINUED)**

**ENVIRONMENTAL WEEK – APRIL 13-19, 2009 (CONTINUED)**

residential curbside recycling participants. The winning District will be recognized at the April 21 City Council meeting. In addition, the City and KSLB are hosting the Recycled Plastic Art Challenge, a program designed to utilize post-consumer recyclables for the design and construction of animal sculptures. Two local school groups will design and construct these sculptures for display within City Hall during Environmental Week: The Green Team at the Honor Roll School and Fort Settlement Teen Leadership.

*Vicki Gist, Executive Director of Keep Sugar Land Beautiful*, stated Earth Day began as a day of national environmental recognition and over the years has evolved into a global campaign for the protection of the environment. The City annually celebrates Earth Day, and this year the City of Sugar Land and Keep Sugar Land Beautiful (KSLB) have partnered to host the second annual Environmental Week, an entire week dedicated to the celebration of our natural environment.

Residents will also have an opportunity to participate in a series of one-day events focused on environmental education and awareness:

Friday, April 17: Movie on the Plaza at dusk is “Happy Feet”.

Saturday, April 18: Earth Day Recycling Event at the University of Houston Sugar Land Campus parking lot from 10 a.m.-2 p.m. Collection of electronics for recycling, cell phones, computers, monitors, TV’s, shredding paper, sensitive documents, and collection of items for Women’s Center.

Sunday, April 19: The Eco-Car Show at Oyster Creek Park from 3 p.m.-6 p.m.

In support of the City’s Environmental Week activities, an Environmental Week Proclamation was issued recognizing the importance of environmental education and awareness within the City of Sugar Land.

**PUBLIC COMMENT**

*Mayor Thompson* introduced Public Comment and entertained registered speakers. There were no public comments.

**REVIEW OF CONSENT AGENDA**

*Mayor Thompson* introduced Review of the Consent Agenda and entertained questions and/or comments.

**CONSENT AGENDA**

*Mayor Thompson* introduced III.A) **SECOND CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1732** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, PERMANENTLY ZONING THE 4.855 ACRES OF LAND LOCATED AT THE INTERSECTION OF TELFAIR AVENUE AND UNIVERSITY BOULEVARD AS ZONING DISTRICT CLASSIFICATION PD (PLANNED DEVELOPMENT), AND APPROVING A FINAL DEVELOPMENT PLAN FOR THE DISTRICT; III.B) **SECOND CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1733**



AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, RELATING TO EXEMPTIONS FROM  
**CONSENT AGENDA (CONTINUED)**

THE PROHIBITION OF SMOKING IN TOWN SQUARE PLAZA; III.C) **FIRST AND FINAL CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1735** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, CANCELLING THE ELECTION ON MAY 09, 2009, TO ELECT COUNCIL MEMBERS TO SINGLE-MEMBER DISTRICTS TWO, THREE AND FOUR AND DECLARING THE ELECTION OF UNOPPOSED CANDIDATES FOR SINGLE-MEMBER DISTRICTS TWO, THREE AND FOUR; III.D) **CITY OF SUGAR LAND RESOLUTION NO. 09-10** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE CITY TO PARTICIPATE IN THE U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE PROGRAM; III.E) **CITY OF SUGAR LAND RESOLUTION NO. 09-12** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE CITY TO PARTICIPATE IN AN INTERLOCAL AGREEMENT FOR COOPERATIVE PURCHASING FOR ACTUARIAL SHARED SERVICES; III.F) Authorizing execution of a Construction Services Contract in an amount not to exceed \$99,360.00 with Prime Controls, Limited Partnership for Supervisory Control and Data Acquisition controls for Lakeview and Sugar Creek water plants; III.G) Authorizing rejection of bids RFP 2009-13 for T-Hangar Outside Cable Plant; III.H) Bid evaluation and authorizing execution of a one year Contract in an amount not to exceed \$90,000.00 with Sugar Land Auto Parts for auto parts; and authorizing execution of a Contract with Helfman Ford for Ford repair parts; and authorizing execution of a Contract with Archer Dodge for Chrysler/Dodge repair parts; and with Finnegan Auto Group through the Interlocal Agreement with Fort Bend County for GM repair parts; III.I) Authorizing High Technology Replacement Purchase in the amount of \$240,401.11 from Dell Computer Corporation and GovConnection through the Texas Department of Information Resources; III.J) Authorizing execution of a Contract in an amount not to exceed \$199,700.00 with Clark Condon Associates for First Colony Park Phase I and II design services; III.K) Authorizing execution of a Contract in an amount not to exceed \$49,108.00 with Halff Associates, Incorporated for Imperial Park design services; III.L) Authorizing execution of a Contract in an amount not to exceed \$46,000.00 with Kelly Kaluza and Associates for site selection study for Ground Water Well Replacement Project; III.M) Authorizing execution of an Intergovernmental Agreement with the Houston Galveston Area Council for Voluntary Mobile Emission Reduction Program; III.N) Ratification of Change Order Number Nine in the amount of \$78,816.00 with E. E. Reed Construction, Limited Partnership for soil replacement services for the Houston Museum of Natural Science at Sugar Land; III.O) Approval of the minutes of the regular meeting of March 17, 2009.

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Schiff*, made a motion to approve the Consent Agenda. The motion carried unanimously.

**GRANTS**

**FEDERAL 2008 ASSISTANCE TO FIREFIGHTERS GRANT**

*Mayor Thompson* introduced consideration on authorizing acceptance of a Grant in the amount of \$69,288.00 from the Federal 2008 Assistance to Firefighters Grant; and authorizing a budget adjustment in the amount of \$69,288.00 to revenue and expenditures; and authorizing match funding in the amount of \$17,322.00.

*Mr. Clay Fenwick, Assistant Fire Chief*, stated the Sugar Land Fire Department was awarded a Federal  
**GRANTS (CONTINUED)**

**FEDERAL 2008 ASSISTANCE TO FIREFIGHTERS GRANT (CONTINUED)**

2008 Assistance to Firefighters Grant which includes three different projects: (1) Replacing Holmotro hydraulic rescue tools that are utilized to extricate personnel out of automobile accidents and other similar rescue situations, (2) Outfitting all emergency response personnel with ANSI approved safety vests, and (3) Equipping all department self-contained breathing apparatus or air packs with waist belt that incorporates ladder safety belt and emergency egress system.

The total amount for all items is \$86,610.00; grant is split with 80 percent funded by the Federal Government (\$69,288.00) and 20 percent by City of Sugar Land (\$17,322.00).

Following a full and complete discussion, *Council Member Schiff*, seconded by *Council Member Olson*, made a motion to approve acceptance of a Grant in the amount of \$69,288.00 from the Federal 2008 Assistance to Firefighters Grant; and authorizing a budget adjustment in the amount of \$69,288.00 to revenue and expenditures; and authorizing match funding in the amount of \$17,322.00. The motion carried unanimously.

**BUREAU OF JUSTICE ASSISTANCE  
BULLETPROOF VEST PARTNERSHIP GRANT**

*Mayor Thompson* introduced authorizing acceptance of a Grant in the amount of \$2,728.00 from the Bureau of Justice Assistance Bulletproof Vest Partnership Grant; and authorizing a budget adjustment in the amount of \$2,728.00 to revenue and expenditures.

*Mr. Scott Schultz, Police Captain*, stated the Bureau of Justice Assistance Bulletproof Vest Partnership Grant was awarded to the City of Sugar Land Police Department and will pay for 50 percent of any bulletproof vests purchased that meet National Institute of Justice (NIJ) standards. The city applied for a bulletproof vest grant in the amount of \$5,456 for replacement of (11) vests. The maximum amount of the grant reimbursement is \$2,728.00. With successful approval of the grant, the 50 percent match was included in the Police Department Fiscal Year 2008/2009 budget.

Following a full and complete discussion, *Council Member Parmer*, seconded by *Council Member Abraham*, made a motion to approve acceptance of a Grant in the amount of \$2,728.00 from the Bureau of Justice Assistance Bulletproof Vest Partnership Grant; and authorizing a budget adjustment in the amount of \$2,728.00 to revenue and expenditures. The motion carried unanimously.

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT**

*Mayor Thompson* introduced authorizing Edward Byrne Memorial Justice Assistance Grant application in the amount of \$51,734.00; authorizing acceptance of Grant award; and authorizing a budget adjustment in the amount of \$51,734.00 to revenue and expenditures.

**GRANTS (CONTINUED)**

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (CONTINUED)**

*Mr. Gary Cox, Police Captain*, stated this grant was made available through the American Recovery and Reinvestment Act of 2009 and was a formula grant based upon criteria that gave maximum amounts to local and state municipalities. The Police Department was notified that this amount was available to the City and was calculated based upon our violent crime rate and the population that was served. The department proposes to use the funds for the purchase of additional license plate recognition cameras. The grant requires specific performance measures, and there are specific areas in which the funding can be allocated; a law enforcement technology program was one of the areas. This will allow Police to expand the license plate recognition program. With this grant, the department can purchase one additional mobile system for a patrol car and one additional fixed system that will be installed in the Town Center area near AMC Theatres to help track information, identify stolen vehicles and individuals with warrants.

Following a full and complete discussion, *Council Member Abraham*, seconded by *Council Member Chaumette*, made a motion to approve Edward Byrne Memorial Justice Assistance Grant application in the amount of \$51,734.00; authorizing acceptance of Grant award; and authorizing a budget adjustment in the amount of \$51,734.00 to revenue and expenditures. The motion carried unanimously.

**RESOLUTION NO. 09-11 – VICTIM COORDINATOR  
AND LIAISON GRANT PROGRAM**

*Mayor Thompson* introduced **CITY OF SUGAR LAND RESOLUTION NO. 09-11** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE CITY TO SUBMIT AN APPLICATION WITH THE OFFICE OF THE ATTORNEY GENERAL FOR THE VICTIM COORDINATOR AND LIAISON GRANT PROGRAM, AND DESIGNATING THE SUGAR LAND CHIEF OF POLICE AS THE AUTHORIZED OFFICIAL FOR THE GRANT; and authorizing a budget adjustment in the amount of \$43,694.00 to revenue and expenditures.

*Mr. Gary Cox, Police Captain*, stated the Sugar Land Police Department has submitted a proposal for the Fiscal Year 2010 and Fiscal Year 2011 Victim Coordinator and Liaison Grant (VCLG). The Crime Victim Services Division of the Office of the State Attorney General sponsors the grant, and purpose of the grant is to fund Victim Assistance Coordinator and Crime Victim Liaison positions. Eligible budget categories include personnel, fringe benefits, professional and consultant services, travel, equipment, supplies, and other direct operating expenses. No match is required. The grant contract period is up to two (2) years from September 1, 2009 through August 31, 2011 subject to and contingent on funding and approval by the OAG. The department has requested funding for a part-time Assistant Victim Liaison who will allocate 100 percent of his/her time to the project goal. Supplies and training are requested to prepare and ensure that the new Assistant Victim Liaison is knowledgeable on victim issues necessary to exceed the project goal and achieve the project outputs and outcomes. If the grant is received, the appropriate revenue and expenditures for the grant will be budgeted in fiscal years 2010 and 2011.

**GRANTS (CONTINUED)**

**RESOLUTION NO. 09-11 – VICTIM COORDINATOR  
AND LIAISON GRANT PROGRAM (CONTINUED)**

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Schiff*, made a motion to approve **CITY OF SUGAR LAND RESOLUTION NO. 09-11** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, AUTHORIZING THE CITY TO SUBMIT AN APPLICATION WITH THE OFFICE OF THE ATTORNEY GENERAL FOR THE VICTIM COORDINATOR AND LIAISON GRANT PROGRAM, AND DESIGNATING THE SUGAR LAND

CHIEF OF POLICE AS THE AUTHORIZED OFFICIAL FOR THE GRANT; and approve a budget adjustment in the amount of \$43,694.00 to revenue and expenditures. The motion carried unanimously.

**CONTRACTS AND AGREEMENTS**

**2009 CIP SIDEWALK REHABILITATION**

*Mayor Thompson* introduced consideration on bid evaluation and authorizing execution of a Contract in the amount of \$500,000.00 with Deep South Construction, Incorporated for 2009 CIP Sidewalk Rehabilitation.

*Mr. Michael Leech, Assistant Public Works Director*, presented a brief overview of past program history, stating sidewalk rehabilitation began in the mid 1990's with an annual budget of \$50,000; in 1998 project budget was \$1,000,000 with project completed in 1999. In 2000-2006 budget was increased to \$125,000 annually. In 2005-2006 the Public Works Department experienced contracting challenges in the field, and in 2006 the service was brought in-house temporarily. In 2007 the city decided to use the technology available, GPS (Global Positioning System) equipment, and hired two interns to bicycle all the sidewalks in the city and identified 3,259 individual failures; information was collected using the GPS handheld device and put into the GIS (Geographic Information System) which helped prioritize repairs with the street department crews. In 2007 and 2008, repairs were based on this data.

In 2008 the CIP Division of Public Works noted an increase in number of bidders for projects which were attributed to a slowdown in TxDOT work and local development slowdown. It was recommended that the budget be increased to \$500,000 which attracted contractors; 20 contractors attended the pre-bid and there were 12 qualified bidders. The 2009 Program will use a three-phase approach for repair methods: (1) Contracted services CIP (remove and replace), (2) In-house rehabilitation (remove and replace), and (3) Contracted shaving (plane away hazard). The repair methods involved the following: Repair locations, repairs will be done subdivision by subdivision, worst repaired first, order is unknown--contractor is "means and methods", will begin somewhere in the areas of Sweetbriar, Colony Bend, Stephens Grant, Lakefield, Lakes of Austin Park. Public Works will bring a Request to Award a Contract back to Council this summer.

Deep South Construction Incorporated was low bidder. Deep South has performed well in completion of several projects for Utilities but has not done traditional paving and sidewalk work for the City. References were checked and Public Works is comfortable in recommending Deep South for this project.

**CONTRACTS AND AGREEMENTS (CONTINUED)**

**2009 CIP SIDEWALK REHABILITATION (CONTINUED)**

Schedule for project: Award contract April 7, 2009; begin construction April 20, 2009; duration of project 7 months.

*Mayor Thompson* inquired if the \$500,000 plus in-house service was adequate to repair all the identified areas within a year; staff stated it would not repair every failure. The plan is to implement the program this year and then re-evaluate all City sidewalk infrastructures which will help determine the need for future year sidewalk rehabilitation projects and help the City assess the allocation and balance of resources between the contracted service and the city internal capacity. Staff could return to Council with additional requests through the Capital Improvement Program.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Schiff*, made a motion to approve bid evaluation and authorizing execution of a Contract in the amount of \$500,000.00 with Deep South Construction, Incorporated for 2009 CIP Sidewalk Rehabilitation. The motion carried unanimously.

**OYSTER CREEK RADAR BASED FLOOD ALERT SYSTEM**

*Mayor Thompson* introduced consideration on authorizing execution of a Contract in an amount not to exceed \$80,000.00 with P. B. Bedient and Associates, Incorporated for development of Oyster Creek Radar Based Flood Alert System.

*Mr. Shashi Kumar, Drainage Engineer*, stated a Radar Based Flood Alert System was developed by Dr. Philip Bedient and his team for the Texas Medical Center and Rice University Campus. Dr. Bedient is a Professor at Rice University and is a renowned expert in the flood alert system and heads a center called SSPEED Center (Severe Storm Prediction, Education and Evacuation from Disaster Center) which is a consortium of public and private companies and educational institutions that focuses on hurricane preparedness, evacuation, and flood alert systems.

After the Council workshop in April 2006, the City Council expressed interest in the system but at the time Staff was in the process of remapping a development of models as part of the FEMA mapping process. This project was delayed but was budgeted in Fiscal Year 2009 assuming that FEMA modeling would be complete. This is a project that is being funded through the CIP (Capital Improvement Program).

The City current "flood alert system" is placed at 16 locations with a rain gauge housed inside which measures rainfall, transmits wireless, is available real-time on the web, relays rainfall and elevation data, and is equipped with a sensor which drops down into the creek. As the water level rises, the level in the creek is measured and data is transmitted real-time. Alarms are relayed to the EOC (Emergency Operations Center) and key Public Works staff. If water level is approaching banks of a channel, an alarm can be triggered that goes to the EOC and key staff personnel. This setup is also used by various other agencies. There are more than 200 similar rain gauges throughout the Fort Bend/Harris County area.

**CONTRACTS AND AGREEMENTS (CONTINUED)**

**OYSTER CREEK RADAR BASED FLOOD ALERT SYSTEM (CONTINUED)**

This valuable data is primarily used for our hydrology and hydraulic analysis to determine the amount of rainfall in our creeks and bayous for use in our CIP projects. This setup is required for the Radar Based Flood Alert System. One inability of the system is to provide lead time warning so that we can plan for emergency response or evacuation. The city's current response system is more reactive than proactive.

The city is pursuing the procurement of a Radar Based FAS (Flood Alert System) which was originally developed for Brays Bayou in 1997 and funded by the Texas Medical Center and Rice University. It was tested during Tropical Storms Frances and Allison. In Tropical Storm Allison, the system was able to give about one hour of lead time warning that an imminent flooding situation was supposed to occur which allowed the Texas Medical Center to operate the flood gates and reduce losses and damage. This is one of the few sophisticated systems in the United States to provide this level of warning.

The goals of a Radar Based FAS are: (1) Increase lead time for flood warning, (2) More accurately predict the rainfall and elevation in creek estimates, (3) Provide real time information updates, and (4) Save lives, route traffic, and aid emergency response.

During a rain event, the system takes the rainfall, computes the flow, predicts how wide the water can reach in a creek or channel, and predicts the area that potentially would flood during the rain event. The system is used by TxDOT as a flood warning mechanism at the Brays Bayou crossing Highway 288. In most instances, the system has been tested many times on the Brays Bayou Watershed and the difference is less than 10 percent; the system is fairly accurate.

This is the same set-up that staff is trying to implement on the Oyster Creek watershed, which has a smaller drainage area and is about 45 square miles versus Brays Bayou which is 100 square miles. Oyster Creek is one of the major drainage channels through the city, and the city needed the set-up of the traditional stations. There are already (5) locations on Oyster Creek; therefore this made an ideal candidate for the Radar Based Flood Alert System. We have inherited the LiDAR data from the FEMA mapping effort and have the models that are required to implement this process on Oyster Creek plus other plans to expand Oyster Creek into other areas as part of the ISWMM project. This would be an excellent tool for our emergency response personnel once it is implemented, tested, and ready for use. The system should be tested upon completion for two or three events to get the level of comfort and accuracy before it is deployed for use by the emergency response personnel.

The contract amount is \$80,000 and the project is funded through CIP DR0901. Development phase would be (9) months. After development, testing would be implemented which is dependent on the number of rainy events that occur. At this time, it is a "Pilot Project" that will be tried on Oyster Creek.

Following a full and complete discussion, ***Council Member Olson***, seconded by ***Council Member Parmer***, made a motion to approve a Contract in an amount not to exceed \$80,000.00 with P. B. Bedient and Associates, Incorporated for development of Oyster Creek Radar Based Flood Alert System. The motion carried unanimously.



**CONTRACTS AND AGREEMENTS (CONTINUED)**

**BRONZE CAST SCULPTURE FOR  
CITY OF SUGAR LAND 50<sup>TH</sup> ANNIVERSARY**

*Mayor Thompson* introduced consideration on authorizing execution of a Contract in the amount of \$30,000.00 with Mr. Joe Kenney, Artist, for a bronze cast sculpture commemorating the City of Sugar Land 50<sup>th</sup> Anniversary.

*Ms. Pat Pollicoff, Communications Director*, stated the concept of a bronze cast sculpture commemorating the City's 50<sup>th</sup> Anniversary was approved in January 2009 and the RFQ was put out on national bid network in February 2009. In March 2009 the city received 5 proposals; the artists and proposals were evaluated and 3 finalists were selected. On March 26 the 50<sup>th</sup> Citizens Committee presented findings on the 3 finalists. Austin artist Joe Kenney was selected and his concept was accepted by the Committee. Completion and installation of the sculpture will be done on time and on budget by December 19, 2009.

Background information on Mr. Kenney includes: Realistic figurative sculpture of historic figures, adults and children and three-dimensional art in educational, religious and public art settings, extensive experience working with public and private clients in a collaborative environment, excellent references. He has studied at the University of Oklahoma and the Loveland Colorado Academy of Fine Arts. Mr. Kenney is a member of the National Sculpture Society, Texas Society of Sculptors, Oklahoma Sculpture Society, Oklahoma Visual Arts Coalition, the Arts and Humanities Council of Tulsa, and the Austin Diocesan Fine Arts Council. Since 2005, 16 pieces of Mr. Kenney's sculptures have been or are scheduled for installations in public, educational, and religious settings. He has had exhibitions of his works in London, New York City, Baltimore, Columbus, Ohio; Tulsa, Austin and other Texas communities.

Mr. Kenney will be doing a relief pedestal on 48" African mahogany base which will be placed in the City Hall Rotunda. There will be six bronze relief panels approximately 19 inches high by 24 inches wide, 3 feet in diameter, 144" perimeter, 6-1/2 feet high, and will represent some of the values and themes of Sugar Land's history and accomplishments: Panel 1 – Imperial Sugar Roots; Panel 2 – Economic History; Panel 3 – Strong Economy; Panel 4 – Community Life; Panel 5 – 50<sup>th</sup> Anniversary; and Panel 6 – City Hall and Town Center.

The city is asking for sponsorships at the following levels and recognitions: Bronze - \$100 to \$999; Silver - \$1000; Gold - \$2500; and Platinum - \$5000. For contributions of \$500 or more, your name will be put on a bronze plaque located either on the sculpture or some place within City Hall. Other recognitions will be placed in ads, City newsletter, on City web site. For those in the higher categories, the recognitions will include commemorative art posters that will be limited editions, plus other items.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Chaumette*, made a motion to approve a Contract in the amount of \$30,000.00 with Mr. Joe Kenney, Artist, for a bronze cast sculpture commemorating the City of Sugar Land 50<sup>th</sup> Anniversary. The motion carried unanimously.

**PUBLIC HEARING**

**CONDITIONAL USE PERMIT FOR FIRST COLONY BIBLE CHAPEL**

*Mayor Thompson* convened the Public Hearing to receive and hear all persons desiring to be heard on a Conditional Use Permit to build a sanctuary 3610 Austin Parkway, First Colony Bible Chapel in the Standard Single Family Residential (R-1) District.

*Ms. Ruth Lohmer, Senior Planner*, presented a brief overview stating that the First Colony Bible Chapel at 3610 Austin Parkway is located in R-1 District at the intersection of Settlers Way Boulevard and Austin Parkway. The existing church is grandfathered and a CUP (Conditional Use Permit) has been requested to build a new sanctuary on site. The proposed new sanctuary would be a dedicated worship space with 286 seats and is not intended to increase worship space but rather to provide for a more traditional space. The existing multi-purpose area that is now used for worship will be used as a gym/fellowship area. No new parking is required as the existing space is sufficient. The property is primarily surrounded by residential on the north, south, and east; on the west is another church across the street.

Considerations included: there are no apparent negative impacts as a result of the expansion; site operates well currently; request not in conflict with Comprehensive Plan; and location is well-suited for church as it is at the intersection of an arterial and a collector.

All requirements for a Public Hearing have been met. Two information-only inquiries were received concerning the Public Hearing. Planning and Zoning Commission recommended approval of the CUP on March 10, 2009 with one condition, that it be constructed in compliance with the Site Plan.

*Mayor Thompson* entertained comments from the public; hearing none the Public Hearing was closed.

**ORDINANCE NO. 1734 – CUP TO BUILD SANCTUARY**

*Mayor Thompson* introduced **FIRST CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1734** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, GRANTING A CONDITIONAL USE PERMIT TO BUILD A SANCTUARY IN THE STANDARD SINGLE-FAMILY RESIDENTIAL (R-1) DISTRICT LOCATED AT 3610 AUSTIN PARKWAY.

*Ms. Ruth Lohmer, Senior Planner*, stated there were no further comments. The applicant, Mr. Mike Levy of First Colony Bible Chapel, was in attendance to answer any questions.

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Jones*, made a motion to pass to second reading **CITY OF SUGAR LAND ORDINANCE NO. 1734** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, GRANTING A CONDITIONAL USE PERMIT TO BUILD A SANCTUARY IN THE STANDARD SINGLE-FAMILY RESIDENTIAL (R-1) DISTRICT LOCATED AT 3610 AUSTIN PARKWAY. The motion carried unanimously.

**RECESS**

*Mayor Thompson* recessed the Regular Meeting, time 7:27 o'clock P.M.

**RECONVENE**

*Mayor Thompson* reconvened the Regular Meeting, time 7:41 o'clock P.M.

**WORKSHOPS**

**CITY OF SUGAR LAND WATER CONSERVATION PLAN  
AND DROUGHT CONTINGENCY PLAN**

*Mayor Thompson* introduced discussion on City of Sugar Land Water Conservation Plan and Drought Contingency Plan.

*Mr. Justin Bower, Water Resources Manager*, stated our Water Conservation has traditionally centered in the City on supply-side efforts that are based on TCEQ/TWDB requirements. Efforts have included: leak detection/loss prevention, meter repair/replacement, conservation education. The structure of our water conservation programming in the City is vertically integrated and includes: (1) the Policy that Council recently passed that set the general guidelines and identified opportunities; (2) the Program that includes the internal work plan; and (3) the Plan, a regulatory document that has to be filed with the TCEQ (Texas Commission on Environmental Quality) and the TWDB (Texas Water Development Board).

The city pursues Water Conservation because it helps us reduce the water demand, helps shave off peak use, reduces conversion volumes, produces cost savings, and is a wiser use of resources. The Water Conservation Policy sets the general goals for City and identifies opportunities to be evaluated as we go forward as potential expansions of our program if proved feasible. The Water Conservation Plan is a regulatory document required by the TCEQ and the TWDB. It has been 5 years since we looked at our Water Conservation Plan; staff has updated the plan to include language indicating that new opportunities are being evaluated. The new Plan addresses potential enhancements to the program, adds the 5 and 10-year goals now required by State, and is based on City Council policy. The goals that are set in the Plan are not currently enforceable by the State. Staff took a conservative approach. The first 5-year goal is a one percent reduction in water loss and one percent savings for conservation. One percent of our annual use is about 50 million gallons. The amounts were doubled for the 10-year goals, two percent reduction in water loss and two percent savings for conservation.

The Drought Contingency Plan is a regulatory document required by the State that focuses on acute shortages. This would be an emergency plan for worst-case scenarios and is based on a set of triggers of production capacity. When the amount of production capacity used increases, it hits a certain amount of triggers, and each trigger has certain actions that accompany it. The first stage is completely voluntary. In the past five years, the City production capacity used has never increased enough to trigger past the first stage. In the old Drought Contingency Plan, the trigger started at 80 percent of capacity and there were no reduction goals for each stage. In the new Plan, staff re-evaluated the triggers, starting at 70 percent. The State required that reduction goals be added to each stage, which allows greater flexibility for the Mayor. The reason for changing the triggers down to 70 percent of capacity is due to the customer base changing; there are more hospitals, more high-rise buildings. If the buffer maintained for fire flow was brought down to 70 percent, this would help ensure that water was there even in the worst-case scenario. Staff re-evaluated the previous triggers that originally started at 80 percent and increased stages at 5 percent, and at that point

**WORKSHOPS (CONTINUED)**

**CITY OF SUGAR LAND WATER CONSERVATION PLAN  
AND DROUGHT CONTINGENCY PLAN (CONTINUED)**

we were maxing out at about 95 percent. Triggers were based on a rolling 5-day average; if reaching 95 percent of the capacity over that 5-day average, you could have peaks above the 95 percent. Water is in constant demand and peaks and slows over the course of a day. Staff brought the capacity trigger down. Even with reducing the triggers, in looking at 5-year averages, only Stage I would have been triggered, which is voluntary. Staff stated it is unlikely that Stage I would be triggered in the next five years.

Stage I: Mild Shortage - Triggered at 70 percent capacity for rolling 5-day period with voluntary reductions for irrigation on even/odd schedule and general call for reductions. Nothing is mandatory at this stage. City operations follow Stage II.

Stage II: Moderate Shortage – Triggered at 75 percent capacity for rolling 5-day period with mandatory restrictions on the following: lawn, property, golf watering, car washes, pool filling, fountains; reduced main flushing and right-of-way irrigation.

Stage III: Severe Shortage - Triggered at 80 percent capacity for rolling 5-day period with irrigation further restricted, no golf course watering (unless alternative source), no main flushing and right-of-way irrigation, no construction use of hydrants.

Stage IV: Critical Shortage – Triggered at 85 percent capacity for rolling 3-day period with no automatic irrigation, drip/hand irrigation further restricted, no car wash/pool filling/fountains, no main flushing and right-of-way irrigation, no new water service.

Stage V: Emergency Shortage – Does not have a capacity trigger; it is an emergency situation based on Mayoral declaration. No non-essential uses (only human consumption, fire flow, and essential facilities). Mayor/designee may allocate water if necessary. This represents worst-case scenario.

***Council Member Parmer*** stated the City has acquired the rights to the water and has the supply of water needed; the trigger is based on production capacity, not the lack of supply. There have been very smart proactive City Councils in the past that could foresee this as a potential problem and ensured that the City acquired the rights to the water. This is currently why City is not worried about the supply.

Staff stated the next steps will include: Receive feedback and revise, present resolution to adopt plans for approval on April 21, 2009; file Plan with Region H and the State, and return to Council on May 5 to present ordinance for the City that will allow staff to enforce the Drought Contingency Plan. Riverstone will have to adopt the Plan as they are now receiving City water; and even though River Park is a separate system, they will be adopting the Plan.

**AMENDMENTS TO WHOLESALE WATER AND  
WASTEWATER RATES CHARGED TO WHOLESALE USERS**

*Mayor Thompson* introduced discussion on amendments to wholesale water and wastewater rates charged to wholesale users.

*Ms. SuEllen Staggs, Director of Utilities*, stated the city has contractual services with ETJ Utility Districts to supply them with water production and wastewater treatment to encourage regionalization and ease of operations after annexation. The city does not provide the full range of City Utility Services, which is similar to a Master MUD District. The city provides wholesale services—water production, wastewater treatment, and regional transmission and collection; City does not provide meter reading, billing, repairs and maintenance, and customer service. To figure the ETJ utility rates, the city looks at our revenue requirements for the services we provide: water and wastewater, then divide revenue requirement by water metered to obtain rate per 1,000 gallons. City bills the District (not their customers) per 1,000 gallons metered through their system, and the District is required to meter the irrigation, flushing, lost water. The city does not have a wastewater averaging within their Districts. They would get charged the full costs for every 1,000 gallons for the wastewater. Rates are established by ordinance. The Districts set their customer rates which would include fees for services that City does not provide.

*Ms. Jennifer Brown, Budget and Research Director*, stated the charges paid by the Utility Districts are covered under the City Code of Ordinances, Section 5-249(b), which was last amended in July 2001. When the city annexed and dissolved Fort Bend MUD 113 in 2005, they were the city's only customer and there has not been a wholesale water customer since that time; rates have not been updated since 2001. Current rates are: \$0.83 per 1000 gallons for water and \$1.37 per 1000 gallons for wastewater.

The Riverstone agreement stipulates that rates are subject to provisions of the Utility Agreement and must be the same rates as imposed on all Districts in the ETJ. Rates must be based on the actual and reasonable cost to serve the District and cannot include any debt service for bonds for initial capital improvements.

The calculation of the revenue requirements results in a cost of service for the entire City for the services that we are providing to the District of \$12.29 million. This is not the cost to provide services to the District; it is the City's total cost for all these services which includes \$5.19 million for water and \$7.10 million for wastewater. Those are broken down between the O&M (Operation and Maintenance) costs which were the services of water production, wastewater treatment, and exclude the meter reading and billing services. There is a debt service component which accounts for a percentage of the debt that the city issued for the lines serving the District and a portion of the overhead allocation which is proportionate based on this percentage of the total utility budget. We took the revenue requirements that were identified, broke them down between water and wastewater, and allocated those out based on the 4.98 billion gallons in water production that the city had in Fiscal Year 2008 and come up with a cost per 1000 gallons of \$1.04 for water and \$1.43 for wastewater based on the revenue requirement.

The ETJ Utility rates include a \$0.21 increase on the water (25 percent increase) and a \$0.06 increase on the wastewater (4 percent increase); this works out to a total of \$0.27 increase over the current rates. These rates have not been adjusted since 2001. Comparing that to the increase on the City customer side, water rates have been increased 19 percent, wastewater 40 percent, for a net of 32 percent increase. This does not include surface water fees that are currently being charged.

**WORKSHOPS (CONTINUED)**

**AMENDMENTS TO WHOLESALE WATER AND  
WASTEWATER RATES CHARGED TO WHOLESALE USERS (CONTINUED)**

Under the Riverstone Utility agreement, the development agrees to be part of the city Groundwater Reduction Plan (GRP). The utility agreement allows for effluent reuse from the South Wastewater Treatment Plant with no pumpage fees imposed under the city GRP. There is no reuse system currently in place; at this time they will be paying surface water or pumpage fees for the water they take under this wholesale rate.

ETJ Utility Services, surface water fees: Water demand is included in the city GRP because at this point they are a City customer. City rates are based on metered water not water production. The city currently charges \$0.27 per 1000 gallon fee to our customers that would be applied to the wholesale customers, and Council's standard up to this point has been a 20 percent out-of-city service charge. Staff recommends applying that 20 percent out-of-city fee to the \$0.27 for a \$0.32 surface water fee for the ETJ MUDs.

The draft ordinance proposes: (1) Setting the Water rates at \$1.04 per 1000 gallons of metered water; (2) Wastewater rates at \$1.43; and (3) Surface Water fees at \$0.32 per 1000 gallons of metered water. Staff stated that this would be charged against all of their consumption. There would be no winter averaging with their usage. There is a provision in the ordinance that states the metered volume of reclaimed water produced and used by the District will be deducted from the metered volume used to determine the Surface water fee.

If Council is in agreement with the amendments to wholesale water and wastewater rates for wholesale users, next steps would include: Sending letter to Fort Bend MUD No. 128, the District that is currently taking water from our system. Rates are effective 60 days after notice. First Reading would be April 21, Second Reading on May 5, and new rates effective with the June billing to MUD No. 128.

**CITY COUNCIL CITY MANAGER REPORTS**

**CITY COUNCIL REPORTS**

*Mayor Thompson* introduced Community Events Attended or Scheduled.

*Council Member Parmer* reported attending the 51<sup>st</sup> Opening Day of Sugar Land Little League which was a great community event; The Relay for Life for the American Cancer Society was held and was a very emotional event; the EGGstravaganza was held on a beautiful day with thousands of people attending and it was another great community event.

*Council Member Chaumette* reported the Telfair Charities Walk benefitting 13 non-profits in Fort Bend County was held with over 400 participants; ARC held a celebration in Town Center which was well-attended; and attended the Transportation Policy Council meeting on 2008 transportation projects and 2010 TIP; and traveled to Austin to hear several cities and counties speak on House Bill 700.



**CITY COUNCIL CITY MANAGER REPORTS (CONTINUED)**

**CITY COUNCIL REPORTS (CONTINUED)**

*Council Member Schiff* reported attending the Fort Bend County Mayor and Council Association meeting where an update was provided on Congressman Pete Olson's first 90 days in office; reported on the University Bridge over Ditch H and recognized the Telfair community for funding the bridge and their effective cooperation and prompt responsiveness to getting the project accomplished.

*Council Member Abraham* reported attending the Eldridge Park Eggstravaganza and Keep Sugar Land Beautiful event; TML Regional 14 meeting with Robert Eckels as a speaker.

*Council Member Jones* reported attending the Child Advocates of Fort Bend event, The Point of Light ceremony, with several hundred participants and Congressman Olson as the emcee; a proclamation from City Council was presented announcing April as Child Abuse Prevention Month.

**CITY MANAGER REPORT**

*City Manager Bogard* reported Sugar Land Regional Airport was recognized as the Number One rated FBO (Fixed Base Operations) Airport in the Americas. This rating is made by AIN and included an FBO survey that accesses clientele to seek survey data; 2,661 completed surveys were received, which was 700 more than the prior year. Sugar Land took first place over an FBO Airport that has held the position for the last (5) years. The airport is having their second Citizens Academy Graduation on Thursday, April 9, at 6:00 p.m. at the airport. City offices will be closed on Good Friday, April 10. The Concert in the Park series will begin on Sunday, April 19, at 5:00 p.m. at Oyster Creek Park.

*Mr. Steve Griffith, Interim Assistant City Manager*, introduced Mr. Juan J. (J.J.) Adame, who was appointed Acting Fire Chief for the City of Sugar Land. Mr. Adame brings 20 years of fire chief experience from the City of Austin and City of Corpus Christi where he served in this capacity. His exemplary credentials include Bachelor and Master Degrees from Texas A&M University, certificates in Master Fire Fighter, Fire Office I, Fire Inspector, Arson Investigator and Instructor, as well as advanced certificate from the Texas Commission on Law Enforcement Officer Standards and Education and is a certified basic Emergency Medical Technician. Mr. Adame's primary focus for the next year is development of leadership in the Sugar Land Fire Department; the City is honored to have him working with the City.

**ADJOURN**

There, being no further business to come before Council, *Council Member Olson*, seconded by *Council Member Schiff*, moved that the meeting adjourn. The motion carried unanimously and the meeting adjourned, time at 8:20 o'clock P.M.

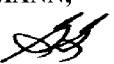
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Glenda Gundermann, City Secretary

(SEAL)

# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	<b>AUGUST 18, 2009</b>	<b>AGENDA REQUEST NO:</b>	<b>III-L</b>
<b>INITIATED BY:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>CITY SECRETARY</b>
<b>PRESENTED BY:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b>	<b>DEPARTMENT HEAD:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b> 
		<b>ADDITIONAL DEPARTMENT. HEAD (S):</b>	<b>N/A</b>
<b>SUBJECT / PROCEEDING:</b>	<b>MINUTES CITY COUNCIL MEETING AUGUST 04, 2009 APPROVE MINUTES</b>		
<b>EXHIBITS:</b>	<b>MINUTES AUGUST 04, 2009</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>N/A</b>	<b>EXECUTIVE DIRECTOR:</b>	<b>N/A</b>
<b>PURCHASING:</b>	<b>N/A</b>	<b>ASST. CITY MANAGER:</b>	<b>N/A</b>
<b>BUDGET:</b>	<b>N/A</b>	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>N/A</b>	
<b>CURRENT BUDGET: \$</b>		<b>N/A</b>	
<b>ADDITIONAL FUNDING: \$</b>		<b>N/A</b>	
<b>RECOMMENDED ACTION</b>			
Approve the minutes of the City Council meeting August 04, 2009.			

## EXHIBITS

STATE OF TEXAS                   §  
COUNTY OF FORT BEND       §  
CITY OF SUGAR LAND         §

**CITY OF SUGAR LAND**  
**CITY COUNCIL REGULAR MEETING**  
**TUESDAY, AUGUST 04, 2009**

### **REGULAR MEETING**

The City Council of the City of Sugar Land convened in a regular meeting open to the public and pursuant to notice thereof duly given in accordance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated, as amended, in Sugar Land City Hall within said City on Tuesday, August 04, 2009 at 5:41 o'clock P.M. and the roll was called of the members; to wit:

James A. Thompson, Mayor  
Thomas Abraham, Council Member at Large, Position One  
Jacqueline Baly Chaumette, Council Member at Large, Position Two  
Donald L. Smithers, Council Member District One  
Donald G. Olson, Council Member District Two  
Russell C. Jones, Council Member District Three  
Michael S. Schiff, Council Member District Four

### **QUORUM PRESENT**

All of said members were present.

Also present were:  
Allen Bogard, City Manager  
Glenda Gundermann, City Secretary  
Joe Morris, City Attorney, and  
A Number of Visitors

### **CONVENE MEETING**

*Mayor James Thompson* convened the session, open to the public, to order at 5:45 o'clock P.M.

### **INVOCATION**

*Council Member Schiff* delivered the invocation.

**PLEDGE OF ALLEGIANCE**

*Council Member Schiff* led the pledge of allegiance to the Flag of the United States of America.

**PUBLIC COMMENT**

*Mayor Thompson* introduced Public Comment and entertained registered speakers. There were no public comments.

**REVIEW OF CONSENT AGENDA**

*Mayor Thompson* introduced Review of the Consent Agenda and entertained questions and/or comments.

**CONSENT AGENDA**

*Mayor Thompson* introduced III.A) Approval of the Community Development Block Grant 5-Year Consolidated Plan for Program Years 2009-2013 and Program Year 2009 Annual Action Plan; III.B) Authorizing execution of an Interlocal Agreement by and between the City of Sugar Land and the City of Pasadena to extend pricing with Brazos Technology, Incorporated for purchase of Mobile Electronic Summons and Traffic Ticket System; III.C) Authorizing execution of a Performance Agreement by and between the City of Sugar Land, Texas, eTail Direct, LLC, and DSW Shoe Warehouse, Incorporated for economic incentive funds; III.D) Authorizing execution of an Amended and Restated Performance Agreement by and between the City of Sugar Land, Aldi, Incorporated, Aldi Texas, LLC, and Aldi Investments, LLC for economic incentive funds; III.E) Authorizing Payment in the amount of \$113,492.74 to TFR Enterprises, Incorporated for Hurricane Ike debris removal services; III.F) Authorizing execution of a Contract in an amount not to exceed \$296,118.72 with Dahill, a Xerox Company, through the Texas Procurement and Support Services Division Cooperative Purchasing Program for photocopier lease for the period September 01, 2009, through August 31, 2013; III.G) Authorizing one-year Renewal of Microsoft Enterprise Agreement in the amount of \$147,003.00 with SHI Government Solutions, Incorporated for product licenses and maintenance; III.H) Authorizing execution of a Contract in the amount of \$88,132.22 with Windstream Communications for Phase I VoIP and voice mail system conversion for Police and Municipal Court Building; III.I) Authorizing execution of a Contract in an amount not to exceed \$39,700.00 with Johnston, LLC for engineering services for design of Sugar Creek Market Place, Lombardy, and Seventh Street lift stations rehabilitation reconstruction; III.J) Authorizing execution of a Contract in an amount not to exceed \$47,000.00 with Huitt-Zollars, Incorporated for engineering services for design of Sugar Creek Water Plant Distribution Main upgrade; III.K) Authorizing Purchase in the amount of \$25,450.00 from ELSAG North America for one mobile license plate recognition camera; III.L) Approval of the minutes of the regular meeting of July 21, 2009.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Chaumette*, made a motion to approve the Consent Agenda. The motion carried unanimously.

**CONTRACTS AND AGREEMENTS**

**SPERA PHARMACEUTICALS, INCORPORATED  
TAX ABATEMENT AGREEMENT AND NAME CHANGE**

*Mayor Thompson* introduced consideration on authorizing execution of Amendment No. 1 to the Tax Abatement Agreement by and between the City of Sugar Land and Spera Pharmaceuticals, Incorporated to extend construction completion to July 01, 2010, and authorizing name change to SPIRRA Pharmaceuticals, Incorporated.

*Ms. Regina Morales, Director of Economic Development*, stated City Council approved a tax abatement agreement with Spera Pharmaceuticals, Incorporated in February 2009. The tax abatement incentive was extended for a proposed medical products' corporate headquarters, research and development, compounding and distribution facility. Spera Pharmaceuticals will be constructing a new 30,000 square foot facility to be located on West Park One Drive in the Sugar Land Business Park. Impact of the proposed facility: 10 retained jobs, 25 new jobs, average salary-\$90,000 before benefits, real and personal property \$7 million.

The approved tax abatement is for 50 percent over ten years on new improvements for real and personal property. Spera Pharmaceuticals has formally requested that the city consider (2) revisions to the tax abatement agreement. (1) They are requesting that the agreement reflect the name change to SPIRRA Pharmaceuticals, Incorporated due to a review by the United States Patent and Trademark Office (USPTO) and USPTO's request to change the name. (2) The planning and approval process has taken longer than Spera had originally budgeted in their construction time line; they are requesting that the city extend the construction completion from January 1, 2010 to July 1, 2010. The tax abatement schedule will remain the same beginning in 2010 and ending in 2019. On January 1, 2010, they would only receive abatement on the partial value of the facility at that time.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Chaumette*, made a motion to approve execution of Amendment No. 1 to the Tax Abatement Agreement by and between the City of Sugar Land and Spera Pharmaceuticals, Incorporated to extend construction completion to July 01, 2010, and authorizing name change to SPIRRA Pharmaceuticals, Incorporated. The motion carried unanimously.

**CENTERPOINT ENERGY – SALES AGREEMENT**

*Mayor Thompson* introduced consideration on authorizing execution of a Sales Agreement with CenterPoint Energy in the amount of \$115,702.00 for purchase of street light poles for U.S. 90A; and authorizing a budget amendment in the amount of \$115,702.00.

*Mr. Mike Leech, Assistant Public Works Director*, stated in 1998, the city purchased the streetlight poles that were on U.S. 90A at a cost of \$290,000. When infrastructure is purchased from CenterPoint Energy, their agreements are structured as follows: The City pays only a pro rata share of the capital outlay that they put out to procure the poles, and they make up the remaining balance over time in the monthly electric bills that City pays for the poles. In the TxDOT agreement regarding the 90A reconstruction, a clause was included that stated if TxDOT changes U.S. 90A, which they presently have, TxDOT would reimburse the



**CONTRACTS AND AGREEMENTS (CONTINUED)**

**CENTERPOINT ENERGY – SALES AGREEMENT (CONTINUED)**

city for removal, storage, and reinstallation of the streetlight poles. In 2006, the poles were removed and stored at CenterPoint's facility on West Bellfort at a cost of \$19,000.

During the construction of 90A, a debate began that centered on the National Electric Code (NEC) standard and the National Electric Safety Code (NESC) standard. A TxDOT employee was electrocuted while inspecting a light in the metroplex area. The light was installed in accordance with a standard that TxDOT had not previously enforced; TxDOT then elected to enforce a standard that had previously been unenforced. TxDOT will not allow streetlights unless they are installed in accordance with the NEC. All utility companies in Texas, including CenterPoint, use the NESC and will not change to NEC.

Based on conversations with TxDOT and CenterPoint, the matter remains unresolved. Staff began evaluating lighting options for U.S. 90A. The most cost effective option was to purchase the poles again from CenterPoint Energy, reinstall them, and make a private lighting system ourselves, as the city will be responsible for operation and maintenance. City staff worked with CenterPoint who quoted us a price of \$115,702 which represents the remainder of the capital outlay that they put forth to procure the poles.

For construction projects, TxDOT requires plans and specifications (PS&E package), and wanted the system designed in accordance with the National Electric Code, their standard. Staff looked at energy efficient lighting options; LED, induction; however, technology is not yet ready for large areas of right-of-way such as 90A applications. Supplemental lighting options were explored, but after an engineering analysis, staff determined that the lights on 90A that will be installed will provide adequate lighting for the roadways.

The next project for U.S. 90A will be a Hike & Bike Trail along the northern part, which has not yet been scheduled. Staff recommends exploring the supplemental lighting options when the hike and bike trail segment is planned and built.

Next steps include purchasing the poles, award construction contract in September 2009, construct and energize in October, coordinate with 90A landscape contract, and request TxDOT reimbursement.

Following a full and complete discussion, *Council Member Schiff*, seconded by *Council Member Smithers*, made a motion to approve execution of a Sales Agreement with CenterPoint Energy in the amount of \$115,702.00 for purchase of street light poles for U.S. 90A; and authorizing a budget amendment in the amount of \$115,702.00. The motion carried unanimously.

**FIRE STATION NO. 7 DESIGN SERVICES**

*Mayor Thompson* introduced consideration on authorizing execution of a Contract in an amount not to exceed \$281,930.00 with Brown Reynolds Watford Architects, Incorporated for Fire Station No. 7 design services.

**CONTRACTS AND AGREEMENTS (CONTINUED)**

**FIRE STATION NO. 7 DESIGN SERVICES (CONTINUED)**

*Mr. Chris Steubing, City Engineer*, presented an overview stating on December 18, 2007, City Council approved purchase of a 1.75-acre site at the northeast corner of New Territory Boulevard and Chatham in the Telfair subdivision for the construction of Fire Station No.7 in order to meet the fire emergency needs resulting from expansion of neighborhoods around Telfair and New Territory. Construction of Fire Station No.7 will comply with the Strategic Partnership Agreement (SPA) between City and all of the New Territory Municipal Utility Districts (MUDs) which was approved on November 6, 2007. All New Territory MUDs, in compliance with the SPA, held and passed a joint Fire Plan election on May 9, 2009. The SPA requires all Districts to contribute 40 percent or a maximum of \$1,280,000 to the construction cost.

The SPA obligates the City to commence the design of the proposed fire station within three (3) months following date of the Districts' canvassing of May 9<sup>th</sup> returns of the Fire Plan election. Construction must also commence within 15 months of the canvassing date, or August 2010. Ninety (90) days prior to issuing the contractor's Notice to Proceed with construction, the City must provide the Districts a cost summary reflecting estimated capital cost of the Fire Station. Districts are to submit payment within 60 days from date of receipt of Notice to Proceed.

Scope includes designing a fire station of approximately 8,000 square feet with two apparatus bays and ability to expand, accommodations for one crew of five members with expandability to house two crews, living quarters for full build-out of station, signal modifications for preemption of emergency egress, and LEED (Leadership in Energy and Environmental Design) certification as part of the ARRA (American Recovery and Reinvestment Act) Grant. The grant application has been submitted; that element of the contract will not be started unless notification is received for approval of the grant. The LEED certification process, approximately \$46,000, has been included in this contract.

The consultant, Brown Reynolds Watford Architects, Incorporated was selected by the RFQ process. Design is anticipated to take 8-10 months; construction schedule is one year.

*Mayor Thompson* inquired regarding the LEED certification and options with or without the grant. Staff stated many of the elements were programmed into the initial design, if Council so chooses, the project can proceed forward, keeping open the options relative to the certification.

*Council Member Olson* suggested reviewing a breakdown of the certification costs versus building a LEED type building that has the efficiencies which should be built into all projects, and at a later time make a decision on whether to proceed with the certification.

Following a full and complete discussion, *Council Member Smithers*, seconded by *Council Member Olson*, made a motion to approve execution of a Contract in an amount not to exceed \$281,930.00 with Brown Reynolds Watford Architects, Incorporated for Fire Station No. 7 design services. The motion carried unanimously.

**CONTRACTS AND AGREEMENTS (CONTINUED)**

**REHABILITATION OF THREE AMIL GATES**

*Mayor Thompson* introduced bid evaluation and authorizing execution of a Contract in an amount not to exceed \$366,500.00 with NBG Constructors, Incorporated for rehabilitation of three Amil Gates.

*Mr. Mike Hobbs, Director of Public Works*, stated the Amil Gates were constructed in the 1970's and are located on Brooks Lake; the gates are the largest of their kind in the United States. The drainage structure consists of three automatic level control gates that maintain constant upstream water levels in Oyster Creek and the lakes that tie into Oyster Creek during normal conditions. During flooding conditions, these gates facilitate flow diversion to Ditch H. There is currently some leakage at the gates although it is under the total allowable rate per manufacturer specifications.

The gates have never been rehabilitated offsite. In April 2006, the gate manufacturer assessed the condition of the gates. This rehabilitation project is necessitated by the need to address deficiencies identified in that assessment.

The project will require that the gates be rehabilitated one at a time. Stop logs will be set in place to hold back the water while each gate is removed. The gates will be sandblasted to near white condition and any needed welding and patching will be performed before gates are recoated. After recoating is completed, gates will be set back in place and adjusted to operate properly. Alternate bid items included sand blasting and recoating the stop logs and other support structures at the gate site as well as replacing the security fencing as needed.

NBG Constructors, Incorporated submitted low bid for the project and is a civil contractor that has successfully completed projects for the city. The project has a 120-day calendar contract. Weather conditions will be monitored so that there will be no risks involved; the stop logs can be mechanically opened to perform as designed.

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Olson*, made a motion to approve bid evaluation and authorizing execution of a Contract in an amount not to exceed \$366,500.00 with NBG Constructors, Incorporated for rehabilitation of three Amil Gates. The motion carried unanimously.

**PUBLIC HEARING**

**REQUEST FOR CUP FOR PRIVATE SCHOOL**

*Mayor Thompson* convened the Public Hearing to receive and hear all persons desiring to be heard on a request for a Conditional Use Permit for a private school to be located at 16035 Lexington Boulevard at the southeast corner of the intersection of Lexington and Cordes Drive in the General Business (B-2) District.

*Mr. Harold Ellis, Planner II*, stated Trent Internationale is requesting a Conditional Use Permit to expand their existing school to a new site; zoning at the new site is B-2 General Business which requires a CUP for schools. It is located near the southeast corner of Highway 6 and Lexington.

**PUBLIC HEARING (CONTINUED)**

**REQUEST FOR CUP FOR PRIVATE SCHOOL (CONTINUED)**

Trent Internationale currently operates at 2555 Cordes Drive. The school includes Pre-K through high school, and proposed expansion for new site will include middle and high school classes, athletics and special functions, and administrative activities. Student enrollment is maximum 125 at the new site, and TIA (Traffic Impact Analysis) indicated minimal traffic impact. Traffic queuing is onsite and not blocking any public streets.

A public hearing was held at the Planning and Zoning Commission meeting on June 25. Commission discussion focused on traffic circulation and the potential for students crossing between existing school and the new site. Planning and Zoning Commission unanimously recommended approval on July 14 with 3 conditions: (1) Traffic queuing plan attached to ordinance, (2) Site plan attached to ordinance, and (3) Maximum enrollment of 125 students. All requirements for the Public Hearing have been met.

*Ms. Kurslyn Massey of Trent Internationale Schools* stated the school was founded in 1993 and has Pre-K through 12<sup>th</sup> grade levels. There is an individualized international curriculum above grade level, visual/performing arts, athletics, and after school programs and clubs are offered. The school is a nationally accredited member of CIS and NIPSA, and offers students a nurturing environment with advanced college level courses and introductory courses in Pre-Med, Pre-Law, and Engineering. Special events, administrative meetings, staff development sessions, athletics department, student counseling services, and parent resource center will be housed in the new facility.

*Ms. Reeya Raman, Founder Trent Internationale School*, stated the elementary school was started more than sixteen years ago to extend her system of teaching beyond the classroom. In 1999 when her first students reached middle school, she expanded the curriculum because parents did not want to send their children anywhere else. In 2008 a middle school student asked if she would add high school even if there was only one student. Ms. Raman stated that she wanted the opportunity to fulfill the dream of having a unique school for all students.

*Ms. Daneh Morales, 8114 Lauren Way, Sugar Land*, stated her 8<sup>th</sup> grade daughter has absolutely thrived at the Trent Internationale School and requested that the CUP be approved.

*Ms. Veronica Hernandez, 5103 Cypress Springs, Missouri City*, stated her 11-year old son has attended Trent Internationale School since the 2<sup>nd</sup> grade and requested that the CUP be approved so he may attend high school at Trent and continue his learning opportunities.

*Mr. James Cole, Ennis Lane*, stated he is negotiating with the school to bring computer training programs to Trent and a GED program to add more opportunities and options to the program.

Hearing no further comments, *Mayor Thompson* closed the Public Hearing.

**PUBLIC HEARING (CONTINUED)**

**ORDINANCE NO. 1746 – CUP TO OPERATE PRIVATE SCHOOL**

*Mayor Thompson* introduced **FIRST CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1746** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, GRANTING A CONDITIONAL USE PERMIT TO OPERATE A PRIVATE SCHOOL LOCATED IN A GENERAL BUSINESS (B-2) ZONING DISTRICT.

*Mr. Harold Ellis, Planner II*, stated there were no further comments.

*Council Member Schiff* inquired as to adequate parking on the site for the additional students assuming they will be allowed to drive, and if the traffic queue would extend out onto Lexington Boulevard as they line up around Cordes Drive.

Staff stated the school is required to have 24 parking spaces onsite per the Development Code, and they have 124. Concerning vehicles stacking up on Lexington Boulevard during traffic queues, Cordes Drive is a horseshoe; the traffic queue will line up coming into Cordes Drive from one direction, proceed around the horseshoe, and exit on the opposite end of Cordes to ensure there is no stacking up on Lexington. Staff stated that this was Engineering's opinion also.

*Council Member Abraham* inquired as to school zone signs on Cordes Drive. Staff indicated he was unsure as Trent is a private school, but that staff would determine if school zone signs are a requirement.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Chaumette*, made a motion to pass to second reading **CITY OF SUGAR LAND ORDINANCE NO. 1746** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, GRANTING A CONDITIONAL USE PERMIT TO OPERATE A PRIVATE SCHOOL LOCATED IN A GENERAL BUSINESS (B-2) ZONING DISTRICT. The motion carried unanimously.

**PUBLIC HEARING**

**REQUEST FOR PERMANENT ZONING OF 0.576 ACRES**

*Mayor Thompson* convened the Public Hearing to receive and hear all persons desiring to be heard on a request for permanent zoning of 0.576 acres located adjacent to 1716 Dulles Avenue, including 0.1936 acres of CenterPoint utility easement, from Standard Single-Family Residential (R-1) to Neighborhood Business (B-1).

*Mr. Harold Ellis, Planner II*, stated the applicant is requesting a rezoning to Neighborhood Business (B-1). If approved, the rezoning would be in compliance with the city Land Use Plan.

Staff presented a case overview indicating there are two pieces of land involved, with two owners. One is a dental/insurance office of .38 acres; the other is First Colony Community Association land with CenterPoint Energy power easement, no structures, of .19 acres. In 2008 a parking lot expansion was proposed for the FCCA portion of land; research discovered existing businesses and FCCA land were zoned R-1, inaccurately

**PUBLIC HEARING (CONTINUED)**

**REQUEST FOR PERMANENT ZONING OF 0.576 ACRES (CONTINUED)**

during annexation. The annexation was part of a large-scale MUD annexation in 1997.

The zoning will be an extension of existing zoning with no apparent negative impacts and will bring legally non-conforming land into zoning compliance. The land within the CenterPoint easement is limited in terms of future development.

The Planning and Zoning Commission held a Public Hearing on July 14, 2009, and no members of the public spoke. Discussion focused on legal descriptions and acreages of the two sites, the Commission did not express any negative concerns with the rezoning and unanimously recommended approval on July 23.

*Mayor Thompson* entertained comments from the public; hearing none the Public Hearing was closed.

**ORDINANCE NO. 1747 – CHANGE OF ZONING FOR 0.576 ACRES**

*Mayor Thompson* introduced **FIRST CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1747** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, PROVIDING FOR A CHANGE OF ZONING FROM STANDARD SINGLE-FAMILY RESIDENTIAL (R-1) ZONING DISTRICT TO NEIGHBORHOOD BUSINESS (B-1) ZONING DISTRICT FOR APPROXIMATELY 0.57 ACRES OF LAND LOCATED AT AND ADJACENT TO 1716 DULLES AVENUE.

*Mr. Harold Ellis, Planner II*, stated there were no further comments.

Following a full and complete discussion, *Council Member Jones*, seconded by *Council Member Olson*, made a motion to pass to second reading **CITY OF SUGAR LAND ORDINANCE NO. 1747** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, PROVIDING FOR A CHANGE OF ZONING FROM STANDARD SINGLE-FAMILY RESIDENTIAL (R- 1) ZONING DISTRICT TO NEIGHBORHOOD BUSINESS (B-1) ZONING DISTRICT FOR APPROXIMATELY 0.57 ACRES OF LAND LOCATED AT AND ADJACENT TO 1716 DULLES AVENUE. The motion carried unanimously.

**ORDINANCES AND RESOLUTIONS**

**ORDINANCE NO. 1748 – ESTABLISHING SPEED ZONES**

*Mayor Thompson* introduced **FIRST CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1748** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 5 (PUBLIC PROPERTY AND SERVICES) OF THE CODE OF ORDINANCES BY ESTABLISHING SPEED ZONES FOR U.S. HIGHWAY 59 FRONTAGE ROADS FROM STATE HIGHWAY 6 TO STATE HIGHWAY 99; AND PROVIDING PENALTIES FOR VIOLATIONS OF THE ORDINANCE.

**ORDINANCES AND RESOLUTIONS (CONTINUED)**

**ORDINANCE NO. 1748 – ESTABLISHING SPEED ZONES (CONTINUED)**

*Mr. David Worley, Assistant Public Works Director*, stated Texas Department of Transportation (TxDOT) in June 2009 completed a speed zone study along U.S. 59 frontage roads that includes the newly completed segment from S.H. 6 to south of S.H. 99 within the City of Sugar Land. The speed study was conducted in accordance with the 2006 TxDOT Procedures for Establishing Speed Zones Manual. When TxDOT creates a new speed limit or changes an existing speed limit on a portion of a state roadway within the City limits, a request is made to the City to amend the existing speed zone ordinance and adopt the recommended speeds. Public Works concurs with the TxDOT recommendation to post the speed limit at 50 mph. The stated ordinance amends the respective speed limit.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Abraham*, made a motion to pass to second reading **CITY OF SUGAR LAND ORDINANCE NO. 1748** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 5 (PUBLIC PROPERTY AND SERVICES) OF THE CODE OF ORDINANCES BY ESTABLISHING SPEED ZONES FOR U.S. HIGHWAY 59 FRONTAGE ROADS FROM STATE HIGHWAY 6 TO STATE HIGHWAY 99; AND PROVIDING PENALTIES FOR VIOLATIONS OF THE ORDINANCE. The motion carried unanimously.

**ORDINANCE NO. 1750 – AMENDING CODE OF ORDINANCES  
RELATING TO BOARDS AND COMMISSIONS**

*Mayor Thompson* introduced **FIRST CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1750** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER TWO OF THE CODE OF ORDINANCES RELATING TO BOARDS AND COMMISSIONS.

*Ms. Glenda Gundermann, City Secretary*, stated Ordinance No. 1750 provides that all boards, commissions, chairs and vice-chairs serve a one-year term; that the City Council appoints members, chairs and vice-chairs to the Planning and Zoning Commission, Zoning Board of Adjustment, and the Building Standards Commission; and that the Mayor appoints the chair of all other boards, subject to approval of the City Council.

For clarification purposes, no changes have been made to the two advisory boards; appointments remain as currently stated in the ordinance: Animal Advisory, City Council appoints members; Parks and Recreation Advisory, each member of the City Council appoints one member, subject to approval of the City Council.

*Council Member Chaumette* stated City Council has had an effective appointment process in place, and that good revisions have been made to the application process, and reiterated that she is opposed to the changes regarding the appointment process for the three decision-making boards, and would be voting against the amending ordinance.

**ORDINANCE NO. 1750 – AMENDING CODE OF ORDINANCES  
RELATING TO BOARDS AND COMMISSIONS (CONTINUED)**

Following a full and complete discussion, *Council Member Jones*, seconded by *Council Member Olson*, made a motion to pass to second reading **CITY OF SUGAR LAND ORDINANCE NO. 1750** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER TWO OF THE CODE OF ORDINANCES RELATING TO BOARDS AND COMMISSIONS. The motion carried by a vote of 6-1 with *Council Member Chaumette* voting Nea.

**RECESS MEETING**

*Mayor Thompson* recessed the Regular Meeting, time 6:40 o'clock P.M.

**RECONVENE MEETING**

*Mayor Thompson* reconvened the Regular Meeting, time 6:50 o'clock P.M.

**WORKSHOP**

**FISCAL YEAR 2009 STRATEGIC PROJECT INITIATIVE  
PARKS AND RECREATION FOUNDATION**

*Mayor Thompson* introduced discussion on Fiscal Year 2009 Strategic Project initiative to establish a Parks and Recreation Foundation.

*Mr. Jim Browne, Director of Parks and Recreation*, stated City Council approved the PROS (Parks and Recreation Open Space) Master Plan that includes establishment of a tax-exempt, non-profit organization which could fund capital projects through fundraising, endowments, other mechanisms; and establishes Friends' associations to raise money for a single focus purpose such as memorials, specific parks, and public art. The Memorializing Task Force which worked on the memorializing project for Sugar Land Memorial Park recommended pursuing the possibility of establishing a foundation.

The Fiscal Year 2009 Strategic Project addresses the same mission and vision as identified in the PROS Master Plan. Objectives of Strategic Project include: Researching preferred structure, scope and purpose of foundation and present findings to City Council for consideration. Additional benefits of a foundation include opportunities to grow "civic pride"--building community; retain the "untapped wealth" of community in Sugar Land, create a significant funding resource, and provide "planned giving" opportunities. The proposal for a foundation is based on solicitation of significant funds versus "retail fundraising". Staff is proposing a concept that is more directed toward being a repository for bequeathals, trusts, corporate giving, non-profit grants, and Foundation to Foundation giving.

Staff presented foundation options: Option (1) Parks and Recreation Foundation; Option (2) Community Foundation; and Option (3) "Hybrid" Foundation focused on Parks and Civic Services.



**WORKSHOP (CONTINUED)**

**FISCAL YEAR 2009 STRATEGIC PROJECT INITIATIVE  
PARKS AND RECREATION FOUNDATION (CONTINUED)**

(1) Parks and Recreation Foundations--have a long history with 61 in the State of Texas and with the mission to achieve premier citywide system of parks sustainable throughout the 21<sup>st</sup> century by: securing and administering private funds to enhance and maintain parks throughout cities; promoting increased public funding for their park system as a whole; increasing community stewardship and support of all parks in their city. They are typically stand-alone entities separate from the city or Parks and Recreation Departments; several employ paid staff but most do not, and have a self generating Board of Directors. Typically the Parks and Recreation staff serves as non-voting liaisons or in ex-officio positions of the foundation to provide technical advice.

Advantages include: Augments City funding and provides a source of non-tax dollars to fund projects that may, be of specific interest to the citizens, "Friends of Brazos River Park", public art in parks and public spaces, memorializing Task Force projects, cultural programs/events, and similar projects to the Justin P. Brindley Trail in which citizens want to contribute and donate to the Parks system. Other advantages include: Allows corporations and civic leaders to contribute to parks through agency representing their desires, and increases confidence level that gifts will be used for specified purpose. Donations to the city are tax exempt, but donors prefer to give to a foundation as opposed to giving to a government. Foundations can apply for non-profit grants in which governments are not eligible to apply. Parks and Recreation Foundations can be a catalyst for increased volunteerism and stakeholder development, can support festivals and special events or cultural programs, and can hold land donations in "trust" for granting purposes.

Disadvantages include: Having a single purpose focus and does not address other donation opportunities in the city or community.

(2) Community Foundation--serves a specified geographic area. Grant-making policies serve broad charitable purposes and typically function as an "endowment" fund to support charitable activities; directs efforts to raising a permanent charitable endowment consisting of an aggregation of funds; has a governing board representing the broad public interests.

Advantages include: Provides donors with one primary community charity and reduces competition between numerous charities. Shared pool of funds provides for larger return, and interest and investment earnings can benefit all participating charities. Typically have paid professional staffs; reduces duplication of effort by utilizing one staff and one Board of Trustees to manage funds directed to multiple charities.

Disadvantages include: All types of charities can be included beyond those with a civic or municipal focus including health, religious, and education. Donors may not be consulted as to which agency/program receives the support unless specified.

(3) "Hybrid – Parks and Civic Services Foundation"--Staff gave thought to the idea of a hybrid foundation; examples could not be located in the State of Texas, so this is potentially new territory. The hybrid would be a foundation that would expand its interest beyond parks but would also encompass other municipal purposes. It would still address parkland acquisition and park improvements, public art, festivals and special

**WORKSHOP (CONTINUED)**

**FISCAL YEAR 2009 STRATEGIC PROJECT INITIATIVE  
PARKS AND RECREATION FOUNDATION (CONTINUED)**

events, memorial projects, and could add in other municipal functions such as Police and Fire benevolent funds, Friends of the Animal Shelter, and other appropriate applications in a civic setting.

Advantages include: Cost efficient, organizationally efficient (one Board of Directors rather than multiple boards), and augments City funding; provides a source of non-tax dollars to fund projects, considers the well-being of the complete municipal organization, and the “City Focus” would enhance close working relationships with the city.

Disadvantages include: Does not address funding needs beyond those of the municipal government may, compete with other fundraising efforts in community, various non-profit foundations, education foundations, and the United Way.

Staff stated one approach that has been discussed as possibly a preferred approach is the graduated development of Parks to a Community/Hybrid Foundation with the initial focus being on Parks and inviting other civic/municipal groups to join and expand the scope.

**Council Member Jones** stated his desire has been the creation of some type of community organization run by top leaders of the community, appointed by members of City Council, who would be trusted by the citizens to manage donated funds for special City projects. There are citizens in the community who are looking for opportunities to give to the community in a way that is not currently available. This type of foundation would be the equivalent of the development function of a university where it can receive donations and make appropriate allocations, receive legacy gifts, testamentary gifts so that the funds reap all the benefits of giving to a charity and yet will benefit the community as a whole. Stating he supports a “hybrid” organization and feels it has potential for being a great success in the city. The only objection is the concept of focusing on Parks initially and then expanding the scope; if we start in one direction and focus on that, we build in a prejudice of avoiding other types of activities.

**Council Member Olson** stated he is in favor of a Parks Foundation and agreed with a foundation appointed by Council, not a self-generating board, and accepting monies for City-owned facilities or programs. If properly done, the hybrid could meet the needs of the community; and agreed with the idea of a foundation similar to a university development board. Sugar Land would gain tremendously in the community with a foundation.

**Council Member Schiff** stated he does not want to see the foundation like a United Way organization, raising money to give out to other organizations, and does not believe that is the City’s business; but is in favor of accepting money only for City projects and programs. It is important to have a vehicle for accepting donations; we could apply for grants and bring funds into the foundation. Stating he is not interested in any type of fundraising, the city is inundated with galas and he does not want to compete with non-profits in the community. The city must have a clearly defined, limited scope, and he agreed with the hybrid type of foundation, stating even though we are focused on parks, the charter itself could be hybrid. Non-park related projects that benefit City could be implemented. The city should not establish two foundations and two boards, stating he would support a hybrid with a limited focus that ensures a clear purpose.

**WORKSHOP (CONTINUED)**

**FISCAL YEAR 2009 STRATEGIC PROJECT INITIATIVE  
PARKS AND RECREATION FOUNDATION (CONTINUED)**

*Council Member Jones* stated you can prohibit doing fundraisers, but does not see this as competing with the Education Foundation for annual fundraisers.

*Council Member Olson* stated that banning fundraising needs to be clearly defined as a development board for a university does make individual solicitations.

*Council Member Schiff* stated that corporate donors have many organizations calling on them to raise money which is tapping many of the same pools.

*Mayor Thompson* inquired as to what direction staff was looking for from Council. Staff stated he received an idea from Council of the next steps which include the process of evaluating the appointments--Council decision as to the preference on making the appointments first and staff then working with them in developing the governing documents, or work with Council directly first and then bring in the appointments. If consensus is to move forward with the hybrid concept, we would define the focus, functions and purposes; the request would go to Council for the appointments, and develop the Articles of Incorporation, by-laws, governing documents, 501 (c)(3) filings.

*Mayor Thompson* stated we are definitely at the point of maturity of the city. Sugar Land exhibits a community pride unlike most cities. The mayor stated he is concerned about the hybrid as he believes we could lose focus. Currently, this all comes through Parks, and stated that he has committed publicly to a foundation or some type of organization for the arts, visual, public art, performing arts; if you start combining parks and arts, you have two different focuses. Stating he was not sure that hybrid was the right choice and would like more research done before moving forward.

Sugar Land has been very active in the Parks system and there are proponents of Parks and stated he is not sure that the city needs a foundation to raise millions of dollars; stating he believes the deficiency in the city currently is in the arts.

*Council Member Chaumette* stated that discussions were held in a recent workshop regarding cultural arts programs/foundations; the Mayor did a presentation and stated that he wanted more encompassing of all arts. The Sugar Land Cultural Arts Foundation (SLCAF) was mentioned.

*Council Member Schiff* stated the Sugar Land Cultural Arts Foundation was formed and thought that it was moving forward.

*Mayor Thompson* stated there is confusion in the name itself. The Sugar Land Cultural Arts Foundation was formed for one specific purpose, renovation of the Lakeview Auditorium. The name is indicative of a big organization, but that is not the focus. Council discussed using that organization as a foundation for a much broader arch foundation. The discussion was how the city was going to support that, or create an independent foundation. The name, Sugar Land Cultural Arts Foundation, is not a city-wide foundation for the arts.

**WORKSHOP (CONTINUED)**

**FISCAL YEAR 2009 STRATEGIC PROJECT INITIATIVE  
PARKS AND RECREATION FOUNDATION (CONTINUED)**

By recommendation of staff and in working with the school district, staff will return to Council with recommendations on how to proceed with the Lakeview Auditorium project. We discussed a foundation under which all the arts could be included; Parks or Arts, are two distinct separate functions.

*Council Member Smithers* stated originally the Sugar Land Heritage Society was to implement the Lakeview Auditorium project. The decision was that the project was too large, and the Sugar Land Cultural Arts Foundation was formed, for this single purpose. He does not believe they want to operate Lakeview Auditorium once it is completed, and the members of SLCAF are looking to move ahead.

*Council Member Olson* stated that his vision of a Parks foundation or a hybrid has more to do with focus on City-owned properties, a foundation that will support the City.

*Council Member Schiff* agreed that the foundation would be specifically for City-owned and operated parks, parkland, park facilities; and obtain donations to assist in implementing these various activities including City projects, City facilities, art work. He does not want to see this start as endowments to raise money and give out money.

*City Manager Bogard* stated the Imperial Performing Arts has a need for a facility to house the arts, and the City does not have such a facility. This type of foundation could assist in putting together resources necessary to help the city build a cultural art facility in which these groups would be able to host their events.

*Council Member Jones* clarified that his focus is mainly for capital projects.

*City Manager Bogard* stated the Council should have further discussions relating to the topic, stating the Finance Committee can develop the options or concepts and bring back to Council.

*Council Member Chaumette* reiterated that at the last workshop regarding this topic, the Mayor recommended the foundation would be strictly for the arts; there was Council consensus on the proposal; stating the Council should decide on a component and move forward.

*Council Member Abraham* recommended to Council that a future workshop be held on the subject.

*Mayor Thompson* stated the workshop item stated on the agenda is “establish a Parks and Recreation Foundation”; Council is broadening the scope of discussion. He expressed to Mr. Browne, Director of Parks and Recreation, that his presentation was very thorough, and the direction now is for the Finance Committee to evaluate the options.

**CITY COUNCIL CITY MANAGER REPORTS**

**CITY COUNCIL REPORTS**

*Mayor Thompson* introduced Community Events Attended or Scheduled.

*Council Member Smithers* reported attending the Walking Historic Tour of Sugar Land that is part of the 50<sup>th</sup> Anniversary Celebration; it was very informative thanks to the tour guide who made the tour very interesting.

*Council Member Chaumette* reported the First Colony Little League 11-Year Old All Stars won State Championship, the Junior Chamber of Commerce will hold the statewide convention in Sugar Land, and attended the Transportation Policy Council meeting where it was noted that the public hearing has begun for the new conformity analysis for the long range Metropolitan Transportation Plan and TIP.

*Council Member Abraham* reported attending the budget meeting, compensation meeting, SLDC meeting, Vietnamese Youth Excellence Award Gala and the Ambassador of India had visited the city.

*Council Member Olson* reported attending the Economic Development Committee meeting.

*Council Member Schiff* reported the Sugar Land Super Star final contest will be held in Town Square Saturday evening, August 8, at 7:00 p.m.

**CITY MANAGER REPORT**

*City Manager Bogard* reported on the Budget workshop in the Cane Room on Thursday, August 6, at 7:30 a.m., City Council photos at 9:30 a.m. and at 4:00 p.m. in the Cane Room the Vision 2025 meeting. Workshops planned for Tuesday, August 25, and Thursday, August 27, will be combined. The certified tax roll is expected in late August which impacts the budget that is currently planned to be adopted on September 15. A workshop is proposed to be held on September 10, two council members will be unable to attend and alternative arrangements have been made so that the two members will attend the September 3 Finance Committee meeting to address any issues.

**RECESS REGULAR MEETING**

*Mayor Thompson* recessed the Meeting to go into Closed Executive Session, time 7:45 o'clock P.M.

**CLOSED EXECUTIVE SESSION**

*Mayor Thompson* introduced Closed Executive Session as authorized by Chapter 551, Texas Government Code, in accordance with:

**Economic Development:** Section 551.087 and **Personnel:** Section 551.074.

**CLOSED EXECUTIVE SESSION (CONTINUED)**

a) For the purpose of deliberation regarding the offer of a financial or other incentive to business prospects with which the City is conducting economic development negotiations.

*Ms. Regina Morales, Director of Economic Development.*

b) For the purpose of discussion with respect to the City Manager third quarter performance.

*Mr. Allen Bogard, City Manager.*

**ADJOURN CLOSED EXECUTIVE SESSION**

*Mayor Thompson* adjourned the Closed Executive Session, time 8:40 o'clock P.M.

**RECONVENE MEETING**

*Mayor Thompson* reconvened the Regular Meeting, time 8:40 o'clock P.M.

**ADJOURN**

There, being no further business to come before Council, *Council Member Smithers*, seconded by *Council Member Olson*, moved that the meeting adjourn. The motion carried unanimously and the meeting adjourned, time at 8:41 o'clock P.M.

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Glenda Gundermann, City Secretary

(SEAL)

# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	<b>OCTOBER 06, 2009</b>	<b>AGENDA REQUEST NO:</b>	
<b>INITIATED BY:</b>	<b>LINDA DRAPP ADMINISTRATIVE SECRETARY</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>CITY SECRETARY</b>
<b>PRESENTED BY:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY</b>	<b>DEPARTMENT HEAD:</b>	<b>GLENDA GUNDERMANN, CITY SECRETARY(LDforGAG)</b>
		<b>ADDITIONAL DEPARTMENT. HEAD (S):</b>	<b>N/A</b>
<b>SUBJECT / PROCEEDING:</b>	<b>MINUTES CITY COUNCIL MEETING SEPTEMBER 15, 2009 APPROVE MINUTES</b>		
<b>EXHIBITS:</b>	<b>MINUTES SEPTEMBER 15, 2009</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>N/A</b>	<b>EXECUTIVE DIRECTOR:</b>	<b>N/A</b>
<b>PURCHASING:</b>	<b>N/A</b>	<b>ASST. CITY MANAGER:</b>	<b>N/A</b>
<b>BUDGET:</b>	<b>N/A</b>	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>N/A</b>	
<b>CURRENT BUDGET: \$</b>		<b>N/A</b>	
<b>ADDITIONAL FUNDING: \$</b>		<b>N/A</b>	
<b>RECOMMENDED ACTION</b>			
Approve the minutes of the City Council meeting September 15, 2009.			

## EXHIBITS

STATE OF TEXAS                   §  
COUNTY OF FORT BEND       §  
CITY OF SUGAR LAND           §

**CITY OF SUGAR LAND**  
**CITY COUNCIL REGULAR MEETING**  
**TUESDAY, SEPTEMBER 15, 2009**

### **REGULAR MEETING**

The City Council of the City of Sugar Land convened in a regular meeting open to the public and pursuant to notice thereof duly given in accordance with Chapter 551, Government Code, Vernon's Texas Codes, Annotated, as amended, in Sugar Land City Hall within said City on Tuesday, September 15, 2009 at 4:00 o'clock P.M. and the roll was called of the members; to wit:

James A. Thompson, Mayor  
Thomas Abraham, Council Member at Large, Position One  
Jacqueline Baly Chaumette, Council Member at Large, Position Two  
Donald L. Smithers, Council Member District One  
Donald G. Olson, Council Member District Two  
Russell C. Jones, Council Member District Three  
Michael S. Schiff, Council Member District Four

### **QUORUM PRESENT**

All of said members were present.

Also present were:  
Allen Bogard, City Manager  
Glenda Gundermann, City Secretary  
Joe Morris, City Attorney, and  
A Number of Visitors

### **CONVENE MEETING**

*Mayor James Thompson* convened the session, open to the public, to order at 4:00 o'clock P.M.

### **RECESS REGULAR MEETING**

*Mayor Thompson* recessed the Regular Meeting to go into Closed Executive Session, time 4:00 o'clock P.M.



**CLOSED EXECUTIVE SESSION**

*Mayor Thompson* introduced Closed Executive Session as authorized by Chapter 551, Texas Government Code, in accordance with:

**Public Officers:** Section 551.074 (Discuss public officers).

a) For the purpose of discussion with respect to the appointment of members to the Planning and Zoning Commission, Zoning Board of Adjustments and Appeals, Building Standards Commission, Sugar Land 4B Corporation, and Sugar Land Development Corporation. *Ms. Glenda Gundermann, City Secretary.*

**RECESSED CLOSED EXECUTIVE SESSION**

*Mayor Thompson* recessed the Closed Executive Session, time 5:20 o'clock P.M.

**RECONVENE MEETING**

*Mayor Thompson* reconvened the Regular Meeting, time 5:40 o'clock P.M.

**INVOCATION**

*Council Member Olson* delivered the invocation.

**PLEDGE OF ALLEGIANCE**

*Council Member Olson* led the pledge of allegiance to the Flag of the United States of America.

**RECOGNITIONS**

**NATIONAL NIGHT OUT**

*Mayor Thompson* stated that law enforcement agencies across the nation and the Sugar Land Police Department are inviting neighborhoods to join forces for the 26<sup>th</sup> Annual National Night Out crime, drug, and violence prevention event. Over 37 million people including citizens, law enforcement agencies, organizations, officials, and military bases worldwide participated in National Night Out 2008.

*Mr. Doug Brinkley, Interim Police Chief*, stated on Tuesday, October 6, from 6:00-9:00 p.m., the city invites all neighborhoods to "Light Up Sugar Land" by turning on their outside lights and spending the evening with their neighbors and police. The Police Department asks that residents go to the Police website at [www.sugarlandtx.gov/police](http://www.sugarlandtx.gov/police), Community Programs, National Night Out; and register their National Night Out parties. Neighborhoods, blocks, or streets in Sugar Land are able to register their parties each year; and police officers, firefighters, the Mayor, City Council members, and other City officials visit as many parties as possible. A proclamation was presented by the Mayor recognizing October 6, 2009, as the 26<sup>th</sup> Annual National Night Out event.

**PUBLIC COMMENT**

*Mayor Thompson* introduced Public Comment and entertained registered speakers. There were no public comments.

**REVIEW OF CONSENT AGENDA**

*Mayor Thompson* introduced Review of the Consent Agenda and entertained questions and/or comments.

**CONSENT AGENDA**

*Mayor Thompson* introduced IV.A) **SECOND CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1752** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, AMENDING CHAPTER 2, DIVISION 4 (FEES FOR VARIOUS CITY SERVICES) AND CHAPTER 5, DIVISION 3 (RATES AND CHARGES) OF THE CODE OF ORDINANCES BY REVISING VARIOUS SERVICE FEES AND MONTHLY RETAIL WATER AND WASTEWATER CHARGES; IV.B) **SECOND CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1753** AN ORDINANCE OF THE CITY OF SUGAR LAND APPROVING SETTLEMENT OF THE CENTERPOINT ENERGY ENTEX COST OF SERVICE ADJUSTMENT APPLICATION FILED ON APRIL 29, 2009; AND ADOPTING TARIFFS THAT REFLECT THE PARTIES' SETTLEMENT AGREEMENT; IV.C) Authorizing execution of a Contract in an amount not to exceed \$47,000.00 with Envirodyne, Incorporated for Industrial Pretreatment Program analyses of industrial and domestic wastewater; IV.D) Authorizing execution of a Concession Agreement by and between the City of Sugar Land and Dame-Wesp, LLC, dba Treasure Hunters Too (Dame-Wesp) for retail concession space Sugar Land Regional Airport; IV.E) Authorizing Purchase of Novell Master License Agreement in the amount of \$47,754.44 from SHI Government Solutions, Incorporated for annual software maintenance renewal; IV.F) Authorizing execution of a Contract in the amount of \$35,868.00 with Windstream, Incorporated, for communication services for the period December 06, 2009 through December 05, 2010; IV.G) Authorizing the purchase of tires from Wingfoot Tire Distributors in an amount not to exceed \$28,000.00 in Fiscal Year 2009 through the City Interlocal Purchasing Agreement with Fort Bend County; IV.H) Authorizing execution of an Interlocal Agreement by and between the City of Sugar Land and Fort Bend County for purchase of fuel for the period October 01, 2009, through September 30, 2010; IV.I) Bid evaluation and authorizing execution of a Contract in the amount of \$69,686.50 with KT Commercial Cleaning for community facilities custodial services; IV.J) Authorizing Purchase in the amount of \$46,410.00 from ELSAG North America Law Enforcement Systems, LLC for fixed location license plate recognition camera system; IV.K) Authorizing a one-year Contract renewal in the amount of \$149,700.00 with Kustom Sweeping, LLC, for street sweeping services; IV.L) Authorizing a one-year Contract renewal in an amount not to exceed \$310,000.00 with Bio Landscape and Maintenance, Incorporated for rights-of-way mowing services for the period October 01, 2009, through September 30, 2010; IV.M) Authorizing a one-year Contract renewal in an amount not to exceed \$462,985.00 with Texas Lawn and Landscape Services for rights-of-way mowing services for the period October 01, 2009, through September 30, 2010; IV.N) Approval of the minutes of the regular meeting of September 01, 2009.

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Abraham*, made a motion to approve the Consent Agenda. The motion carried unanimously.

**MUNICIPAL UTILITY DISTRICT BONDS**

**FORT BEND COUNTY MUD NO. 117 ISSUANCE OF UNLIMITED TAX REFUNDING BONDS**

*Mayor Thompson* introduced consideration on approval of Fort Bend County Municipal Utility District No. 117 issuance of \$9,200,000 Unlimited Tax Refunding Bonds, Series 2009.

*Ms. Jennifer Brown, Budget and Research Director*, stated Fort Bend MUD No. 117, located in the Greatwood subdivision in the city Extra Territorial Jurisdiction (ETJ), is proposing the issuance of \$9.2 million in refunding bonds Series 2009. The proposed refunding will refund \$3.1 million of Series 2000 bonds and \$5.6 million of Series 2002 bonds. The proposed issue does not extend the maturity of the issues being refunded; it is accelerating repayment of principal compared to the current maturities schedule. The District Financial Advisor is estimating a present value savings of 4.75 percent for the proposed issue and is planning to sell the issue in October 2009. Under Chapter 5 of the city Code of Ordinances, the MUD must obtain the City consent before issuing any debt including a refunding. Staff has reviewed the proposed issuance and has no issues with the refunding.

*Mr. Craig Rathmann, Rathmann and Associates*, stated this is an excellent credit and has been assigned a BBB+ rating by Standard and Poor's; insurance qualification is in place, and the bonds will be sold as insured bonds. This is the first refunding for District No. 117; the other Greatwood Districts have all refinanced portions of the debt.

Following a full and complete discussion, *Council Member Schiff*, seconded by *Council Member Olson*, made a motion to approve Fort Bend County Municipal Utility District No. 117 issuance of \$9,200,000 Unlimited Tax Refunding Bonds, Series 2009. The motion carried unanimously.

**FORT BEND COUNTY MUD NO. 137 ISSUANCE OF UNLIMITED TAX BONDS**

*Mayor Thompson* introduced consideration on approval of Fort Bend County Municipal Utility District No. 137 issuance of \$5,240,000 Unlimited Tax Bonds, Series 2009.

*Ms. Jennifer Brown, Budget and Research Director*, stated Fort Bend MUD No. 137, located in the Telfair subdivision within the city limits, is proposing the issuance of \$5.24 million in unlimited tax bonds Series 2009; it is the 4th installment of a total of \$81 million in bonds that were authorized by the voters in the District. The District currently has \$21.66 million in outstanding debt, and the proposed issue will bring that to \$26.9 million. The District had taxable value of \$276 million as of January 2009; and \$307 million is estimated as of August of 2009. The District 2008 tax rate was \$0.62, and the proposed issuance is a 25-year maturity with level principal payments beginning in 2010. The MUD must obtain City consent before issuing the debt; staff has reviewed the proposed issuance including the Engineering Department and signing off on acceptance of the infrastructure, and there are new issues with the issue itself.

*Ms. Julie Peak, Senior Vice President First Southwest Company*, stated the bonds are expected to be AAA insured; the District has an underlying rating of BBB, and these are great credits.

**MUNICIPAL UTILITY DISTRICT BONDS (CONTINUED)**

**FORT BEND COUNTY MUD NO. 137 ISSUANCE OF UNLIMITED TAX BONDS (CONTINUED)**

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Smithers*, made a motion to approve Fort Bend County Municipal Utility District No. 137 issuance of \$5,240,000 Unlimited Tax Bonds, Series 2009. The motion carried unanimously.

**FORT BEND COUNTY MUD NO. 138 ISSUANCE OF UNLIMITED TAX BONDS**

*Mayor Thompson* introduced consideration on approval of Fort Bend County Municipal Utility District No. 138 issuance of \$5,085,000 Unlimited Tax Bonds, Series 2009A.

*Ms. Jennifer Brown, Budget and Research Director*, stated Fort Bend MUD No. 138, located in the Telfair subdivision, is proposing the issuance of \$5.085 million in bonds. It is the 4<sup>th</sup> installment of a total of \$86.5 million in bonds that were authorized by the voters. There is currently \$19.46 million in outstanding debt, and the proposed issue will bring that to \$24.55 million. The District had taxable value of \$247 million in January of 2009 and is estimating \$268 million as of August. The District 2008 tax rate was \$0.62, and the proposed issuance is a 25-year maturity with principal payments beginning in 2010.

*Ms. Julie Peak, Senior Vice President First Southwest Company*, stated this is the sister District of Fort Bend No. 137 in Telfair. The District has an underlying rating of BBB and the bonds are expected to be insured, and noted that the Houston Museum of Natural Science annex is located in the District.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Abraham*, made a motion to approve Fort Bend County Municipal Utility District No. 138 issuance of \$5,085,000 Unlimited Tax Bonds, Series 2009A. The motion carried unanimously.

**BUDGET**

**ORDINANCE NO. 1755 – AMENDING FISCAL YEAR 2008-2009 BUDGET**

*Mayor Thompson* introduced **FIRST AND FINAL CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1755** AN ORDINANCE AMENDING THE FISCAL YEAR 2008-2009 BUDGET FOR THE CITY OF SUGAR LAND, TEXAS, TO PROVIDE THAT THE REVISED BUDGET FOR CERTAIN FUNDS BE ADOPTED AS THE BUDGETED AMOUNT FOR THOSE FUNDS.

*Ms. Jennifer Brown, Budget and Research Director*, stated the City Manager proposed budget that was filed in July included projections for the current year budget; the projections help capture how staff feels the year will end relative to the current budget including revenues and expenditures, and allow staff to capture budget amendments approved by City Council since the last budget ordinance was adopted and incorporates the budget amendments into the final budget ordinance for the year.

Projections show the city ending the year on a positive note with ending balances in the major funds higher than the original budget with the exception of the Airport Fund.

**BUDGET (CONTINUED)**

**ORDINANCE NO. 1755 – AMENDING FISCAL YEAR 2008-2009 BUDGET (CONTINUED)**

The four major operating funds are:

Fund	Ending Balance	Var. to Budget
Debt Service Fund	5.34	+0.96
General Fund	17.69	+4.13
Utility Fund	3.80	+0.87
Airport Fund	2.13	-0.20

Year-end projections on each fund were reviewed with Council during Budget Workshops; one modification was made to the year-end projections since the budget was filed in July which results in an increase to the revenues in the Utility Fund reflected from a transfer from the Surface Water Fund to cover the debt service payments for debt issued for the improvements. That data is reflected as a liability in the Utility Fund. There is no impact to the Surface Water Fund.

Following a full and complete discussion, *Council Member Smithers*, seconded by *Council Member Abraham*, made a motion to approve **CITY OF SUGAR LAND ORDINANCE NO. 1755** AN ORDINANCE AMENDING THE FISCAL YEAR 2008-2009 BUDGET FOR THE CITY OF SUGAR LAND, TEXAS, TO PROVIDE THAT THE REVISED BUDGET FOR CERTAIN FUNDS BE ADOPTED AS THE BUDGETED AMOUNT FOR THOSE FUNDS. The motion carried unanimously.

**ORDINANCE NO. 1756 – ADOPTING THE ANNUAL BUDGET**

*Mayor Thompson* introduced **FIRST AND FINAL CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1756** AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF SUGAR LAND, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND ENDING SEPTEMBER 30, 2010; APPROPRIATING THE SUMS AS SET FORTH THEREIN; ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM 2010-2014; AND ADOPTING A COMPENSATION PLAN.

*Ms. Jennifer Brown, Budget and Research Director*, stated the proposed budget was filed on July 21, 2009 and at that time totaled \$220.31 million; the proposed budget was reviewed through a series of six workshops. After the Certified Tax Roll was received, staff incorporated five revisions into the final budget.

Revisions to the budget included: Property tax revenues were reduced in the General Fund and Debt Service Fund to reflect the values that were included on the Certified Tax Roll. Staff is reflecting a transfer-in on the Utility Fund from Surface Water Fund to cover the Debt Service for the Surface Water projects in Fiscal Year 2010. Final budget reflects savings in the Employee Benefits Fund from recommended health insurance contract based on assumptions in enrollment in three different plans offered for employees. Staff removed \$100,000 from the CIP for the Eldridge Road storm sewer lateral tie-ins; as the project came in less than budgeted, the supplemental funding has been removed.

The final budget is based on conservative revenues including zero sales tax growth and a level property tax

**BUDGET (CONTINUED)**

**ORDINANCE NO. 1756 – ADOPTING THE ANNUAL BUDGET (CONTINUED)**

of \$0.30. Increases to utility charges and solid waste fees have been incorporated and were approved under Ordinance No. 1752. The final budget keeps the benefits burden under 40 percent while funding the full TMRS contribution and a change in employee medical insurance providers was recommended to capitalize on savings. The budget provides for services to River Park for Fort Bend MUD No. 1 area upon annexation on December 1, 2009 and funds the operating impact of capital projects slated to be complete this year. The ordinance adopts a five year Capital Improvement Program totaling \$303.75 million of which the first year is \$86.77 million and is included in the Operating budget. Years 2-5 in the CIP are for planning purposes.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Jones*, made a motion to approve **CITY OF SUGAR LAND ORDINANCE NO. 1756** AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF SUGAR LAND, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2009, AND ENDING SEPTEMBER 30, 2010; APPROPRIATING THE SUMS AS SET FORTH THEREIN; ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM 2010-2014; AND ADOPTING A COMPENSATION PLAN. The motion carried unanimously.

**PROPERTY TAX REVENUE INCREASE – FISCAL YEAR 2010 BUDGET**

*Mayor Thompson* introduced consideration on a vote to ratify the property tax revenue increase in the Fiscal Year 2010 Budget.

*Ms. Jennifer Brown, Budget and Research Director*, stated in 2007 the Local Government Code was amended with additional requirements placed on entities that adopt a budget which includes any increase in property tax revenues from the previous year. The city 2009 tax revenues are based on the Certified Tax Roll which reflected a 5.2 percent increase in property values. This generates an additional \$1.35 million in property tax revenues for Fiscal Year 2010; of that amount, \$630,000 is taxes on new property to the tax roll for the current year. Approximately half of the revenue growth is obligated to MUD rebates.

Amendments to the Local Government Code require a separate vote of City Council to ratify the tax increase that is reflected in the budget, and the vote must be taken in addition to and separate from the vote to adopt the budget and to set the tax rate.

*Council Member Jones* stated that he proposes correcting the language of the statute, which is required by law, as it is confusing in that the property tax rate is not being increased.

*Council Member Abraham* agreed with *Council Member Jones'* comments.

Following a full and complete discussion, *Mayor Thompson*, seconded by *Council Member Jones*, made a motion to ratify the ad valorem property tax revenue increase reflected in the 2010 Fiscal Year Budget. The motion carried unanimously.

## TAX RATE

**Mayor Thompson** introduced consideration on authorizing placement on a future agenda a proposal to adopt an ad valorem tax rate of \$0.30000.

**Ms. Donna Svatek, Treasury Manager**, stated the budget was passed based on a proposed tax rate of \$0.30. When the proposed tax rate exceeds the effective or rollback rate, this is considered to be a tax increase. There are several steps that must be taken before adoption of the tax rate. City Council must first vote to place a proposal to adopt the tax rate on the agenda of a future meeting as an action item, and the vote must be recorded and the proposal must state the desired rate. Two public hearings must be held and are planned for October 6 and October 20, with adoption of the tax rate on October 27.

Following a full and complete discussion, **Mayor Thompson**, seconded by **Council Member Smithers**, made a motion that public hearings on a proposal to adopt an ad valorem tax rate of \$0.30000 and increase to ad valorem property tax revenues be held at 6:00 o'clock p.m. on Tuesday, October 06, and on Tuesday, October 20, 2009. The motion carried unanimously.

## CONTRACTS AND AGREEMENTS

### ADDITIONAL UTILITIES REPAIR SERVICES

**Mayor Thompson** introduced consideration on authorizing Change Order No. 1 in the amount of \$280,000.00 to the Contract with Southwest Water Company Services, Incorporated for additional utilities repair services.

**Ms. SuEllen Staggs, Director of Utilities**, stated City Council authorized a five-year contract with SWWC Services, Incorporated (Southwest Water Company) in Fiscal Year 2006 to provide utilities services for water distribution, wastewater collection, and meter reading and billing related services. In the initial contract, the city included \$250,000 in additional repairs which was budgeted and approved in purchase orders. The contract includes two annual features, base services and additional services.

Base services include meter reading and billing work orders citywide, repairing and maintaining some lift stations that serve the South Plant service area, and backhoe repairs; base services for backhoe repairs include the first 250 repairs with no additional funding. Additional services that are reimbursed include backhoe repairs after the first 250 repairs are made, the meter change-out program, inaccurate meter replacements, and new tap installations.

Staff is anticipating Fiscal Year 2009 Additional Services to be a dramatic jump from the prior year due to a dry year and a large amount of repairs that occurred in the system, mostly mainline and service line breaks to residents' homes. After the first 250 backhoe repairs are made, the cost for each additional repair is \$1,375, plus concrete repairs. An additional \$529,000 will be required above the initial base services and includes new tap installations, meter replacement program, repair and maintenance, inaccurate meters, additional excavations, and miscellaneous fees. To control costs, City staff will complete 25 excavations in the normal service area; and Public Works has helped by replacing concrete.

Staff located \$220,000 from savings in the Utility Fund Budget; a \$60,000 adjustment was approved when

**CONTRACTS AND AGREEMENTS**

**ADDITIONAL UTILITIES REPAIR SERVICES**

amending budget to projections, and staff is requesting Council to authorize a change order for \$280,000 to SWWC Services.

*Council Member Olson* inquired regarding failures that may have been impacted by older infrastructure, and staff stated that the asbestos cement pipe is failing and is much more susceptible to movement of the soil than other pipe types, and commented it is not so much the age of the pipe as it is the type of pipe material.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Abraham*, made a motion to approve Change Order No. 1 in the amount of \$280,000.00 to the Contract with Southwest Water Company Services, Incorporated for additional utilities repair services. The motion carried unanimously.

**COVINGTON WOODS STORM SEWER LATERAL TIE-INS**

*Mayor Thompson* introduced consideration on authorizing Change Order No. 1 in the amount of \$100,000.00 to the Contract with Jerdon Enterprise, LP for Covington Woods storm sewer lateral tie-ins.

*Mr. Mike Hobbs, Director of Public Works*, stated on August 18, 2009, Jerdon Enterprise, L.P., was awarded the Covington Woods Storm Sewer Lateral Tie-In project in the amount of \$428,483.00 for the Eldridge Road interconnect. At four locations, the stormwater will be diverted from the west to Covington Ditch, out to the Eldridge Road storm sewer system, and down to Ditch A-22. The pavement contiguous to the locations is approximately 40 years old and showing signs of distress; there is an issue with birdbaths and nuisance flooding occurs in the specific areas during relatively small events.

The project came in about 40 percent below budget when bid. The contractor has a unit price of \$35 per square yard which is about \$20 less than seen in the market now, and has agreed to honor the price if the city chooses to do additional paving. In order to take advantage of cost savings, Public Works Department is recommending that City Council authorize execution of a change order in the amount of \$100,000. Additional funds would be used to replace full panels of pavement at each of the four intersection locations.

Following a full and complete discussion, *Council Member Smithers*, seconded by *Council Member Chaumette*, made a motion to approve Change Order No. 1 in the amount of \$100,000.00 to the Contract with Jerdon Enterprise, LP for Covington Woods storm sewer lateral tie-ins. The motion carried unanimously.

**2010 EMPLOYEE MEDICAL, DENTAL, AND VISION**

*Mayor Thompson* introduced consideration on authorizing execution of Contracts with CIGNA Healthcare in the amount of \$4,448,060 for 2010 employee medical; in the amount of \$231,627.00 for dental; and in the amount of \$38,709.00 for vision.



**CONTRACTS AND AGREEMENTS (CONTINUED)**

**2010 EMPLOYEE MEDICAL, DENTAL, AND VISION (CONTINUED)**

*Ms. Mary House, Director of Human Resources*, presented a brief history of Employee Medical Insurance stating that in the past 10 years, the city has contracted with two medical vendors; Aetna is the current medical provider. The city participated in an employee benefits survey with the private and public sector and over the last three years has been averaging a 7 percent increase to the City health plan compared to the Houston area average of 13 percent.

The recent RFP process was used to solicit proposals for Group Medical, Group Dental, and Voluntary Vision. Initially on the Health Plan, the following proposals were received including the estimated annual cost: Aetna, \$4.9 million; Blue Cross Blue Shield, \$4.8 million; Cigna, \$4.4 million, and Humana \$5.1 million.

The city has (3) plans from which the employees may choose: Health Savings Account, HMO, and Open Access plan. Humana did not offer the other two choices, and all (3) choices were requested in the RFP. Cigna provided \$60,000 for wellness and open enrollment. Blue Cross Blue Shield did not provide online enrollment process which is very important. Aetna provided \$30,000 for wellness programs. Staff centered on Cigna and Aetna for final and best offers.

Staff is recommending Cigna for the Medical Plan for the following reasons: Cigna offers a smaller, more efficient HMO product with lower co-pays for doctors' visits; offers \$60,000 for employees' wellness programs and open enrollment. Cigna is a reasonable option, but will involve a disruption of doctors on one of the three plan options. There are 486 City employees enrolled in the current HMO but staff anticipates there may be employees shifting to the HSA (Health Savings Account) plan, or the Open Access Plan which is more expensive for the City and employees.

Cost savings assumptions include: The city is looking at a comparison of the filed budget to the current final budget anticipating if the employees do shift to a different plan, there will be overall more money being paid for the insurance by the employees, approximately \$90,000; the city would have a projected savings of \$393,938. The total decrease of the cost of what was budgeted previously would be approximately \$303,947.

Regarding the Group Dental Plans, there were 10 proposals for the RFP that were received; Assurant, Blue Cross Blue Shield, and QCD of America were eliminated due to not responding to the quotes that were requested. Delta Dental had financial issues. Humana is the current provider and there are many service issues with them. Cigna offered a one percent discount on the medical if bundled together, a \$44,000 savings, and staff is recommending Cigna for the group dental plan.

There are no City funds involved with the Voluntary Vision Plan, only employee paid, and is bundled with Medical and Dental to obtain more favorable rates. Staff is recommending Cigna for the Vision Plan as it will decrease the current premiums, and will increase discounts for out-of-pocket expenses for annual exams, lenses, and frames.

The city has a benefits burden that was established in 2001 by City Council that states there will be a less than 40 percent ratio of benefits to salary. The budget that is being passed with the favorable premiums

**CONTRACTS AND AGREEMENTS (CONTINUED)**

**2010 EMPLOYEE MEDICAL, DENTAL, AND VISION (CONTINUED)**

offered by Cigna will keep the city under the 40 percent threshold.

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Abraham*, made a motion to approve Contracts with CIGNA Healthcare in the amount of \$4,448,060 for 2010 employee medical; in the amount of \$231,627.00 for dental; and in the amount of \$38,709.00 for vision. The motion carried unanimously.

**ORDINANCES AND RESOLUTIONS**

**ORDINANCE NO. 1754 – TEXAS MUNICIPAL RETIREMENT SYSTEM**

*Mayor Thompson* introduced **FIRST CONSIDERATION: CITY OF SUGAR LAND ORDINANCE NO. 1754** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, ELECTING FOR THE CITY TO MAKE CURRENT SERVICE AND PRIOR SERVICE CONTRIBUTIONS TO THE CITY'S ACCOUNT IN THE MUNICIPAL ACCUMULATION FUND OF THE TEXAS MUNICIPAL RETIREMENT SYSTEM AT THE ACTUARIALLY DETERMINED RATE OF TOTAL EMPLOYEE COMPENSATION.

*Ms. Paula Kutchka, Assistant Director of Human Resources*, stated the Texas Municipal Retirement System (TMRS) made significant actuarial changes in 2008 that affected city rates. The changes were not necessitated by inadequate contributions but were required because the funding philosophy changed from a "pay-as-you-go" funding model to an "advance funding of promised benefits" model. The change required many cities, including the City of Sugar Land, to contribute more money to maintain the same level of benefits that were offered in the past.

The increase to contributions in 2009 was paid for by employees who did not receive the traditional merit increases in order for City to fully fund TMRS. In Fiscal Year 2009 budget, Council approved the full funding rate of 15.48 percent as staff accomplished a reduction to the overall salary liability going forward by changing the way merit was awarded to employees. In accordance with Council compensation philosophy, employees are compensated based on performance. In Fiscal Year 2009, a merit pool was established with the first 2 percent of an employee merit award going to their base pay. The remaining earned merit was then awarded in a lump sum payment. Highly compensated employees received only the lump sum. Since salary compounds over time, the method forever impacts employee base salaries and the City salary liability for future years.

Staff received the 2010 contribution rate letter in May which included a fully funded rate of 16.67 percent and a phase-in rate of 13.81 percent. TMRS advised the City that the 2010 phase-in rate, the minimum contribution payment, will exceed the established statutory maximum contribution rate limit of 13.5 percent. The stat max is the maximum rate established by the TMRS Act that a city can be required to contribute for the retirement portion of its plan based on the level of benefits the plan provides.

**ORDINANCES AND RESOLUTIONS (CONTINUED)**

**ORDINANCE NO. 1754 – TEXAS MUNICIPAL RETIREMENT SYSTEM (CONTINUED)**

Following a full and complete discussion, *Council Member Olson*, seconded by *Council Member Smithers*, made a motion to pass to second reading **CITY OF SUGAR LAND ORDINANCE NO. 1754** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS, ELECTING FOR THE CITY TO MAKE CURRENT SERVICE AND PRIOR SERVICE CONTRIBUTIONS TO THE CITY'S ACCOUNT IN THE MUNICIPAL ACCUMULATION FUND OF THE TEXAS MUNICIPAL RETIREMENT SYSTEM AT THE ACTUARIALLY DETERMINED RATE OF TOTAL EMPLOYEE COMPENSATION. The motion carried unanimously.

**RESOLUTION NO. 09-31 – CERTIFICATES OF OBLIGATION**

*Mayor Thompson* introduced consideration on **CITY OF SUGAR LAND RESOLUTION NO. 09-31** A RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION.

*Ms. Jennifer Brown, Budget and Research Director*, stated the Fiscal Year 2009 and 2010 Capital Improvement Programs include projects that are funded from the issuance of Certificates of Obligation (CO's), which are debt obligations that carry the full faith and credit of the city and the debt repayment is usually supported by property taxes; there can be an underlying pledge of other revenue sources such as hotel occupancy taxes or airport revenues.

The issue that staff is proposing has been planned based on project timing, including the need for funding and potential marketability of the bonds. Staff is recommending an issue with the maximum principal amount of \$18,875,000 to be sold on November 3. State law requires that the city provide public notice of its intention to issue the Certificates of Obligation, which must be done by publication of a notice in the newspaper once per week for two consecutive weeks with first publication occurring at least 31 days before the date of the sale. Publication must include time and place for the ordinance to be approved, maximum amount and purpose of the debt, and manner of repayment.

The proposed issue would deposit approximately \$18.7 million in construction accounts and allocated among Airport, Drainage, Municipal Facilities, Parks, and Streets/Traffic projects. The remaining principal amount will be utilized to pay the issuance costs of the debt.

Staff is proposing Publication of Notice for October 2 and 9, 2009 and planning for debt issuance on November 3.

Following a full and complete discussion, *Council Member Schiff*, seconded by *Council Member Abraham*, made a motion to approve **CITY OF SUGAR LAND RESOLUTION NO. 09-31** A RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION. The motion carried unanimously.

**ORDINANCES AND RESOLUTIONS (CONTINUED)**

**RESOLUTION NO. 09-34 – ADOPTING VISION 2025**

*Mayor Thompson* introduced consideration on **CITY OF SUGAR LAND RESOLUTION NO. 09-34 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING VISION 2025 AND GUIDING PRINCIPLES DOCUMENT.**

*Mr. Jim Callaway, Executive Director Community Development*, stated Resolution No. 09-34 will be the formal adoption of City Council's long-term vision for the City, Vision 2025 and the associated Guiding Principles; this is a document that provides, guides, and directs the strategic planning and comprehensive planning and gives broad policy direction for many issues. The adoption completes a long, focused City Council effort comprised of meetings, workshops, and retreats; community input and validation were solicited through a Community Summit.

*City Manager Bogard* stated in moving forward, Council will take the established Vision Statement and Principles into the Fall Retreat and concentrate on mid-term goals, identify shortcomings in relation to the Vision, and begin to prioritize actions that Council would like to consider over the next year or two. Staff will begin working with the Planning and Zoning Commission and review the Comprehensive Plan goals, review the Code of Ordinances and other regulatory schemes to ensure that all of our actions are geared toward accomplishing the established Vision.

Following a full and complete discussion, *Council Member Chaumette*, seconded by *Council Member Jones*, made a motion to approve **CITY OF SUGAR LAND RESOLUTION NO. 09-34 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUGAR LAND, TEXAS, ADOPTING VISION 2025 AND GUIDING PRINCIPLES DOCUMENT.** The motion carried unanimously.

**WORKSHOPS**

**FUNDING OF CRABB RIVER ROAD IMPROVEMENTS**

*Mayor Thompson* introduced discussion on proposal from Fort Bend County for funding of Crabb River Road improvements through Federal Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program.

*Mr. Chris Steubing, City Engineer*, stated Fort Bend County is pursuing funding through the Federal TIGER (Transportation Investment Generating Economic Recovery) discretionary grant program that is part of the American Recovery and Reinvestment Act of 2009. City staff met with Commissioner Richard Morrison and Jim Gonzales of IDC Engineering in August 2009 to review a schematic of the proposed Crabb River Road improvements from U.S. 59 to the F.M. 762 intersection with F.M. 2759, and south down F.M. 762 approximately 2 miles, to just past the future George High School. The total project encompasses about 4 miles of roadway and includes grade separated crossings at F.M. 762 and the railroad, and at Sansbury Boulevard into Greatwood. From an engineering standpoint, staff agreed with the building, circulation, and transportation perspective, grade separated crossings, and the proposal to eliminate what could be a future problem as growth continues in the area. A request was made from Fort Bend County for a letter of support from the City; the city drafted and reviewed a letter of support which was signed by Mayor

**WORKSHOPS (CONTINUED)**

**FUNDING OF CRABB RIVER ROAD IMPROVEMENTS (CONTINUED)**

Thompson and submitted to the County as part of the Grant submission.

**Mr. Richard Morrison, Fort Bend County Commissioner Precinct One**, stated the expansion and widening of Crabb River Road (F.M. 2759) and F.M. 762 will begin at U.S. 59 and continue down to about 500 feet past the new George High School that is approximately a year from completion.

Currently, the road is a 2-lane asphalt road with open ditches from U.S. 59 down past the new high school, and on average, approximately 25,000 vehicles per day travel on the road. Normal traffic on a road is about 5,000 cars per day per lane. Crashes per vehicle mile traveled are 2.79 which are above the current County average of 1.94 crashes per vehicle mile traveled. The at-grade railroad crossing serves 45 trains per day with an average 5,500 feet train length.

Proposed improvements include: 4-lane, raised median concrete; curb and gutter; Sansbury Boulevard underpass; overpass at railroad crossing; hike and bike trail; solar safety lighting; and sound walls on the east side.

The proposal includes the total project cost estimate of \$80 million. The County is working with all participants on proportionate shares and has identified Sugar Land as a partner with the proportionate share of 3.8 percent or \$3 million, and funding share over 3 years. Fort Bend County is 8.1 percent, \$6.5 million; City of Rosenberg EDC is 0.3 percent, \$250,000; City of Thompsons is 0.3 percent, \$250,000; Lamar Consolidated I.S.D. (ROW) is 1.3 percent, \$1 million; George Foundation (ROW) is 2.5 percent, \$2 million; NRG Power Company is 7.5 percent, \$6 million; TxDOT is 11.3 percent, \$9 million; and other Federal funds 20.6 percent, \$16.5 million. Commissioner Morrison stated in the TIGER grant, there will be competition with approximately 1,000 other applications nationwide. In addition to the amount of local match that will be involved, the TIGER grant process wants the inclusion of sources that are typically not road builders. Lamar Consolidated I.S.D. and NRG Power are not entities that are in the road building business and will strengthen the application.

Economic impact is predicted to create 638 jobs total. The timeline indicates the project should be completed by the 2<sup>nd</sup> quarter of 2012, or July 1, 2012.

Support for the project includes: County Judge, Commissioner's Court, City of Rosenberg, City of Thompsons, City of Sugar Land, Greatwood HOA, Bridlewood Estates HOA, Canyon Gate HOA, Tara, TxDOT, H-GAC, Congressman Olson, Senators Hegar, Huffman; Representatives Olivo, Zerwas, Howard; The George Foundation, Sierra Club, and the Audubon Society.

If the TIGER grant is not approved, Plan B includes: Federal appropriations and earmark from Congressman Olson and Senator Cornyn; TxDOT pass-through financing, second Federal Stimulus, and next County Mobility Bond.

In conclusion, Commissioner Morrison stated if the project is not built, in 25 years the average day traffic on a 2-lane road will be 75,000; and when Sugar Land annexes Greatwood in 2018, there will be a traffic

**WORKSHOPS (CONTINUED)**

**FUNDING OF CRABB RIVER ROAD IMPROVEMENTS (CONTINUED)**

nightmare; with the project, the city will attain another route for hurricane evacuation and enhanced emergency services, and in 2018 Sugar Land annexes a solution with the 4-lane road.

Council discussion ensued regarding consideration of a need for expansion from the 4-lane road to 6-lanes, identifying the project funds in the City budget, the city's proportionate share, neighborhood support, timeline on funding commitment, requirements for Grant application, funding projects outside the City of Sugar Land, written commitments from the other entities, support for the Plan B option.

*Mayor Thompson* stated the letter of support was signed in support of the TIGER Grant application, as ultimately Greatwood would be part of Sugar Land. The commitment of the resolution would be in support of the application; if the City did approve the 3.8 percent commitment, it would be tied to receiving the TIGER Grant. If the Grant was not approved, City Council would have to return and re-evaluate the proportionate share.

*Mayor Thompson* stated the city is interested in moving forward, but Council would need to evaluate how the proportionate shares of the funding were determined, and city staff and city manager would review and assess the source for the City funding.

*Council Member Abraham* left the meeting, time 7:25 o'clock P.M.

**RECESS MEETING**

*Mayor Thompson* recessed the Regular Meeting, time 7:25 o'clock P.M.

**RECONVENE MEETING**

*Mayor Thompson* reconvened the Regular Meeting, time 7:50 o'clock P.M.

**PROPERTY ACQUISITION NEEDS AND PROCESS**

*Mayor Thompson* introduced discussion on property acquisition needs and process.

*Mr. Clayton E. Taylor, Right of Way Manager*, stated there are approximately 25 CIP projects that will require land acquisition over the next 2-3 years; fee simple acquisitions for Riverstone Parkland, Telfair Parkland, Brazos River Parkland, and elevated storage tanks; and easement acquisition for surface water conversion transmission, Jane Lane conveyance, Dulles Avenue roadway Improvements, and Highway 90A sidewalk. Currently, staff is working on 17 CIP projects which contain about 110 individual parcels that are being tracked and managed. Resources include: ROW Manager, Landmark Consulting Group, GIS and project manager support, and outside land service consultants, appraisers, surveyors.

The Parcel Tracking System was developed in-house and provides total project transparency, containing progress charts, communication logs, and project costs. The system uses basic GIS functionality and lists

**WORKSHOPS (CONTINUED)**

**PROPERTY ACQUISITION NEEDS AND PROCESS (CONTINUED)**

the project and parcel, basic information of the owner, and provides links that will take the user to other folders for more information. The Parcel Tracking Database contains all the information related to the particular parcels' acquisition activities starting with the project, project name, the I.D., parcel number, project director, agent working on the acquisition, owner name, attorney, engineer, date of appraisal request, date received, environmental requested; also includes document links, abstract report, easements, deed, tax map and tax card related to the parcel. The project manager can go to the logs and see the invoices, contact logs related to the invoices. The last link lists the project costs and includes a summary of the invoices paid to date.

For parcels greater than \$25,000, the Fee Acquisition Process includes six steps: (1) Internal Pre-acquisition activities: select route, identify parcels, and submit schedule. (2) Council FYI. (3) External Pre-acquisition activities: title abstracting, survey, environmental assessment, cultural/historical assessment, appraisal, and establish just compensation. (4) Council Executive Session: discuss proposed negotiations and offers. (5) Good faith negotiations. (6) Successful negotiations; receive signed contract to convey land from landowner, Council approves contract over \$25,000. Failed negotiations; Council Executive Session and/or Council enacts resolution authorizing final offer and eminent domain proceedings.

**WORKSHOPS**

*Mayor Thompson*, seconded by *Council Member Smithers*, made a motion to remove from the agenda Items X.C., Pedestrian and Bicycle Projects; X.D., Non-City Meeting and Event Notices on SLtv16; and X.E., 2008 Charter Commission Report. The motion carried unanimously.

**CITY COUNCIL CITY MANAGER REPORTS**

**CITY COUNCIL REPORTS**

*Mayor Thompson* introduced Community Events Attended or Scheduled.

*Council Member Smithers* reported attending the Fort Bend Buyers Club meeting at Kempner High School.

*Council Member Olson* reported attending the Ribbon Cutting ceremony of the Helping Heroes awarding a new home to one of our veterans in Old Orchard; and the monthly Police Department meeting.

**CITY MANAGER REPORT**

There was no report.

**RECESS REGULAR MEETING**

*Mayor Thompson* recessed the Regular Meeting to go into Closed Executive Session, time 8:05 o'clock P.M.

**CLOSED EXECUTIVE SESSION (CONTINUED)**

**Real Property:** Section 551.072 (Deliberation Regarding Real Property)

b) Discuss value of, offer to purchase, and status of negotiations regarding real property to be acquired for park purposes. *Ms Karen Daly, Assistant City Manager.*

**ADJOURN CLOSED EXECUTIVE SESSION**

*Mayor Thompson* adjourned the Closed Executive Session, time 9:25 o'clock P.M.

**RECONVENE REGULAR MEETING**

*Mayor Thompson* reconvened the Regular Meeting, time 9:26 o'clock P.M.

**APPOINTMENTS, BOARDS AND COMMISSIONS**

**PLANNING AND ZONING COMMISSION**

*Mayor Thompson* introduced consideration on appointment of nine members to the Planning and Zoning Commission for terms expiring September 30, 2010; and appointment of Chair and Vice Chair.

Following a full and complete discussion, *Mayor Thompson* made a motion to approve appointments to the Planning and Zoning Commission: Farah Ahmed, Harish Jajoo, Sandy Hellums, Marlena Berger, Nancy Porter, Bridget Yeung, Carl Stephens, Paula Stansell, and Jim Shaw; and appointing Bridget Yeung as Chair and Carl Stephens as Vice Chair. The motion carried unanimously.

**ZONING BOARD OF ADJUSTMENT**

*Mayor Thompson* introduced consideration on appointment of five members and three alternate members to the Zoning Board of Adjustment for terms expiring September 30, 2010; and appointment of Chair and Vice Chair.

Following a full and complete discussion, *Mayor Thompson* made a motion to approve appointments to the Zoning Board of Adjustment: Gregory Schmidt, Deloise Holmes, Jr., Kathy Huebner, Bud Friedman, Allen Lazor; and alternates: Deron Patterson, Vivian Camacho, and John Novak; and appointing Kathy Huebner as Chair and Bud Friedman as Vice Chair. The motion carried unanimously.

**BUILDING STANDARDS COMMISSION**

*Mayor Thompson* introduced consideration on appointment of seven members and three alternate members to the Building Standards Commission for terms expiring September 30, 2010; and appointment of the Chair.

**APPOINTMENTS, BOARDS AND COMMISSIONS (CONTINUED)**



**BUILDING STANDARDS COMMISSION (CONTINUED)**

Following a full and complete discussion, *Mayor Thompson* made a motion to approve appointments to the Building Standards Commission: Ramakrishna Pochiraju, Lars Hagen, Abraham Joseph, Andrew Uschold, Rick Pal, Harvinder Arora, Al Abramczyk; and alternates: Pankaj Shah, Sameer Kapileshwari, and Shaheed Kajani; and appointing Al Abramczyk as Chair. The motion carried unanimously.

**ANIMAL ADVISORY BOARD**

*Mayor Thompson* introduced consideration on appointment of three members to the Animal Advisory Board for terms expiring September 30, 2010; and appointment of the Chair by the Mayor with approval of City Council.

Following a full and complete discussion, *Mayor Thompson* made a motion to approve appointments to the Animal Advisory Board: Dr. James L. Cox, Susan Wege, and Chad Zapalac; and appointing Dr. James L. Cox as Chair. The motion carried unanimously.

**PARKS AND RECREATION ADVISORY BOARD**

*Mayor Thompson* introduced consideration on appointment of seven members to the Parks and Recreation Advisory Board for terms expiring September 30, 2010; and appointment of the Chair by the Mayor with approval of City Council.

Following a full and complete discussion, *Mayor Thompson* made a motion to approve appointments to the Parks and Recreation Advisory Board: Mayor appointing William “Bill” Roy; At-Large Position 1 appointing Hillary Goldstein; At-Large Position 2 appointing Betty Gee; District 1 appointing Michelle Wohlwend; District 2 appointing Judy G. Chong; District 3 appointing Sue Chiang; and District 4 appointing Paul Barnett; and Mayor appointing Michelle Wohlwend as Chair. The motion carried unanimously.

**SUGAR LAND 4B CORPORATION**

*Mayor Thompson* introduced consideration on appointment of members to Sugar Land 4B Corporation.

Following a full and complete discussion, *Mayor Thompson* made a motion to approve appointments to the Sugar Land 4B Corporation: Mary Favre, Himesh Gandhi, James Clancy, Ray Meyer, Robert Pickell, Donald Smithers, and Donald Olson. The motion carried unanimously.

**SUGAR LAND DEVELOPMENT CORPORATION**

*Mayor Thompson* introduced consideration on appointment of seven members of City Council to Sugar Land Development Corporation for terms to run concurrent with the council member term of office.

**APPOINTMENTS, BOARDS AND COMMISSIONS (CONTINUED)**

**SUGAR LAND DEVELOPMENT CORPORATION (CONTINUED)**

Following a full and complete discussion, **Mayor Thompson** made a motion to approve appointments to the Sugar Land Development Corporation: Council Members Thomas Abraham, Jacqueline Baly Chaumette, Russell Jones, Donald Olson, Michael Schiff, Donald Smithers, and Mayor Thompson. The motion carried unanimously.

**ADJOURN**

There, being no further business to come before Council, **Council Member Smithers**, seconded by **Council Member Olson**, moved that the meeting adjourn. The motion carried unanimously and the meeting adjourned, time at 9:51 o'clock P.M.

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Glenda Gundermann, City Secretary

(SEAL)

Request Name License Plate Recognition CamerasDepartment: PoliceProgram #: 182601

Please Classify this request according to the following:

Request Type: ☐ Base Budget (Current Services) ☒ Enhancement (New Services)

Request Source:

☐ Council Priority ☒ Organizational Priority☐ CIP Project ☒ Departmental Priority

Which Council or Organizational Priority does this Request Address?

Description of the Request: Please be specific in what you are asking for- (personnel, training, equipment, etc.)

Funding is requested to purchase 4 vehicle mounted Automated License Plate Recognition cameras and 1 stationary camera.

**Justification:** Explain why the requested funding is needed. Please provide specific documentation such as performance measures, unfunded mandate, etc. You may be asked to validate your documentation, so please be clear.

Recent developments in technology have resulted in Automated License Plate Recognition Cameras for law enforcement. These cameras are offered in a vehicle mounted as well as a stationary configuration. By deploying this technology in the field the productivity of officers in recovering stolen vehicles, serving warrants and identifying vehicles wanted in crimes can be dramatically increased. The cameras automatically read every license plate which comes into view and compares them against a database of wanted vehicles. The Police Department believes that the deployment of 4 vehicle mounted cameras within the commercial district as well as a pilot project of a stationary camera within the town square area, can have a positive impact on our ability to detect crime before it occurs and possibly more easily identify suspect vehicles and wanted persons as well as provide invaluable intelligence information.

Service Levels (list)	With Add'l Funding	Without Add'l Funding
1 <u>Detection of Crime</u>	<u>enhanced detection</u>	<u>status quo</u>
2 <u>Crime Prevention</u>	<u>enhance services</u>	<u>status quo</u>
3 _____	_____	_____
4 _____	_____	_____

Will you be able to maintain your current service levels if this request is not funded?

☒ Yes, we can maintain current levels☐ No, we cannot maintain current levels

Request Name License Plate Recognition Cameras**Will this request generate any additional revenue?**

- ☐ Yes. Recurring Revenues  
☐ Yes. One-Time Revenues  
☒ No Revenues Anticipated

Estimated  
Annual  
Revenue

\$ -

**Anticipated Funding Impact: (Budget Office will calculate personnel & benefits cost based on info provided)**

Personnel:	# of FTE	Requested Hire Date	Proposed Title	Proposed Pay Grade	

**Funding Requested:**

	Recurring		Non-Recurring
Operating Budget		Computer/Software	6,000
Professional Services		Professional Services	
Contractual Services	5,000	Contractual Services	
Travel/Training		Mobile/Portable Radio	
Vehicle Fuel/Maintenance		Furniture (desk/chairs, etc)	
Maintenance Agreements	10,000	Capital/Equipment	111,000
Telephone/Long Distance		Cubicle/Office buildout	
Uniforms		Data / phone line installation:	
Other (specify) _____		Other (specify) Travel / Training	
Other (specify) _____		Other (specify) _____	
Other (specify) _____		Other (specify) _____	
Total Recurring	15,000	Total Non-Recurring	117,000

**Approvals for Submittal to Budget Office (required):**

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director/ACM: \_\_\_\_\_

Date: \_\_\_\_\_

Attach more sheets if necessary and any additional documentation as requested.

Cost per Mobile ALPR Unit is \$24,000 x 4 = \$96,000

Cost per Stationary ALPR Unit is \$15,000 x 1 = \$15,000

Voice Manger Software for ALPR \$ 1,500 per unit x 4 = \$6,000



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY07/08 BASE BUDGET OFC V	FY08 1X BASE ADJ	FY08 R/C ADJUST	Budget Office Base Budget Adjustments	FY08 Base w/ Budget Office Adjustments
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* Operations & Maintenance		141,012	6,179	49,478	55,657	196,669
010-1826-518.60-01 CAPITAL		0	487,079	0	487,079	487,079

LEVEL	TEXT	TEXT AMT
08B1	N/R - CID SERGEANT VEHICLE & EQUIPMENT	21,450
	CUBICLE BUILDOUT	13,000
	N/R - CID INVESTIGATORS VEHICLE & EQUIPMENT (2)	103,805
	N/R - WARRANT CLERK EQUIPMENT	1,869
	CUBICLE BUILDOUT	13,000
	N/R - SIGNALSCAPE VIDEO ENHANCEMENT EQUIPMENT	28,150
	N/R - CELL PHONE EVIDENCE RECOVERY	25,000
	N/R - POLICE SECURITY CAMERAS	60,000
	N/R - LICENSE PLATE RECOGNITION CAMERAS	117,000
	N/R - VEHICLE & EQUIP FOR CID INVEST (APPV. BY CC)	51,903
	N/R - VEHICLE & EQUIP FOR CID INVEST (APPV. BY CC)	51,902
		487,079

010-1826-518.60-05 NON-CAPITALIZED ASSETS		0	57,962	74,066	132,028	132,028
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LEVEL	TEXT	TEXT AMT
08B1	P/T VICTIM LIAISON	3,614
	N/R - CID SERGEANT COMPUTER	2,522
	N/R - CID SERGEANT RADIO	4,284
	MOVED FROM 60-01 PER JB 9/27/07 KS	
	N/R - PORTABLE RADIOS MOVED FROM 60-01	12,858
	N/R - WARRANT CLERK COMPUTER MOVED FROM 60-01	2,184
	N/R - PRINT KITS & DIGITAL CAMERAS FROM 60-01	17,500
	N/R - ID EQUIPMENT	15,000
		57,962

LEVEL	TEXT	TEXT AMT
08BR	CID BASE INCREASE	32,350
	CID SERGEANT	7,131
	WARRANT CLERK	3,085
	SIGNALSCAPE VIDEO/ENHANCEMENT EQUIPMENT	1,500
	CELL PHONE EVIDENCE RECOVERY	5,000
	POLICE SECURITY CAMERAS	10,000
	LICENSE PLATE RECOGNITION CAMERAS	15,000
	MOVE TO 25-01 PER JB 9/27/07 KS	
	PRINT KITS & DIGITAL CAMERAS	\$680
	ID EQUIPMENT	\$450
		74,066



Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

June 17, 2009

Mr. Steve Griffith  
City of Sugar Land  
P. O. Box 110  
Sugar Land, TX 77487-0110

Dear Mr. Griffith:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation in the amount of \$51,734 for City of Sugar Land.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Pamela J. Simmons, Program Manager at (202) 514-5947; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "James H. Burch II", is located below the word "Sincerely,".

James H. Burch II  
Acting Director

Enclosures



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	APRIL 7, 2009	<b>AGENDA REQUEST NO:</b>	
<b>INITIATED BY:</b>	SANDRA GERNER	<b>RESPONSIBLE DEPARTMENT:</b>	POLICE
<b>PRESENTED BY:</b>	SCOTT SCHULTZ CAPTAIN OF STAFF SERVICES	<b>DEPARTMENT HEAD:</b>	STEVE GRIFFITH, POLICE CHIEF
		<b>ADDITIONAL DEPARTMENT HEAD (S):</b>	LYNDA SYMANK DIRECTOR OF FISCAL SERVICES
<b>SUBJECT / PROCEEDING:</b>	REVIEW AND APPROVE THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG), SIGN THE CERTIFICATION AS TO RECOVERY ACT REPORTING, SIGN THE GENERAL CERTIFICATION AS TO REQUIREMENTS FOR RECEIPT OF FUNDS FOR INFRASTRUCTURE INVESTMENTS, AND APPROVE A REVENUE AND EXPENDITURE BUDGET ADJUSTMENT IN THE AMOUNT OF \$51,734.		
<b>EXHIBITS:</b>	GRANT APPLICATION GRANT CERTIFICATIONS		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	JOE MORRIS CITY ATTORNEY	<b>EXECUTIVE DIRECTOR:</b>	STEVE GRIFFITH, CHIEF OF POLICE
<b>PURCHASING:</b>	TODD REED PURCHASING MANAGER	<b>ASST. CITY MANAGER:</b>	KAREN GLYNN
<b>BUDGET:</b>	LYNDA SYMANK DIRECTOR OF FISCAL SERVICES	<b>CITY MANAGER:</b>	ALLEN BOGARD
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED:</b>		<b>\$</b>	\$51,849
<b>CURRENT BUDGET:</b>		<b>\$</b>	\$115
<b>ADDITIONAL FUNDING:</b>		<b>\$</b>	\$51,734
<b>RECOMMENDED ACTION</b>			
The Police Department recommends that City Council review and approve the application in the amount of \$51,734, sign the required certifications, accept funding when the grant is awarded, and authorize a budget revision to revenues and expenditures in the amount of \$51,734.			

## EXECUTIVE SUMMARY

The Police Department obtained pre-approval to apply for a \$51,734 grant from the U.S. Department of Justice. This is a formula grant, with the U.S. Dept of Justice determining the eligible jurisdictions and the maximum grant amount available to them. The maximum amount for Sugar Land is \$51,734, and the agency has up to 36 months to use all of the funds.

Under the term of the grant, the application must be made available to the governing body at least 30 days prior to the submission date, which has a deadline of May 18, 2009.

The Department proposes to use the funds for the purchase of additional license plate recognition cameras. The quote obtained for the vendor was \$47,135, with a cost of \$2,357 to continue the service plan in years two and three. The three year cost is \$51,849. The grant will cover all but \$115 of these expenditures, which will be paid from the base budget for the division.

After Council approval, the grant application must be presented to the public to comment on the proposed use. The Public Hearing will be scheduled for April 15, 2009.

## EXHIBITS





# CITY COUNCIL

## AGENDA REQUEST

**AGENDA OF:** 08-04-09

**AGENDA  
REQUEST NO:**

**INITIATED BY:** CORY BECKER, CRIME ANALYST

**RESPONSIBLE  
DEPARTMENT:** POLICE

**PRESENTED BY:** DOUG BRINKLEY  
INTERIM POLICE CHIEF

**DEPARTMENT  
HEAD:** DOUG BRINKLEY, INTERIM  
POLICE CHIEF *DB*

**ADDITIONAL  
DEPARTMENT.  
HEAD (S):** N/A

**SUBJECT /  
PROCEEDING:** PURCHASE OF LICENSE PLATE RECOGNITION CAMERA

**EXHIBITS:** QUOTE FROM ELSAG NORTH AMERICA

### CLEARANCES

### APPROVAL

**LEGAL:** N/A

**EXECUTIVE  
DIRECTOR:** N/A

**PURCHASING:** TODD REED,  
PURCHASING MANAGER *TR*

**INTERIM  
ASST. CITY  
MANAGER:** STEVE GRIFFITH *SMG*

**BUDGET:** BRYAN GUINN, *BG*  
BUDGET MANAGER

**CITY  
MANAGER:** ALLEN BOGARD

### BUDGET

**EXPENDITURE REQUIRED: \$** 25,450.00

**CURRENT BUDGET: \$** 25,450.00

**ADDITIONAL FUNDING: \$** N/A

### RECOMMENDED ACTION

Approve purchase of a license plate recognition camera in the amount of \$25,450.

#### EXECUTIVE SUMMARY

The City of Sugar Land received and accepted a \$51,734 grant from the Department of Justice to purchase two license plate recognition cameras. One camera will be mobile, and one will be fixed. At this time, we are requesting approval to purchase the mobile camera in the amount of \$25,450. The camera must be purchased from ESLAG North America in order to work with the current camera system software. This is a sole source vendor.

The fixed camera will be ordered at a later date after installation issues and related costs not covered by the grant are resolved.

#### EXHIBITS

**MAIL ALL INVOICES &  
STATEMENTS TO:**  
City Of Sugar Land  
Attn: Accounts Payable  
P.O. Box 110  
Sugar Land, TX 77487-0110



**P.O. # 097690**

**DATE: 08/06/2009**

**CITY OF SUGAR LAND  
PURCHASING OFFICE  
(281) 275-2740 OFFICE  
(281) 275-2741 FAX**

**PURCHASE ORDER**

**VENDOR #:** 9028  
**VENDOR ADDRESS:** ELSAG NORTH AMERICA  
PO BOX 788  
PLEASANT GARDEN, NC 27313

**SHIP TO:** POLICE DEPARTMENT  
1200 HIGHWAY 6 SO  
SUGAR LAND, TX 77478

**The P.O. # MUST Appear on ALL Invoices, Packages and Correspondence**

The following must appear on ALL invoices, packages and correspondence							
DELIVER BY		REQUISITION #		REQUISITION DATE		CONTRACT NUMBER	
09/06/2009		0000095302		08/06/2009			
FOB		ACCOUNT NUMBER		PROGRAM NUMBER		AUTHORIZED BY	
DEST		Multiple Accounts				JC	
REQUISITIONER	ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE			UNIT COST	EXTENDED COST

SANDI GERNER	1	1.00 /	EAMOBILE LICENSE PLATE READER W/6 CAMERAS	23,725.0000	23,725.00
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SANDI GERNER	2	1.00 /	EACAMERA INSTALLATION	750.0000	750.00
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SANDI GERNER	3	1.00 /	EAOOPERATIONS CENTER LICENSE	975.0000	975.00
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APPROVED BY CITY COUNCIL ON AUGUST 4, 2009.

**TOTAL PURCHASE AMOUNT**

**\$25,450.00**

**MAIL ALL INVOICES & STATEMENTS TO:**

City Of Sugar Land  
Attn: Accounts Payable  
P.O. Box 110  
Sugar Land, TX 77487-0110



**CITY OF SUGAR LAND  
PURCHASING OFFICE  
(281) 275-2740 OFFICE  
(281) 275-2741 FAX**

**P.O. # 097690****DATE: 08/06/2009****PURCHASE ORDER****VENDOR #:** 9028

**VENDOR ADDRESS:** ELSAG NORTH AMERICA  
PO BOX 788  
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DELIVER BY		REQUISITION #		REQUISITION DATE	CONTRACT NUMBER
09/06/2009		0000095302		08/06/2009	
FOB		ACCOUNT NUMBER		PROGRAM NUMBER	AUTHORIZED BY
DEST		Multiple Accounts			JC
REQUISITIONER	ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST
					EXTENDED COST

Account	Project	Amount
07118405186001	PD0902	24,475.00
07118405185801	PD0902	975.00


By acceptance of this purchase order, you are accepting the City of Sugar Land's Terms and Conditions, available on the City website at [www.sugarlandtx.gov](http://www.sugarlandtx.gov) (Go to Departments, Purchasing, Terms and Conditions) or by calling 281-275-2749 or 281-275-2701.

Approval:

AUTHORIZED SIGNATURE:

A handwritten signature in blue ink, appearing to read "G. Miller".



	<b>CITY COUNCIL</b>		
	<b>AGENDA REQUEST</b>		
<b>AGENDA OF:</b>	09-15-09	<b>AGENDA REQUEST NO:</b>	IV-J
<b>INITIATED BY:</b>	<b>CORY BECKER</b> CRIME ANALYST	<b>RESPONSIBLE DEPARTMENT:</b>	POLICE
<b>PRESENTED BY:</b>	<b>DOUGLAS BRINKLEY</b> INTERIM CHIEF OF POLICE	<b>DEPARTMENT HEAD:</b>	<b>DOUGLAS BRINKLEY</b> INTERIM CHIEF OF POLICE
		<b>ADDITIONAL DEPARTMENT HEAD (S):</b>	N/A
<b>SUBJECT / PROCEEDING:</b>	PURCHASE OF LICENSE PLATE RECOGNITION CAMERA/APPROVE PURC		
<b>EXHIBITS:</b>	QUOTE FROM ELSAG NORTH AMERICA		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	N/A	<b>EXECUTIVE DIRECTOR:</b>	N/A
<b>PURCHASING:</b>	<b>TODD REED</b> PURCHASING MANAGER <i>(Signature)</i>	<b>INTERIM ASST. CITY MANAGER:</b>	<b>STEVE GRIFFITH</b> <i>(Signature)</i>
<b>BUDGET:</b>	<b>BRYAN GUINN</b> <i>(Signature)</i> BUDGET MANAGER	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b> <i>(Signature)</i>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		46,410.00	
<b>CURRENT BUDGET: \$</b>		46,410.00	
<b>ADDITIONAL FUNDING: \$</b>		N/A	
<b>RECOMMENDED ACTION</b>			
Approve purchase of fixed location license plate recognition camera system in the amount of \$46,410.			
<b>EXECUTIVE SUMMARY</b>			

The City of Sugar Land received and accepted a \$51,734 grant from the Department of Justice to purchase license plate recognition cameras. One camera is mobile, and the other will be fixed.

In July 2008, the City of Sugar Land released a Request for Proposal (RFP) for an Automated License Recognition Systems (ALPR). The objective of this RFP was to find a mobile (ALPR) system which could be mounted on existing police vehicles as well as a fixed system that could be utilized on a roadway or garage setting.

After staff evaluations of the proposals, it was determined that the proposal submitted by ELSAG North America Law Enforcement Systems, LLC provided the most flexibility to meet the Police Department's needs and provided the best overall value.

The first purchase and installation of four mobile cameras from ELSAG North America Law Enforcement Systems, LLC was done in October and November of 2008. The fifth mobile and two fixed installations were finished in August 2009. Since that time the mobile and fixed cameras have performed within the guidelines set forth in the RFP.

At this time, we are requesting approval to purchase the fixed camera installation in the amount of \$20,126. The camera must be purchased from ELSAG North America in order to work with the current camera software. This is a sole source vendor.

The cost will be covered by the remaining \$26,284 in grant funds and \$20,126 in budget savings during year 08/09. The additional funds in excess of the grant are necessary for system enhancements that will be required for the purchase of a four camera system to cover all lanes of traffic.

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#### EXHIBITS

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## ELSAG North America

412 Clocktower Commons  
Brewster, NY 10509

Duns # 196140821  
Phone: 866-9MPH900 (967-4900)  
Fax: 336-379-7164

8/31/2009

QUOTATION

Delivered to:  
Cory Becker, Crime Analyst  
Sugar Land Police Department  
1200 Hwy. 6  
Sugar Land, TX 77478  
281-275-2698  
281-275-2623 (fax)  
[cbecker@sugarlandtx.gov](mailto:cbecker@sugarlandtx.gov)

Quotation valid until: October 30, 2009  
Prepared by: Tony Roberts  
Projected Arrival Date: TBD

NASPO Multi-State Contract #PC62119 Award #19745  
(California Participating Addendum)  
WSCA # PC 62119 Hazardous Incident Response Equipment  
(Contract term: 5/20/2007 - 5/10/2010)

Model #	Description	Cost	Units	Amount
FPH-900X	Fixed High Performance LPR Smart Camera and mounting hardware, with color video overlay camera and PC support back to command center.	\$8,425	4	\$33,700.00
FCU-900	Field Control Unit-Pole Mountable-includes ruggedized PC (1.6ghz/512mb ram), 24vdc powersupply(up to 8 cameras), surge suppression, environmental controls.	\$6,110	1	\$6,110.00
ENG SUP	Day rate for ELSAG North America engineering staff either on site or in the development lab.	\$1,250	2	\$2,500.00
MPH-900 OPC	Operations Center License designed to coordinate multiple fixed and mobile units across.	\$975	4	\$3,900.00
Phone Support	24 Hour Telephone Support by qualified MPH-900 technicians			FREE
ON-SITE TRAINING	Included in the purchase of both transportable and permanent MPH-900 installations available in group and individual sessions.			FREE
TRAINING CENTER MEMBERSHIP	Unlimited access to ELSAG North America training classes held either in the field or at Company Facilities.			FREE
TOTAL				\$46,210.00
Shipping				\$200.00
Grand Total				\$46,410.00

## Service Plan for goods and services provided by the above quote

		Due Date
Year I	Free	Hardware and Software
Year II	\$3,235	Hardware and Software
Year III	\$3,235	Hardware and Software
Year IV	\$3,235	Hardware and Software
Beyond	\$1,848	Software Only

Service Plan Includes:  
- Software Updates  
- Annual Training/Service  
- Parts & Labor

Approval Signature: \_\_\_\_\_

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## City of Sugar Land

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**TUESDAY, SEPTEMBER 15, 2009**

**CITY COUNCIL REGULAR MEETING**

**4:00 O'CLOCK P.M.**

**CITY COUNCIL CHAMBER**

### **I. CLOSED EXECUTIVE SESSION**

- A.** Closed Executive Session as authorized by Chapter 551, Texas Government Code, in accordance with:

**Public Officers: Section 551.074** (Discuss public officers).

- a)** For the purpose of discussion with respect to the appointment of members to the Planning and Zoning Commission, Zoning Board of Adjustments and Appeals, Building Standards Commission, Sugar Land 4B Corporation, and Sugar Land Development Corporation. ***Ms. Glenda Gundermann, City Secretary.***

**RECONVENE**

**CITY COUNCIL CHAMBER**

**INVOCATION | [Video Snippet](#)**



*Council Member Donald G. Olson*

**PLEDGE OF ALLEGIANCE TO FLAG**

*Council Member Donald G. Olson*

**RECOGNITION** | [Video Snippet](#)

**National Night Out**

*Mr. Doug Brinkley, Interim Police Chief*

**II. PUBLIC COMMENT**

Citizens who desire to address the City Council with regard to matters on the agenda will be received at this time. The number of speakers will be limited to the first ten (10) speakers and each speaker is limited to three (3) minutes.

Comments or discussion by council members will only be made at the time the subject is scheduled for consideration.

**III. REVIEW OF CONSENT AGENDA**

A. Review of Consent Agenda

**IV. CONSENT AGENDA** | [Video Snippet](#)

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 1752** AN ORDINANCE OF THE CITY OF SUGAR LAND, TEXAS,

AMENDING CHAPTER 2, DIVISION 4 (FEES FOR VARIOUS CITY SERVICES) AND CHAPTER 5, DIVISION 3 (RATES AND CHARGES) OF THE CODE OF ORDINANCES BY REVISING VARIOUS SERVICE FEES AND MONTHLY RETAIL WATER AND WASTEWATER CHARGES. *Ms. Jennifer Brown, Budget and Research Director.*

[Ordinance No. 1752](#) | Status: **Passed**

- B. **SECOND CONSIDERATION:** Consideration of and action on **CITY OF SUGAR LAND ORDINANCE NO. 1753** AN ORDINANCE OF THE CITY OF SUGAR LAND APPROVING SETTLEMENT OF THE CENTERPOINT ENERGY ENTEX COST OF SERVICE ADJUSTMENT APPLICATION FILED ON APRIL 29, 2009; AND ADOPTING TARIFFS THAT REFLECT THE PARTIES' SETTLEMENT AGREEMENT. *Ms. Eugenia Cano, Assistant City Attorney.*

[Ordinance No. 1753](#) | Status: **Passed**

- C. Consideration of and action on authorizing execution of a Contract in an amount not to exceed \$47,000.00 with Envirodyne, Incorporated for Industrial Pretreatment Program analyses of industrial and domestic wastewater. *Ms. Jessie Li, Assistant Utilities Director.*

[Industrial Pretreatment Program](#) | Status: **Passed**

- D. Consideration of and action on authorizing execution of a Concession Agreement by and between the City of Sugar Land and Dame-Wesp, LLC, dba Treasure Hunters Too (Dame-Wesp) for retail concession space Sugar Land Regional Airport. *Mr. Phillip W. Savko, Director of Aviation.*

[Retail Concession Space](#) | Status: **Passed**

- E. Consideration of and action on authorizing Purchase of Novell Master License Agreement in the amount of \$47,754.44 from SHI Government Solutions, Incorporated for annual software maintenance renewal. *Ms. Sharlett Chowning, Director of*

**MAIL ALL INVOICES &  
STATEMENTS TO:**  
City Of Sugar Land  
Attn: Accounts Payable  
P.O. Box 110  
Sugar Land, TX 77487-0110



**CITY OF SUGAR LAND  
PURCHASING OFFICE  
(281) 275-2740 OFFICE  
(281) 275-2741 FAX**

**PURCHASE ORDER**

2/9/10 -  
Requested asset tag.  
Have copy of PO to Baker  
P.O. # 099946

**DATE: 02/05/2010**

**VENDOR #:** 9028  
**VENDOR ADDRESS:** ELSAG NORTH AMERICA  
PO BOX 788  
PLEASANT GARDEN, NC 27313

**SHIP TO:** POLICE DEPARTMENT  
1200 HIGHWAY 6 SO  
SUGAR LAND, TX 77478

**The P.O. # MUST Appear on ALL Invoices, Packages and Correspondence**

The F.O. # MUST Appear on ALL Invoices, Packages and Correspondence						
DELIVER BY		REQUISITION #		REQUISITION DATE		CONTRACT NUMBER
03/02/2010		0000097670		02/03/2010		
FOB		ACCOUNT NUMBER		PROGRAM NUMBER		AUTHORIZED BY
DEST		Multiple Accounts				JC
REQUISITIONER	ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

SANDI GERNER      1      4.00 / EAFIXED HIGH PERFORMANCE LPR      8,425.0000      33,700.00  
SMART CAMERA AND

MOUNTING HARDWARE, WITH COLOR VIDEO OVERLAY CAMERA  
AND PC SUPPORT BACK TO COMMAND CENTER  
PURCHASE APPROVED BY COUNCIL 9/15/09

SANDI GERNER      2      1.00 / EAFIXED CONTROL UNIT - POLE      6,110.0000      6,110.00  
MOUNTABLE - INCLUDES

RUGGEDIZED PC, 24VDC POWER SUPPLY, SURGE SUPPRES-  
SION, ENFIRONMENTAL CONTROLS

SANDI GERNER      3      2.00 / HRDAY RATE FOR ELSAG ENGINEERING      1,250.0000      2,500.00  
STAFF

SANDI GERNER      4      4.00 / EAOPERATIONS CENTER LICENSE      975.0000      3,900.00  
DESIGNED TO COORDINATE

MULTIPLE FIXED AND MOBILE UNITS ACROSS.

SANDI GERNER      5      1.00 / EASHIPPING      200.0000      200.00



**MAIL ALL INVOICES &  
STATEMENTS TO:**

City Of Sugar Land  
Attn: Accounts Payable  
P.O. Box 110  
Sugar Land, TX 77487-0110



**CITY OF SUGAR LAND  
PURCHASING OFFICE  
(281) 275-2740 OFFICE  
(281) 275-2741 FAX**

**P.O. # 099946****DATE: 02/05/2010****PURCHASE ORDER****VENDOR #:** 9028

**VENDOR ADDRESS:** ELSAG NORTH AMERICA  
PO BOX 788  
PLEASANT GARDEN, NC 27313

**SHIP TO:** POLICE DEPARTMENT  
1200 HIGHWAY 6 SO  
SUGAR LAND, TX 77478

**The P.O. # MUST Appear on ALL Invoices, Packages and Correspondence**

DELIVER BY		REQUISITION #		REQUISITION DATE		CONTRACT NUMBER	
03/02/2010		0000097670		02/03/2010			
FOB		ACCOUNT NUMBER		PROGRAM NUMBER		AUTHORIZED BY	
DEST		Multiple Accounts				JC	
REQUISITIONER	ITEM #	QUANTITY / UNIT	DESCRIPTION ARTICLE OR SERVICE			UNIT COST	EXTENDED COST

**TOTAL PURCHASE AMOUNT****\$46,410.00**

**MAIL ALL INVOICES & STATEMENTS TO:**

City Of Sugar Land  
Attn: Accounts Payable  
P.O. Box 110  
Sugar Land, TX 77487-0110



**CITY OF SUGAR LAND  
PURCHASING OFFICE  
(281) 275-2740 OFFICE  
(281) 275-2741 FAX**

**P.O. # 099946****DATE: 02/05/2010****PURCHASE ORDER**

**VENDOR #:** 9028  
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SUGAR LAND, TX 77478

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The F.O. # MUST Appear on ALL Invoices, Packages and Correspondence						
DELIVER BY		REQUISITION #		REQUISITION DATE		CONTRACT NUMBER
03/02/2010		0000097670		02/03/2010		
FOB		ACCOUNT NUMBER		PROGRAM NUMBER		AUTHORIZED BY
DEST		Multiple Accounts				JC
REQUISITIONER	ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

Account	Project	Amount
01018115186001		17,201.00
07118405183101	PD0902	2,500.00
07118405186001	PD0902	22,809.00
01018115185801		2,925.00
07118405185801	PD0902	975.00

By acceptance of this purchase order, you are accepting the City of Sugar Land's Terms and Conditions, available on the City website at [www.sugarlandtx.gov](http://www.sugarlandtx.gov) (Go to Departments, Purchasing, Terms and Conditions) or by calling 281-275-2749 or 281-275-2701.

Approval:

AUTHORIZED SIGNATURE:

<p>GENERAL ORDER</p>  <p>Sugar Land Police Department</p>	Effective: 02 18 11	<b># 80-09 R2</b>
	Section: Communications	Subject: <b>TCIC/NCIC Information Systems</b>
	Rescinds: G.O. 80-09 R1	
	Standards: 82.1.7	

**Purpose:**

To establish guidelines for the proper handling of Texas Crime Information Center (TCIC) and National Crime Information Center (NCIC) materials and information, including all criminal history record information by departmental personnel.

**Policy:**

It is the policy of the Sugar Land Police Department to protect the rights of all citizens. All information obtained by computerized information systems is subject to rights of privacy and will be properly disseminated.

**Procedure:**

I. General

- A. The department's participation in the TCIC and NCIC System is conditional upon our adherence to policy set out in the NCIC Operating Manual and applied through these guidelines. We are subject to audit by the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) on a biennial basis for compliance to all TCIC/NCIC policies.
- B. Any terminal/computer station that can access CJIS/TLETS/TCIC/NCIC systems will be kept secure at all times and access will be restricted to authorized personnel only. These secured locations shall not be accessible to the public and are properly marked by "Authorized Personnel Only" signs.
- C. Information that is obtained through the police computerized teletype system will not be given out to any person(s) other than law enforcement personnel or to another criminal justice agency.

II. Hit confirmation

A. Responsibility during hit confirmation:

During hit confirmation, whether requesting it from another agency or providing it to another agency, we must accomplish the following:

1. Ensure that the person or property inquired upon is identical to the person or property identified in the record.
2. Ensure that the warrant, missing person or theft report is still outstanding.

3. Obtain a decision regarding the extradition of the wanted person.
4. Obtain information regarding the return of the missing person to the appropriate authorities.
5. Obtain information regarding the return of stolen property to its rightful owner.

Operators should ensure that the person or property in custody is the same as the person or property in the warrant or theft report.

B. Confirmation on Sugar Land Police records:

The operator on duty will reply to all requests for hit confirmation within the time limit(s) required by TCIC/NCIC policies. If he/she is unable to provide confirmation within that time limit, he/she will immediately send a message to the requesting agency giving them a specific amount of time needed to confirm or deny.

- A. Operators will provide written hit confirmation to requestors whenever possible. If it is impossible for some reason, we will provide confirmation by phone. Then if it is possible, we will follow up by teletype message. Under no circumstances will we allow a request for a hit confirmation to our agency to go unanswered.
- B. Confirmation of another agency's records; Operator's responsibility:

1. Notify the officer of the hit and that confirmation will be requested per their directive. Then if so instructed, request confirmation by sending a message to the agency that made the entry and fully describe the person or property in custody.
2. If within the time limit specified in the first request, the other agency does not provide a positive confirmation, negative confirmation or a specific amount of time needed to confirm or deny, the operator will send another message to the entering agency requesting confirmation. The operator will enter the number two in the request number field. This will cause the message to also be sent to the appropriate state CTA(s).
3. If within the specified time limit in the second request the agency does not provide the proper confirmation, the operator will send a message to the entering agency. The operator will enter a three (3) in the request number field. This will cause the message to be sent to the appropriate state CTA(s) and the FBI/NCIC.

C. Officer's responsibility:

1. Understand that a hit alone is not probable cause to arrest. A hit confirmed with the originating agency is one factor to be added to other

factors at the scene to arrive at an arrest decision.

2. Understand the hit confirmation process, and that he/she is responsible for ensuring the person and/or property in custody is the same as that in the record along with other safeguards that are indicated in #1 above.

### III. Handling of TLETS information

#### A. Authority to request information

1. Within the department only commissioned officers and other authorized personnel will be allowed to request TLETS inquiries of any kind.
2. Requests from outside the department will be honored when the identity of the requestor can be verified as a commissioned officer or other authorized person who is making the request for a criminal justice purpose. Appropriate logging of CCH information is mandatory.
3. All authorized personnel are responsible for limiting their requests to official, criminal justice purposes only.

#### B. Security of information

1. Stolen and wanted information can be requested by officers as needed. No dissemination log is necessary and the information may be broadcast over the radio without restriction except as necessary to safeguard the officer.
2. Operators will always check for TCIC/NCIC warrants on incoming arrestees and prisoners being released at the request of an officer or jailer.
3. Operators will check for wanted persons using alias names, date of births, and ID numbers that come to our attention on each subject.
4. Officers will obtain hit confirmation from the entering agency before taking any of the following actions:
  - a. Arresting the wanted person.
  - b. Detaining the missing person.
  - c. Seizing the stolen property.
5. Criminal History information will only be available to law enforcement personnel and to other criminal justice agencies.
6. Operators will log any dissemination of criminal history information to any officer or agency; any officer or authorized person who further disseminates criminal history information to other law enforcement personnel or another criminal justice agency must maintain personal documentation of what was disseminated, when and to whom.



7. Communications personnel are not allowed to give criminal history information over the radio except for that information which might confirm the presence of a record or indicate a need for officer caution.
8. All printouts of CJIS data shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly shredded using a shredder.
9. No CJIS, TLETS, TCIC and NCIC information obtained, under any circumstance, will ever be saved to CD's, thumb drives, diskettes, or any other storage media.
10. Changes in authorized personnel will be immediately reported to TCIC Training Section. The Terminal Agency Coordinator will handle the notifications.
11. The Department shall keep a list of all wireless device ID's and vendor telephone contact numbers so that devices can be promptly disabled, should the need arise.
12. All the equipment used for processing CJIS data shall have anti-virus software installed and updated on a monthly basis, and the MDC firewall shall be enabled at all times.
13. It shall be the responsibility of each authorized user to report any violations of this security policy to the Chief of Police.
14. Visitors to secure areas will be escorted by authorized personnel at all times.
15. The Local CJIS Network equipment room shall be securely locked when not occupied.


#### C. Training

Each person authorized to access CJIS data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years, in accordance with CJIS policy, and said training will be documented.



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Chief of Police

<p style="text-align: center;">GENERAL ORDER</p>  <p style="text-align: center;">Sugar Land Police Department</p>	Effective: 08-26-11	<b># 80-11 R1</b>
	Section: Communications	Subject: <b>Use of LPR Technology</b>
	Rescinds: General Order #80-11	
	Standards: N/A	

**Purpose:**

To establish criteria for the use of License Plate Reader (LPR) Technology.

**Policy:**

The Sugar Land Police Department may incorporate the use of LPR Technology to aid the daily activities of patrol and criminal investigation and during emergency operations, while maintaining compliance with applicable state and federal laws.

**Definitions:**

Hot lists - List of vehicles that are considered stolen through TCIC/NCIC or a vehicle affiliated with a wanted felon. This list may include vehicles entered by Sugar Land Police Department regarding specific investigations. This list may also include vehicles affiliated with a warrant issued out of Sugar Land Municipal Court.

Each LPR unit is equipped with a Global Positioning System (GPS), a U.S. space-based global navigation satellite system.

**Procedure:**

I. Equipment

LPR equipment may be installed on police vehicles or at fixed locations designated by the department. This equipment is property of the department, and its use will be monitored by supervisory personnel.

II. Situations for Use

- A. Police officers assigned to a marked police vehicle equipped with integrated LPR systems shall use this technology during patrol shifts in both a roving capacity and while stationary, for the following reasons:
  1. To monitor hits on “hot lists”
  2. To locate vehicles of interest for a specific investigation
- B. If the equipment is available, police officers may use LPR technology in an unmarked police vehicle at the direction of a supervisor.

- C. Trained Community Assistance Support Team (CAST) members may operate LPR technology installed on CAST vehicles for information gathering purposes only. No alerts will be sent to CAST members through the LPR system.
- D. LPR systems mounted at fixed locations shall monitor all license plates that come in contact with the LPR camera. Information gathered will be accessed and disseminated as appropriate.
- E. LPR systems should also be used in emergency operations, such as AMBER alerts, missing persons, and violent crimes (i.e. murder, bank robberies).
  - 1. Upon notification of an emergency situation, all patrol officers using LPR equipment must place the involved vehicle plate number into the LPR database.
  - 2. Officers should then proceed to patrol areas which are likely to increase the chance of encountering the target vehicle. (Supervisor approval required to leave assigned Beat.)

### III. Officer's Responsibility

- A. Officers should receive specialized training before they can be assigned to an LPR equipped patrol vehicle. Training is provided by the department.
- B. At the beginning of the officer's shift, the officer should inspect the LPR system and report any malfunctions to the fleet supervisor.
- C. When an alert is triggered by the LPR system, the officer must confirm the plate by visually checking the actual plate against the captured image.
- D. In cases where the alert is triggered due to an entry in TCIC/NCIC for a stolen or wanted vehicle, the officer must verify through dispatch that the plate is still stolen/wanted prior to making a traffic stop based solely on the alert.
- E. After any enforcement action is taken, the officer must enter a disposition into the LPR system to cancel the alert.
- F. Officers are not authorized under any circumstances to disconnect the GPS system.
- G. In cases where the alert is triggered due to an affiliation with a Sugar Land Municipal Court Warrant, the officer will adhere to the following guidelines: An alert on a Municipal Court Warrant is not sufficient probable cause for a stop / detention on its own. Officers must have or develop further information to verify the current validity of the warrant, the person named in the warrant, what specific charge the warrant carries, and determine if the person in the alerted vehicle is actually the person named in the warrant prior to stop / detention based solely on the alert.

### IV. Supervisor's Responsibility

- A. Ensure officers assigned to an LPR equipped patrol vehicle receive initial training on the system and any refresher training as necessary.
  - B. Reassign LPR vehicles to areas where analysis indicates a need.
- V. Crime Analyst's Responsibility
  - A. Review data collected by the LPR systems for useful intelligence information. This information will be forwarded to the Criminal Investigations Division.
  - B. Logging requests for LPR system searches and the results.
  - C. Reporting monthly on the utilization of the LPR system.

VI. Training

All officers will receive training/refresher training on the use of the LPR system through

- 1. Semiannual block training or;
- 2. SLPD Basic Officer Development Program or;
- 3. Roll call training

VII. Storage and Retention Schedule

The digital files will be stored for ninety (90) days on a server designated by the Information Technology Department.

VIII. Municipal Court

Municipal Court is responsible to coordinate with the Information Technology Department to have Municipal Court Warrants entered into the LPR system. The content of the list of associated license plate numbers and warrant information (including but not limited to accuracy) is the responsibility of the Municipal Court.



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Chief of Police

D9RSBP1B

File Edit View Communication Actions Window Help

PI310103 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:19:27

Type option, press Enter.  
1=Item detail 2=Receipt History  
Position to line: \_\_\_\_\_

Opt	Line	Quantity	UOM	Item Number	Unit Cost	Ext Cost	Tax
1	001	4.00	EA	680 087	21525.0000	86100.00	N
1	002	2.00	EA	680 087	16850.0000	33700.00	N
1	003	6.00	EA	205 064	975.0000	5850.00	N
1	004	3.00	EA	920 031	750.0000	2250.00	N
1	005	1.00	EA	939 006	19284.0000	19284.00	N
1	006	1.00-	EA	680 087	9642.0000	9642.00-	N

Sub tot: 137542.00 Discount: Tax: Total: 137542.00  
Sales tax total : Addt'l tax total :  
F3=Exit F7=Item description F11=Next P0 F12=Cancel F16=Rec/Inv Comments  
F18=Receipt Inquiry

MA D 07/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Nel

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:20:15

Line Item nbr : 680 087 Unit cost Order  
Nbr POLICE EQUIPMENT & SUPPLY UOM  
001 SURVEILLANCE EQUIPMENT 21525.0000 EA  
MOBILE LICENSE PLATE RECO  
GNITION SYSTEM Item ref nbr :  
Vendor part nbr : MPH-900X3

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED  
By : SANDI GERNER / JASON P  
Ship To Bldg : IS

Work orders: ID Job 000 Taxable : N NOT TAXABLE  
Quantity: Ordered Received Outstanding Amount: Ext Cost Discount Tax  
4.00 4.00 .00 86100.00 .00 .00  
Totals : 4.00 4.00 .00 86100.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Nel

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:20:35

Line Item nbr : 680 087 Unit cost Order

Line Item nbr : 000 007 Unit cost Order  
 Nbr POLICE EQUIPMENT & SUPPLY UOM  
 002 SURVEILLANCE EQUIPMENT 16850.0000 EA  
 FIXED CAMERA

Item ref nbr :  
 Vendor part nbr : FPH-900X

----- Requisition ----- Acct Nbr/Proj Bldg Status  
 Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED  
 By : SANDI GERNER / JASON P  
 Ship To Bldg : IS

Work orders: ID Job 000  
 Quantity:  
 Ordered Received Outstanding  
 2.00 2.00 .00  
 Totals :  
 2.00 2.00 .00

Taxable : N NOT TAXABLE  
 Ordered : 10/02/08 Cost cd : N  
 User ID : JENNIFERC Chg nbr :  
 Post dt : 10/02/08 Fis yr : P

Amount:  
 Ext Cost Discount Tax  
 33700.00 .00 .00  
 33700.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001  
 1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

PI310106 CITY OF SUGAR LAND 12/21/12  
 P.O. 094288 Purchase Order Inquiry 15:20:48

Line Item nbr : 205 064 Unit cost Order  
 Nbr COMPUTERS,DP & WORD PROC. UOM  
 003 SOFTWARE OP SYS. MAIN FR 975.0000 EA  
 OPERATIONS CENTER SOFTWARE  
 E

Item ref nbr :  
 Vendor part nbr : MPH900-OPC

----- Requisition ----- Acct Nbr/Proj Bldg Status  
 Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED  
 By : SANDI GERNER / JASON P  
 Ship To Bldg : IS

Work orders: ID Job 000  
 Quantity:  
 Ordered Received Outstanding  
 6.00 6.00 .00  
 Totals :  
 6.00 6.00 .00

Taxable : N NOT TAXABLE  
 Ordered : 10/02/08 Cost cd : N  
 User ID : JENNIFERC Chg nbr :  
 Post dt : 10/02/08 Fis yr : P

Amount:  
 Ext Cost Discount Tax  
 5850.00 .00 .00  
 5850.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001  
 1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

PI310106 CITY OF SUGAR LAND 12/21/12  
 P.O. 094288 Purchase Order Inquiry 15:21:10

Line Item nbr : 920 031 Unit cost Order  
 Nbr DATA PROC SERV & SOFTWARE UOM  
 004 INSTALLATION OF COMPUTERS 750.0000 EA  
 INSTALLATION

Item ref nbr :  
 Vendor part nbr : INST-SUP

----- Requisition ----- Acct Nbr/Proj Bldg Status  
 Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED  
 By : SANDI GERNER / JASON P  
 Ship To Bldg : IS

Taxable : N NOT TAXABLE  
 Ordered : 10/02/08 Cost cd : N  
 User ID : JENNIFERC Chg nbr :

Work orders: ID	Job 000	Post dt : 10/02/08	Fis yr : P
Quantity:		Amount:	
Ordered	Received	Outstanding	Ext Cost
3.00	3.00	.00	2250.00
			Discount
			.00
			Tax
			.00
Totals :			
3.00	3.00	.00	2250.00
			Discount
			.00
			Tax
			.00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12

P.O. 094288 Purchase Order Inquiry 15:21:22

Line	Item nbr : 939 006	Unit cost	Order
Nbr	EQUIP MAINT & REPAIR SERV		UOM
005	AUDIO-VISUAL EQUIPMENT	19284.0000	EA
	4 YEAR SERVICE PLAN		

Item ref nbr :  
Vendor part nbr :

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000091473 Date: 9/22/08 01018265184180 N RECEIVED AND INVOICED  
By : SANDI GERNER / JASON P  
Ship To Bldg : IS

Work orders: ID	Job 000	Post dt : 10/02/08	Fis yr : P
Quantity:		Amount:	
Ordered	Received	Outstanding	Ext Cost
1.00	1.00	.00	19284.00
			Discount
			.00
			Tax
			.00
Totals :			
1.00	1.00	.00	19284.00
			Discount
			.00
			Tax
			.00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12

P.O. 094288 Purchase Order Inquiry 15:21:34

Line	Item nbr : 680 087	Unit cost	Order
Nbr	POLICE EQUIPMENT & SUPPLY		UOM
006	SURVEILLANCE EQUIPMENT	9642.0000	EA
	NEW CUSTOMER DISCOUNT		

Item ref nbr :  
Vendor part nbr :

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000091473 Date: 9/22/08 01018265184180 N RECEIVED AND INVOICED  
By : SANDI GERNER / JASON P  
Ship To Bldg : IS

Work orders: ID	Job 000	Post dt : 10/02/08	Fis yr : P
Quantity:		Amount:	
Ordered	Received	Outstanding	Ext Cost
1.00-	1.00-	.00	9642.00-
			Discount
			.00
			Tax
			.00
Totals :			
1.00-	1.00-	.00	9642.00-
			Discount
			.00
			Tax
			.00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310103 CITY OF SUGAR LAND 12/21/12  
P.O. 097690 Purchase Order Inquiry 15:22:41

Type option, press Enter.  
1=Item detail 2=Receipt History

Position to line:

Opt	Line	Quantity	UOM	Item Number	Unit Cost	Ext Cost	Tax
1	001	1.00	EA	655 039	23725.0000	23725.00	N
1	002	1.00	EA	962 046	750.0000	750.00	N
1	003	1.00	EA	963 045	975.0000	975.00	N

Sub tot: 25450.00 Discount: Tax: Total: 25450.00  
Sales tax total : Addt'l tax total :  
F3=Exit F7=Item description F11=Next PO F12=Cancel F16=Rec/Inv Comments  
F18=Receipt Inquiry

MA D 06/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 097690 Purchase Order Inquiry 15:23:05

Line Item nbr : 655 039 Unit cost Order  
Nbr PHOTOGRAPHIC EQUIPMENT UOM  
001 CAMERAS, STILL, SPECIALIZED 23725.0000 EA  
MOBILE LICENSE PLATE READ  
ER W/6 CAMERAS

Item ref nbr :  
Vendor part nbr : MPH-900X3

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000095302 Date: 8/06/09 07118405186001 N RECEIVED AND INVOICED  
By : SANDI GERNER PD0902  
Ship To Bldg : PD

Work orders: ID Job 000  
Quantity: Ordered Received Outstanding Ext Cost Discount Tax  
1.00 1.00 .00 23725.00 .00 .00  
Totals : 1.00 1.00 .00 23725.00 .00 .00

F3=Exit F11=Next PO F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 097690 Purchase Order Inquiry 15:23:23

Line Item nbr : 962 046 Unit cost Order  
Nbr MISCELLANEOUS SERVICES UOM  
002 INSTALLATION NOT CLASSIFI 750.0000 EA  
CAMERA INSTALLATION



```

Item ref nbr      :
Vendor part nbr   : INST SUP
----- Requisition -----
Nbr: 0000095302  Date: 8/06/09 07118405186001  N  RECEIVED AND INVOICED
By : SANDI GERNER
Ship To Bldg : PD
Acct Nbr/Proj Bldg Status
PD0902
Taxable : N NOT TAXABLE
Ordered : 8/06/09 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 8/06/09 Fis yr : C
Amount:
Work orders: ID Job 000
Quantity:
Ordered Received Outstanding Ext Cost Discount Tax
1.00 1.00 .00 750.00 .00 .00
Totals :
1.00 1.00 .00 750.00 .00 .00
F3=Exit F11=Next P0 F12=Cancel

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MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 097690 Purchase Order Inquiry 15:23:34

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Line Item nbr : 963 045 Unit cost Order
Nbr NON-BIDDABLE MISC ITEMS UOM
003 LICENSING FEES 975.0000 EA
OPERATIONS CENTER LICENSE
Item ref nbr      :
Vendor part nbr   : MPH-900 OPC
----- Requisition -----
Nbr: 0000095302  Date: 8/06/09 07118405185801  N  RECEIVED AND INVOICED
By : SANDI GERNER
Ship To Bldg : PD
Acct Nbr/Proj Bldg Status
PD0902
Taxable : N NOT TAXABLE
Ordered : 8/06/09 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 8/06/09 Fis yr : C
Amount:
Work orders: ID Job 000
Quantity:
Ordered Received Outstanding Ext Cost Discount Tax
1.00 1.00 .00 975.00 .00 .00
Totals :
1.00 1.00 .00 975.00 .00 .00
F3=Exit F11=Next P0 F12=Cancel

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MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310103 CITY OF SUGAR LAND 12/21/12  
P.O. 098056 Purchase Order Inquiry 15:24:44

Type option, press Enter.  
1=Item detail 2=Receipt History

Position to line: \_\_\_\_\_

Opt	Line	Quantity	UOM	Item Number	Unit Cost	Ext Cost	Tax
1	001	1.00	EA	655 015	150.0000	150.00	N
1	002	1.00	EA	655 015	750.0000	750.00	N
1	003	1.00	EA	655 015	375.0000	375.00	N
1	004	1.00	EA	970 001	20.0000	20.00	N

```

Sub tot:      1295.00  Discount:      Tax:      Total:      1295.00
Sales tax total :      Addt'l tax total :
F3=Exit  F7=Item description  F11=Next P0  F12=Cancel  F16=Rec/Inv Comments
F18=Receipt Inquiry
MA  D 07/001
I902 - Session successfully started \\VMCH11-PRINT\PRTECT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310106 CITY OF SUGAR LAND 12/21/12
P.O. 098056 Purchase Order Inquiry 15:25:05

Line Item nbr : 655 015 Unit cost Order
Nbr PHOTOGRAPHIC EQUIPMENT UOM
001 CAMERA ACCESSORIES 150.0000 EA
REPLACEMENT CABLE SET FOR
MPH-900 Item ref nbr :
Vendor part nbr : MPH-900CAR CABLE

----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000095667 Date: 9/02/09 01018115182501 N RECEIVED AND INVOICED
By : LISA MEJORADO
Ship To Bldg : PD Taxable : N NOT TAXABLE
Ordered : 9/04/09 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 9/04/09 Fis yr : C
Amount:
Work orders: ID Job 000 Ext Cost Discount Tax
Quantity:
Ordered Received Outstanding 150.00 .00 .00
1.00 1.00 .00
Totals : 150.00 .00 .00
1.00 1.00 .00 150.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel
MA  D 01/001
I902 - Session successfully started \\VMCH11-PRINT\PRTECT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310106 CITY OF SUGAR LAND 12/21/12
P.O. 098056 Purchase Order Inquiry 15:25:18

Line Item nbr : 655 015 Unit cost Order
Nbr PHOTOGRAPHIC EQUIPMENT UOM
002 CAMERA ACCESSORIES 750.0000 EA
REPLACEMENT CABLE SET FOR
MPH-900 Item ref nbr :
Vendor part nbr : MPH 900CAMCABLE

----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000095667 Date: 9/02/09 01018115182501 N RECEIVED AND INVOICED
By : LISA MEJORADO
Ship To Bldg : PD Taxable : N NOT TAXABLE
Ordered : 9/04/09 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 9/04/09 Fis yr : C
Amount:
Work orders: ID Job 000 Ext Cost Discount Tax
Quantity:
Ordered Received Outstanding 750.00 .00 .00
1.00 1.00 .00
Totals : 750.00 .00 .00
1.00 1.00 .00 750.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel
MA  D 01/001
I902 - Session successfully started \\VMCH11-PRINT\PRTECT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help

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PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 098056 Purchase Order Inquiry 15:25:28

Line	Item nbr	Unit cost	Order
Nbr	PHOTOGRAPHIC EQUIPMENT		UOM
003	CAMERA ACCESSORIES	375.0000	EA
REPLACEMENT CABLE SET FOR MPH-900 ONE CAMERA			

Item ref nbr :  
Vendor part nbr : MPH CAMCABLEFIXED

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000095667 Date: 9/02/09 01018115182501 N RECEIVED AND INVOICED  
By : LISA MEJORADO  
Ship To Bldg : PD

Work orders: ID Job 000  
Quantity:  
Ordered Received Outstanding Ext Cost Discount Tax  
1.00 1.00 .00 375.00 .00 .00  
Totals :  
1.00 1.00 .00 375.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001  
1902 - Session successfully started \\VMCH11-PRINT\PRTECT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 098056 Purchase Order Inquiry 15:25:39

Line	Item nbr	Unit cost	Order
Nbr	SHIPPING AND HANDLING		UOM
004	SHIPPING & HANDLING	20.0000	EA
EXPRESS SHIPPING			

Item ref nbr :  
Vendor part nbr :

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000095667 Date: 9/02/09 01018115185105 N RECEIVED AND INVOICED  
By : LISA MEJORADO  
Ship To Bldg : PD

Work orders: ID Job 000  
Quantity:  
Ordered Received Outstanding Ext Cost Discount Tax  
1.00 1.00 .00 20.00 .00 .00  
Totals :  
1.00 1.00 .00 20.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001  
1902 - Session successfully started \\VMCH11-PRINT\PRTECT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310103 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:26:29

Type option, press Enter.  
1=Item detail 2=Receipt History  
Position to line:

Opt	Line	Quantity	UOM	Item Number	Unit Cost	Ext Cost	Tax
1	001	4.00	EA	680 087	21525.0000	86100.00	N
1	002	2.00	EA	680 087	16850.0000	33700.00	N
1	003	6.00	EA	205 064	975.0000	5850.00	N
1	004	3.00	EA	920 031	750.0000	2250.00	N
1	005	1.00	EA	939 006	19284.0000	19284.00	N
1	006	1.00-	EA	680 087	9642.0000	9642.00-	N

```

Sub tot: 137542.00 Discount: Tax: Total: 137542.00
Sales tax total : Addt'l tax total :
F3=Exit F7=Item description F11=Next P0 F12=Cancel F16=Rec/Inv Comments
F18=Receipt Inquiry
MA D 06/001
1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310106 CITY OF SUGAR LAND 12/21/12
P.O. 094288 Purchase Order Inquiry 15:26:54

Line Item nbr : 680 087 Unit cost Order
Nbr POLICE EQUIPMENT & SUPPLY UOM
001 SURVEILLANCE EQUIPMENT 21525.0000 EA
MOBILE LICENSE PLATE RECO
GNITION SYSTEM Item ref nbr :
Vendor part nbr : MPH-900X3
----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED
By : SANDI GERNER / JASON P
Ship To Bldg : IS Taxable : N NOT TAXABLE
Ordered : 10/02/08 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 10/02/08 Fis yr : P
Work orders: ID Job 000 Amount:
Quantity: Ext Cost Discount Tax
Ordered Received Outstanding
4.00 4.00 .00 86100.00 .00 .00
Totals :
4.00 4.00 .00 86100.00 .00 .00
F3=Exit F11=Next P0 F12=Cancel
MA D 01/001
1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310106 CITY OF SUGAR LAND 12/21/12
P.O. 094288 Purchase Order Inquiry 15:27:17

Line Item nbr : 680 087 Unit cost Order
Nbr POLICE EQUIPMENT & SUPPLY UOM
002 SURVEILLANCE EQUIPMENT 16850.0000 EA
FIXED CAMERA Item ref nbr :
Vendor part nbr : FPH-900X
----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED
By : SANDI GERNER / JASON P
Ship To Bldg : IS Taxable : N NOT TAXABLE
Ordered : 10/02/08 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 10/02/08 Fis yr : P
Work orders: ID Job 000 Amount:
Quantity: Ext Cost Discount Tax
Ordered Received Outstanding
2.00 2.00 .00 33700.00 .00 .00
Totals :
2.00 2.00 .00 33700.00 .00 .00
F3=Exit F11=Next P0 F12=Cancel
MA D 01/001
1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100_HP4015 on Ne

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D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:27:31

Line	Item nbr	Unit cost	Order
Nbr	205 064		UOM
003	COMPUTERS,DP & WORD PROC.		
	SOFTWARE OP SYS. MAIN FR	975.0000	EA
	OPERATIONS CENTER SOFTWAR		
	E		

Item ref nbr :  
Vendor part nbr : MPH900-OPC

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED  
By : SANDI GERNER / JASON P  
Ship To Bldg : IS

Work orders: ID Job 000  
Quantity:  
Ordered Received Outstanding  
6.00 6.00 .00  
Totals :  
6.00 6.00 .00

Ext Cost Discount Tax  
5850.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:27:43

Line	Item nbr	Unit cost	Order
Nbr	920 031		UOM
004	DATA PROC SERV &SOFTWARE		
	INSTALLATION OF COMPUTERS	750.0000	EA
	INSTALLATION		

Item ref nbr :  
Vendor part nbr : INST-SUP

----- Requisition ----- Acct Nbr/Proj Bldg Status  
Nbr: 0000091473 Date: 9/22/08 01018265186001 N RECEIVED AND INVOICED  
By : SANDI GERNER / JASON P  
Ship To Bldg : IS

Work orders: ID Job 000  
Quantity:  
Ordered Received Outstanding  
3.00 3.00 .00  
Totals :  
3.00 3.00 .00

Ext Cost Discount Tax  
2250.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12  
P.O. 094288 Purchase Order Inquiry 15:28:01

Line	Item nbr	Unit cost	Order
Nbr	939 006		UOM
005	EQUIP MAINT & REPAIR SERV		
	AUDIO-VISUAL EQUIPMENT	19284.0000	EA
	4 YEAR SERVICE PLAN		

Item ref nbr :  
Vendor part nbr :

----- Requisition ----- Acct Nbr/Proj Bldg Status  
 Nbr: 0000091473 Date: 9/22/08 01018265184180 N RECEIVED AND INVOICED  
 By : SANDI GERNER / JASON P  
 Ship To Bldg : IS

Quantity:  
 Ordered Received Outstanding Ext Cost Discount Tax  
 1.00 1.00 .00 19284.00 .00 .00  
 Totals :  
 1.00 1.00 .00 19284.00 .00 .00

Work orders: ID Job 000  
 Taxable : N NOT TAXABLE  
 Ordered : 10/02/08 Cost cd : N  
 User ID : JENNIFERC Chg nbr :  
 Post dt : 10/02/08 Fis yr : P  
 Amount:  
 F3=Exit F11=Next P0 F12=Cancel

MA D 01/001  
 1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B  
 File Edit View Communication Actions Window Help

PI310I06 CITY OF SUGAR LAND 12/21/12  
 P.O. 094288 Purchase Order Inquiry 15:28:14

Line Item nbr : 680 087 Unit cost Order  
 Nbr POLICE EQUIPMENT & SUPPLY UOM  
 006 SURVEILLANCE EQUIPMENT 9642.0000 EA  
 NEW CUSTOMER DISCOUNT

Item ref nbr :  
 Vendor part nbr :

----- Requisition ----- Acct Nbr/Proj Bldg Status  
 Nbr: 0000091473 Date: 9/22/08 01018265184180 N RECEIVED AND INVOICED  
 By : SANDI GERNER / JASON P  
 Ship To Bldg : IS

Quantity:  
 Ordered Received Outstanding Ext Cost Discount Tax  
 1.00- 1.00- .00 9642.00- .00 .00  
 Totals :  
 1.00- 1.00- .00 9642.00- .00 .00

Work orders: ID Job 000  
 Taxable : N NOT TAXABLE  
 Ordered : 10/02/08 Cost cd : N  
 User ID : JENNIFERC Chg nbr :  
 Post dt : 10/02/08 Fis yr : P  
 Amount:  
 F3=Exit F11=Next P0 F12=Cancel

MA D 01/001  
 1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B  
 File Edit View Communication Actions Window Help

PI310I03 CITY OF SUGAR LAND 12/21/12  
 P.O. 099946 Purchase Order Inquiry 15:28:48

Type option, press Enter.  
 1=Item detail 2=Receipt History  
 Position to line:

Opt	Line	Quantity	UOM	Item Number	Unit Cost	Ext Cost	Tax
1	001	4.00	EA	655 039	8425.0000	33700.00	N
1	002	1.00	EA	655 039	6110.0000	6110.00	N
1	003	2.00	HR	962 046	1250.0000	2500.00	N
1	004	4.00	EA	963 045	975.0000	3900.00	N
1	005	1.00	EA	970 001	200.0000	200.00	N

Sub tot: 46410.00 Discount: Tax: Total: 46410.00  
 Sales tax total : Addt'l tax total :  
 F3=Exit F7=Item description F11=Next P0 F12=Cancel F16=Rec/Inv Comments  
 F18=Receipt Inquiry

PI310106		CITY OF SUGAR LAND	12/21/12
MA	D		07/001
I902 - Session successfully started		\\VMCH11-PRINT\PRCTACT100_HP4015 on Ne	

D9RSBP1B			
File Edit View Communication Actions Window Help			
PI310106		CITY OF SUGAR LAND	12/21/12
P.O. 099946		Purchase Order Inquiry	15:29:18
Line	Item nbr : 655 039	Unit cost	Order
Nbr	PHOTOGRAPHIC EQUIPMENT		UOM
001	CAMERAS, STILL, SPECIALIZED	8425.0000	EA
	FIXED HIGH PERFORMANCE LP		
	R SMART CAMERA AND		
Item ref nbr :		Vendor part nbr : FPH-900X	
----- Requisition -----			
Acct Nbr/Proj Bldg		Status	
Nbr: 0000097670 Date: 2/03/10 9999999999999		N RECEIVED AND INVOICED	
By : SANDI GERNER			
Ship To Bldg : PD			
Taxable : N NOT TAXABLE			
Ordered : 2/05/10		Cost cd : N	
User ID : JENNIFERC		Chg nbr :	
Post dt : 2/05/10		Fis yr : C	
Amount:			
Work orders: ID	Job 000		
Quantity:			
Ordered	Received Outstanding	Ext Cost	Discount Tax
4.00	4.00 .00	33700.00	.00 .00
Totals :			
4.00	4.00 .00	33700.00	.00 .00
F3=Exit F11=Next P0 F12=Cancel F15=Account distribution			
MA		D	01/001
I902 - Session successfully started		\\VMCH11-PRINT\PRCTACT100_HP4015 on Ne	

D9RSBP1B			
File Edit View Communication Actions Window Help			
PI310106		CITY OF SUGAR LAND	12/21/12
P.O. 099946		Purchase Order Inquiry	15:29:36
Line	Item nbr : 655 039	Unit cost	Order
Nbr	PHOTOGRAPHIC EQUIPMENT		UOM
002	CAMERAS, STILL, SPECIALIZED	6110.0000	EA
	FIXED CONTROL UNIT - POLE		
	MOUNTABLE - INCLUDES		
Item ref nbr :		Vendor part nbr : FCU-900	
----- Requisition -----			
Acct Nbr/Proj Bldg		Status	
Nbr: 0000097670 Date: 2/03/10 01018115186001		N RECEIVED AND INVOICED	
By : SANDI GERNER			
Ship To Bldg : PD			
Taxable : N NOT TAXABLE			
Ordered : 2/05/10		Cost cd : N	
User ID : JENNIFERC		Chg nbr :	
Post dt : 2/05/10		Fis yr : C	
Amount:			
Work orders: ID	Job 000		
Quantity:			
Ordered	Received Outstanding	Ext Cost	Discount Tax
1.00	1.00 .00	6110.00	.00 .00
Totals :			
1.00	1.00 .00	6110.00	.00 .00
F3=Exit F11=Next P0 F12=Cancel			
MA		D	01/001
I902 - Session successfully started		\\VMCH11-PRINT\PRCTACT100_HP4015 on Ne	

D9RSBP1B			
File Edit View Communication Actions Window Help			
PI310106		CITY OF SUGAR LAND	12/21/12
P.O. 099946		Purchase Order Inquiry	15:29:46
Line	Item nbr : 962 046	Unit cost	Order
Nbr	MISCELLANEOUS SERVICES		UOM

```

003  INSTALLATION NOT CLASSIFI 1250.0000 HR
      DAY RATE FOR ELSAG ENGINE
      ERING STAFF
      Item ref nbr :
      Vendor part nbr : ENG SUP
----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000097670 Date: 2/03/10 07118405183101 N RECEIVED AND INVOICED
By : SANDI GERNER PD0902
Ship To Bldg : PD
Taxable : N NOT TAXABLE
Ordered : 2/05/10 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 2/05/10 Fis yr : C
Work orders: ID Job 000
Quantity:
Ordered Received Outstanding Ext Cost Discount Tax
2.00 2.00 .00 2500.00 .00 .00
Totals :
2.00 2.00 .00 2500.00 .00 .00
F3=Exit F11=Next P0 F12=Cancel

```

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12

P.O. 099946 Purchase Order Inquiry 15:29:57

```

Line Item nbr : 963 045 Unit cost Order
Nbr NON-BIDDABLE MISC ITEMS UOM
004 LICENSING FEES 975.0000 EA
      OPERATIONS CENTER LICENSE
      DESIGNED TO COORDINATE
      Item ref nbr :
      Vendor part nbr : MPH-900-OPC
----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000097670 Date: 2/03/10 999999999999999 N RECEIVED AND INVOICED
By : SANDI GERNER
Ship To Bldg : PD
Taxable : N NOT TAXABLE
Ordered : 2/05/10 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 2/05/10 Fis yr : C
Work orders: ID Job 000
Quantity:
Ordered Received Outstanding Ext Cost Discount Tax
4.00 4.00 .00 3900.00 .00 .00
Totals :
4.00 4.00 .00 3900.00 .00 .00
F3=Exit F11=Next P0 F12=Cancel F15=Account distribution

```

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B

File Edit View Communication Actions Window Help

PI310106 CITY OF SUGAR LAND 12/21/12

P.O. 099946 Purchase Order Inquiry 15:30:11

```

Line Item nbr : 970 001 Unit cost Order
Nbr SHIPPING AND HANDLING UOM
005 SHIPPING & HANDLING 200.0000 EA
      SHIPPING
      Item ref nbr :
      Vendor part nbr :
----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000097670 Date: 2/03/10 01018115186001 N RECEIVED AND INVOICED
By : SANDI GERNER
Ship To Bldg : PD
Taxable : N NOT TAXABLE
Ordered : 2/05/10 Cost cd : N
User ID : JENNIFERC Chg nbr :
Post dt : 2/05/10 Fis yr : C
Work orders: ID Job 000
Quantity:
Ordered Received Outstanding Ext Cost Discount Tax
1.00 1.00 .00 200.00 .00 .00
Totals :

```



```

1.00      1.00      .00      200.00      .00      .00
F3=Exit   F11=Next P0   F12=Cancel
MA        D                                                    01/001
1902 - Session successfully started                          \\VMCH11-PRINT\PRCTACT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310I03      CITY OF SUGAR LAND      12/21/12
P.O. 101522      Purchase Order Inquiry      15:31:06

Type option, press Enter.
1=Item detail 2=Receipt History
Position to line:
Opt Line      Quantity      UOM      Item Number      Unit Cost      Ext Cost      Tax
1 001          3.00      YR      939 006          842.5000      2527.50      N
1 002          3.00      YR      939 006          842.5000      2527.50      N
1 003          3.00      YR      939 006          842.5000      2527.50      N

Sub tot:      7582.50      Discount:      Tax:      Total:      7582.50
Sales tax total :      Addt'l tax total :
F3=Exit   F7=Item description   F11=Next P0   F12=Cancel   F16=Rec/Inv Comments
F18=Receipt Inquiry
MA        D                                                    06/001
1902 - Session successfully started                          \\VMCH11-PRINT\PRCTACT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310I06      CITY OF SUGAR LAND      12/21/12
P.O. 101522      Purchase Order Inquiry      15:32:53

Line  Item nbr : 939 006      Unit cost      Order
Nbr    EQUIP MAINT & REPAIR SERV      UOM
001    AUDIO-VISUAL EQUIPMENT      842.5000      YR
      3 YR WARRANTY RENEWAL ON
      MPH-900 T3 3 CAMERA      Item ref nbr :
      Vendor part nbr :
----- Requisition -----      Acct Nbr/Proj      Bldg      Status
Nbr: 0000099234      Date: 7/20/10      01018055184180      N      RECEIVED AND INVOICED
By : SANDI GERNER
Ship To Bldg : PD      Taxable : N      NOT TAXABLE
Ordered : 8/09/10      Cost cd : N
User ID : RAMONAR      Chg nbr :
Post dt : 8/09/10      Fis yr : C

Work orders: ID      Job 000
Quantity:
Ordered      Received      Outstanding      Ext Cost      Discount      Tax
3.00          3.00          .00          2527.50          .00          .00
Totals :
3.00          3.00          .00          2527.50          .00          .00

F3=Exit   F11=Next P0   F12=Cancel
MA        D                                                    01/001
1902 - Session successfully started                          \\VMCH11-PRINT\PRCTACT100_HP4015 on Ne

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310I06      CITY OF SUGAR LAND      12/21/12
P.O. 101522      Purchase Order Inquiry      15:33:06

```

Line	Item nbr : 939 006	Unit cost	Order
Nbr	EQUIP MAINT & REPAIR SERV		UOM
002	AUDIO-VISUAL EQUIPMENT	842.5000	YR
	3 YR WARRANTY RENEWAL ON		
	FIXED UNIT LPR SYSTEM		
	Item ref nbr :		
	Vendor part nbr :		
----- Requisition -----			
Nbr:	0000099234	Date:	7/20/10
By :	SANDI GERNER	Acct Nbr/Proj	01018055184180
Ship To Bldg :	PD	Bldg	N
		Status	RECEIVED AND INVOICED
		Taxable :	N NOT TAXABLE
		Ordered :	8/09/10
		User ID :	RAMONAR
		Post dt :	8/09/10
		Cost cd :	N
		Chg nbr :	
		Fis yr :	C
Work orders:	ID	Job	000
Quantity:		Amount:	
Ordered	Received	Outstanding	Ext Cost
3.00	3.00	.00	2527.50
			Discount
			.00
			Tax
			.00
Totals :			
3.00	3.00	.00	2527.50
			Discount
			.00
			Tax
			.00
F3=Exit F11=Next P0 F12=Cancel			

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B			
File Edit View Communication Actions Window Help			
PI310106 CITY OF SUGAR LAND 12/21/12			
P.O. 101522 Purchase Order Inquiry 15:33:16			
Line	Item nbr : 939 006	Unit cost	Order
Nbr	EQUIP MAINT & REPAIR SERV		UOM
003	AUDIO-VISUAL EQUIPMENT	842.5000	YR
	3 YR WARRANTY RENEWAL ON		
	FIXED UNIT LPR SYSTEM		
	Item ref nbr :		
	Vendor part nbr :		
----- Requisition -----			
Nbr:	0000099234	Date:	7/20/10
By :	SANDI GERNER	Acct Nbr/Proj	01018055184180
Ship To Bldg :	PD	Bldg	N
		Status	RECEIVED AND INVOICED
		Taxable :	N NOT TAXABLE
		Ordered :	8/09/10
		User ID :	RAMONAR
		Post dt :	8/09/10
		Cost cd :	N
		Chg nbr :	
		Fis yr :	C
Work orders:	ID	Job	000
Quantity:		Amount:	
Ordered	Received	Outstanding	Ext Cost
3.00	3.00	.00	2527.50
			Discount
			.00
			Tax
			.00
Totals :			
3.00	3.00	.00	2527.50
			Discount
			.00
			Tax
			.00
F3=Exit F11=Next P0 F12=Cancel			

MA D 01/001

1902 - Session successfully started \\VMCH11-PRINT\PRCTACT100\_HP4015 on Ne

D9RSBP1B			
File Edit View Communication Actions Window Help			
PI310103 CITY OF SUGAR LAND 12/21/12			
P.O. 101916 Purchase Order Inquiry 15:34:28			
Type option, press Enter.			
1=Item detail 2=Receipt History			
Position to line:			
Opt	Line	Quantity	UOM
1	001	3.00	YR
			Item Number
			939 006
			Unit Cost
			3200.0000
			Ext Cost
			9600.00
			Tax
			N

```

Sub tot:      9600.00  Discount:      Tax:      Total:      9600.00
Sales tax total :      Addt'l tax total :
F3=Exit  F7=Item description  F11=Next P0  F12=Cancel  F16=Rec/Inv Comments
F18=Receipt Inquiry
MA  D 06/001
1902 - Session successfully started  \\VMCH11-PRINT\PRCTACT100_HP4015 on Net

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D9RSBP1B
File Edit View Communication Actions Window Help
PI310I06 CITY OF SUGAR LAND 12/21/12
P.O. 101916 Purchase Order Inquiry 15:34:11

Line Item nbr : 939 006 Unit cost Order
Nbr EQUIP MAINT & REPAIR SERV UOM
001 AUDIO-VISUAL EQUIPMENT 3200.0000 YR
      3 YR WARRANTY RENEWAL ON
      FIXED UNIT LPR SYSTEM Item ref nbr :
      Vendor part nbr :

----- Requisition ----- Acct Nbr/Proj Bldg Status
Nbr: 0000099816 Date: 9/28/10 01018055184180 N RECEIVED AND INVOICED
By : SANDI GERNER
Ship To Bldg : PD Taxable : N NOT TAXABLE
Ordered : 9/28/10 Cost cd : N
User ID : RAMONAR Chg nbr :
Post dt : 9/28/10 Fis yr : C

Work orders: ID Job 000 Amount:
Quantity:
Ordered Received Outstanding Ext Cost Discount Tax
3.00 3.00 .00 9600.00 .00 .00
Totals :
3.00 3.00 .00 9600.00 .00 .00

F3=Exit F11=Next P0 F12=Cancel
MA  D 01/001
1902 - Session successfully started  \\VMCH11-PRINT\PRCTACT100_HP4015 on Net

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end of file

Purchase Order number 094288  
and the line items for it.  
There is a screen for each line item  
that shows a description and cost  
information



**LPR**

ROLL-CALL TRAINING

- Policy Overview
- Purpose of using the system
  - Intelligence Led Policing
  - Increase data search bank
- Big Brother
- Summary/Recap
- Video Training

## LPR Roll-Call Training

- Situations for Use (Officers shall use the system for the following reasons)
  - To monitor hits on “hot lists”
  - To locate vehicles of interest for a specific investigation

**LPR**

**Policy overview**

- **Officer's Responsibility**

- Officers should receive training on the use of the LPR system
- At the beginning of the officer's shift, inspect the LPR system and report any malfunctions to the fleet supervisor.
- When an alert is triggered, the officer must confirm the plate by visually checking the actual plate against the captured image.

**LPR**

**Policy overview**



- Officer's Responsibility cont.
  - After confirming the plate number, verify through dispatch that plate is stolen/wanted prior to making a traffic stop.
  - If enforcement action is taken, enter a disposition into the LPR system to cancel the alert.
  - Officers are not authorized under any circumstances to disconnect the GPS system.

**LPR**

**Policy overview**

- Supervisor's Responsibility
  - Ensure officers assigned to an LPR vehicle receive initial training on the system and any refresher training as necessary.
  - Reassign LPR vehicles to areas where analysis indicates a need.

**LPR**

**Policy overview**

- Storage and Retention Schedule
  - The digital files will be stored for ninety (90) days on a server designated by the Information Technology Department.

**LPR**

**Policy overview**

- Intelligence Led Policing
- Increase data bank
  - CID, SCU and other investigators will be able to search the system when notable suspect vehicles are indentified in criminal investigations
- Stolen cars / wanted felons
  - Hot lists will be put into the system and as you come upon these noted vehicles alarms will be triggered.

**LPR**

**Purpose of use**

Follow normal procedures once an alarm has been triggered

- Confirm the LP through Dispatch or TCIC/NCIC
- Once confirmed follow proper procedures for felonious capers

#### Investigative Hot Lists:

- Investigators will be able to insert list for person(s) of interest, wanted, etc.
- A particular note will be attached to these special alarms, i.e.
  - Develop P.C. stop and I.D.
  - Send an e-mail to investigator about the occupants, locations, etc. when alarm is triggered.

**LPR**

**Purpose of use**

- LPR's do have a GPS tracking system
- They shall not be unplug!
- The GPS provides valuable intel. Info. when searching the system to show exactly where and how often a vehicle was in a certain area.
- This works for all vehicles captured in the system and not just the alarms.
- It is NOT used to track officers' whereabouts

**LPR**

**BIG BROTHER**

- LPR's purpose
  - Data Collection is the main intent of the system
  - Felonious capers, stolen vehicles, wanted persons, amber alerts, etc.
  - Investigative purposes (Intel-Led Policing)

**LPR**

**Recap**

- R:\PubSafe\Police\Public\LPR Camera Training Video\ELSAG LPR Camera Training (In Car 8-26-09).MPG
- Thank you for using LPR

**LPR**

**Video Training**





## ELSAG North America Law Enforcement Systems, LLC

### MPH™900 Datasheet

Rev 4.0

Date: 28.01.2008



Figure 1: MPH™ 900S Mobile Plate IP Smart Cameras

MPH™ 900 Mobile Plate Reader IP Smart Camera	
System Specification	
LPR Camera sensor	Black/White progressive scan CCD
Color Overview Camera Sensor	ExView CCD Pal video format Interlaced 25 fps
Optics interface	C-mount
IR Illuminator	740 nm discrete-LED, driven with high current pulses synchronized with the camera shutter.
Processing Unit	Processor embedded in the camera housing Linux real time operating system
Communication	100 Mbit fast Ethernet adapter



# ELSAG North America Law Enforcement Systems, LLC

<b>MPH™ 900 Mobile Plate Reader IP Smart Camera</b>	
<b>System Specification</b>	
<b>Camera Communication Protocol</b>	TCP/IP and UDP/IP; FTP
<b>Optics</b>	25 mm, 16 mm
<b>Overall Dimensions</b>	208X110X110 mm
<b>Weight</b>	2 kg
<b>Power Supply</b>	12 VDC; 22 W (not including internal heater)
<b>24X7 All Weather</b>	The <b>MPH900</b> is able to operate under all lighting conditions, including night-time operation and in all weather conditions.
<b>Operating Temperature</b>	-20 – 55°C
<b>Housing Protection</b>	IP 67
<b>Safety feature</b>	Class 1 Illuminator, according to EN 60825-1
<b>Data packet</b>	<p>For each read the camera generates a data record:</p> <ul style="list-style-type: none"> <li>• Read License Plate String</li> <li>• Date &amp; Time of detection</li> <li>• Camera identifier</li> <li>• JPEG compressed Grayscale and color overlay JPEG of the image of the License Plate</li> </ul> <p>Only one read for each vehicle transit is given</p>
<b>OCR Training</b>	The OCR shall be configured for optimal performance with North American license plates
<b>Vanity and Special Plates</b>	A special algorithm allows reading non-structured Vanity and special plates.
<b>Installation Types</b>	<p><u>Transportable</u></p> <p>The cameras shall be mounted on a magnetic pad, so there is no need to make holes in the vehicle. Power chord can be plugged into cigarette lighter sockets.</p> <p><u>Permanent</u></p> <p>In a permanent car installation, Elsag provides:</p> <ul style="list-style-type: none"> <li>- Mechanical mount of the monocular sensors either on the car roof or on the trunk</li> <li>- Design of proper cables and cable layout inside the car</li> <li>- The power supply shall be connected to the car battery and ignition key, so that the processor shall shut down automatically when the motor is turned off.</li> </ul>
<b>Software Suite</b>	<p>CD ROM including the following:</p> <ol style="list-style-type: none"> <li>1. Touch screen enabled on-board User Interface with live display of plate reads, alarms management, Hot List management; Shift Reporting and Data Export.</li> <li>2. Fast bulk-loading hot list software (from USB thumb drive)</li> </ol>
<b>Performance</b>	The system is able to read retro-reflective license plates in daylight or night and with all weather condition, excluding



## ELSAG North America Law Enforcement Systems, LLC

MPH™ 900 Mobile Plate Reader IP Smart Camera	
<b>System Specification</b>	
	thick fog and heavy snow that may prevent visibility of the license plate. The system reads plates of cars moving or parked in the adjacent lanes: two lanes on the left and one lane on the right. The read rate is up to 20 frame per second, allowing to read plates up to 100 mph (relative speed). The system is able to acquire data from most commercial GPS devices and associate any read to its geographical coordinates.
<b>Operative modes</b>	Data Collection and Alarm mode
<b>Documentation</b>	<ol style="list-style-type: none"><li>1. Software Installation Manual</li><li>2. User Manual</li></ol>



Figure 2: Example of trunk-mounted cameras.



## ELSAG North America Law Enforcement Systems, LLC

<b>MPH™ 900S Mobile Plate Reader Power Distribution and Network Unit (one unit per vehicle is included)</b>	
<b>System Specification</b>	
<b>Network Switch</b>	5 ports (up to 4 cameras and on-board computer)
<b>IR power supply</b>	Up to 4 cameras
<b>Input power</b>	12 V from vehicle battery and ignition key 12 V signal
<b>Wireless LAN</b>	A Wireless LAN is included that can be configured as 802.11 G access point or 802.11 G Client.



**Figure 3: MPH™ 900S Mobile Plate Reader Power Distribution and Network Unit**

<b>MPH™ 900S Global Positioning System antenna (one unit per vehicle is included)</b>	
<b>System Specification</b>	
<b>Interface</b>	USB
<b>Datum</b>	WGS-84
<b>GPS protocol</b>	NMEA 0183
<b>Data Rate</b>	4800 bps



## ELSAG North America Law Enforcement Systems, LLC

### Compatibility with on-board PC or Mobile Data Terminals

The LPR cameras need an on-board PC to host the user interface.

It is usually possible to utilize existing Mobile Data Terminals (MDT) if they comply with the following minimal requirements

- PIII 700 MHz with 512 MB
- 800X600 minimal display Resolution
- 5 GB hard disk space available
- LAN data port for connecting the PC to the Processing Unit (the Unit must have STATIC IP addresses); if an on-board LAN is already present, a switch port must be available and the IP address of the unit can be adapted for the existing IP class. If a firewall is present, UDP and TCP traffic on port 1001 shall be enabled between the PC and the Unit.
- USB 2.0 port
- XP Professional SP2 or Windows 2000 Professional SP4 (with Internet Information Service - IIS)
- Internet Explorer 6.0 SP2
- The Hot List is a standard TXT file and must be generated by the User according to the format available hereafter. The hot list file shall be downloaded onto the on-board PC by means of a USB memory stick (not included)
- The on-board MDT may be optionally touchscreen enabled
- GPS devices, compliant with NMEA 0183 version 2.0 or later, can be installed on any serial (COM) or USB port; if available all the read license plate could be associated to a location for further analysis.

**Note:** if the on-board PC is already utilized for other applications, the compatibility with the MPH<sup>TM</sup>900 application has to be preliminarily evaluated by Elsag North America technicians.



## ELSAG North America Law Enforcement Systems, LLC

<b>Operations Center Software Suite</b>
<b>(to be ordered as a separate item)</b>
In case of a fleet of cars equipped with MPH <sup>TM</sup> 900 or if it is preferable to have a separate workstation placed in an office environment for after action analysis, the optional Operation Center software is the right solution. Wireless communication capability allows automatic Hot List download and mission data upload. Every time a car moves within the operating range of the wireless device, an automatic data download session is initiated, including the most updated hot list.
OP-Center provides archiving of all the collected data (both alarms and normal reads) as well as database search functions. A mapping module allows to display alarms and reads on a map.
If a Wi-Fi infrastructure is not available, it is possible to utilize the Manual Data Download Module that allows moving statistics, data and images of every read plate from each car to a central server that provides data consolidation and overall statistics.
Cellular high-speed networks (such as ED-VO, Verizon Aircard) are also supported.
Wireless network deployment and installation is not included. The design of the wireless network can be provided as a separate service.
<b>Not included:</b>
OP-Center Server PC with the following minimal requirements. This Server configuration is valid for less than 5 mobile units and data storage for up to 6 months. If the requirements exceed these constraints the Server specification must be evaluated on a case by case basis.
<ul style="list-style-type: none"> <li>• Pentium IV 2 GHz</li> <li>• 512 MB RAM</li> <li>• 40 GB Hard Disk</li> </ul> <b>Software</b> <ul style="list-style-type: none"> <li>• XP Professional Service Pack 2 with IIS installed</li> <li>• Windows 2000 Professional</li> <li>• Windows 2003 Server</li> </ul>





## ELSAG North America Law Enforcement Systems, LLC

### Options and Accessories

#### On-board PC

##### Datalux Tracer

All-in-one display and computer unit. This is an easy installable in-car PC that could host the MPH<sup>TM</sup>900 software and other programs. Available with Pentium M and Celeron Intel processors, up to 1 GB DDR SDRAM, 4 USB ports, 1 PC Card slot, 20 GB hard drive.

Color active matrix touchscreen (resistive), 12.1" display, 1024X768 XVGA Resolution.

Embedded Wi-Fi LAN with remote antenna optionally available (not required for MPH<sup>TM</sup>900)

Rugged backlit keyboard with touch-pad

Integral GPS with remote antenna; the MPH<sup>TM</sup>900 is able to associate each license plate read to the GPS co-ordinates. The OP-center software is able to generate reports of each read associated to a timestamp and the GPS co-ordinates for off-line storage and analysis.



Figure 4: The Optional Mobile Data Terminal



# ELSAG North America Law Enforcement Systems, LLC

## MPH900 Hot List Input Format

The hot list file is a plain TXT (ANSI) file with the following format:

<Hot\_list\_file> ::= <header> <body> <footer>  
<header> ::= string // any string (mandatory) for example the date of the file (only 1 line)  
<footer> ::= string // mandatory. It could be the total record number.  
<body> ::= <record> [<record>]  
<record> ::= <plate><state>[<Comment>]  
<plate> ::= string // 8 char, alphabetic characters must be capital letters  
<state> ::= string // 2 char, capital letters

The following table shows a record string:

0	1	2	3	4	5	6	7	8	9	10 .=> 110
PLATE								STATE		COMMENT

The PLATE is an alpha-numeric string of up to 8 char. If the plate string length is lower than 8 "SPACE" characters must be added to fill the remaining positions up to 8. The minimal length for a valid plate is 3 characters.

The STATE is an alphabetic string of always two char.

Any string from position 10 is considered as a COMMENT information. Comment is optional.

Examples:

DATE01/23/2005 01:00  
5CTZ718 CA3820040801  
R33L40 CA3720021217  
CF6463CWCA3920030714  
4CTZ976 CA  
TOTAL RECORD 0123036

The first line is a header, the second line is a plate of 7 char, the second line is a 5 char plate (please note that there are two spaces before the State) and the third line is a 8 char plate (no spaces between plate and state).

**Elsag North America can provide adaptation software to fit any hot list format already available to the Client.**