



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: May 21, 2019

RE: Fire and Ambulance Responses

For this week's period: Tuesday, May 14, 2019 to Monday, May 20, 2019
our Department has responded to the following:

Fire Calls	<u>18</u>
	5 EMS assist initiated patient care prior to transport ambulance
	8 alarm activation with investigation of cause
	1 building fire
	1 MVA with patient care and hazardous mitigation
	1 dispatched & cancelled en route
	2 arcing
Ambulance Calls	61
Mutual Aid by CVPH	13



Plattsburgh Police Department
45 PINE STREET

Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

LEVI J. RITTER
Chief of Police

May 6, 2019

Mayor Colin L. Read
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for April 2019.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "LJR", written over a horizontal line.

Chief Levi J. Ritter
Plattsburgh Police Department

PARKING VIOLATIONS BUREAU

Monthly Report for April 2019

	<u>Apr 2019</u>	<u>Apr 2018</u>
TICKETS ISSUED:	186	20
TICKETS COLLECTED:	169	47
REVENUE FOR MONTH:	\$5,241.50	\$2,051.25

YEAR TO DATE TOTALS:

	<u>Apr 2019</u>	<u>Apr 2018</u>
TICKETS ISSUED:	1,469	423
TICKETS COLLECTED:	1,170	359
REVENUE:	\$29,543.50	\$13,339.75
COMPARISON:	Parking tickets issued for Apr. 2019: UP 166 Parking tickets collected for Apr. 2019: UP 122 Revenue for Apr. 2019: UP \$3,190.25 Amount Dismissed: \$459.75	

Breakdown for April 2019

4/30/2019

CITY OF PLATTSBURGH PARKING TICKET SYSTEM
SUMMARY OF PARKING TICKETS - BY OFFICER

VL	--DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
1	HANDICAP	0	1	1	7	75	702
2	NO PARKING	0	0	12	112	235.5	2,316.75
3	OVERTIME 10 MIN	0	0	0	0	0	0
4	OVERTIME 30 MIN	0	0	0	0	0	0
5	OVERTIME 2 HRS	0	0	0	0	0	0
6	NO STAND/STOP	0	0	0	0	0	0
7	FIRE HYDRANT	0	0	5	13	281.5	761
8	FIRE LANE	0	0	1	1	50	50
10	BLOCKING SIDEWALK	0	0	0	16	0	331.5
11	LEFT WHEEL CURB	0	0	0	0	0	0
12	BLOCKING XWALK	0	0	3	3	207	207
13	BLOCK DRIVEWAY	0	0	1	8	29.25	147
14	LOADING ZONE	0	0	1	18	54	732
15	DOUBLE PARK	0	0	0	1	0	88.5
16	TOO CLOSE INTERSE	0	0	0	0	0	0
18	OBST. LANE	0	0	0	1	0	35
19	TAXI ONLY	0	0	3	6	45	177.75
20	BUS STOP	0	0	0	0	0	0
22	WRONG WAY	0	0	0	0	0	0
23	EMPLOYEE PERMIT	0	0	0	0	0	0
24	PARKING BAN	0	14	0	0	0.00	641.50
25	UNINSPECTED	0	0	11	56	421	2907
26	OVERTIME PARKING	0	0	0	0	0	0.00
27	OVERTIME 4 HOUR	0	0	0	0	0	0
40	UNREGISTERED	0	0	4	14	237.5	1262.5
41	DOUBLE PARK	0	0	0	0	0	0

42 NO PARKING	0	0	0	0	0	0	0	0	0	0	0	0.00
43 NO STANDING	0	0	0	0	0	0	0	0	0	0	0	0.00
44 SIDEWALK	0	0	0	0	0	0	0	0	0	0	0	0.00
45 INTERSECTION	0	0	0	0	0	0	0	0	0	0	0	0.00
46 CROSSWALK	0	0	0	0	0	0	0	0	0	0	0	0.00
47 ZONE/CURB	0	0	0	0	0	0	0	0	0	0	0	0.00
48 CONSTRUCTION	0	0	0	0	0	0	0	0	0	0	0	0.00
52 HIGHWAY	0	0	0	0	0	0	0	0	0	0	0	0.00
53 RDW/ROW	0	0	0	0	0	0	0	0	0	0	0	0.00
54 DRVWAY/BLOCKED	0	0	0	0	0	0	0	0	0	0	0	0.00
55 TAXI ZONE	0	0	0	0	0	7	21	0	0	0	132.75	453.00
56 BUS ZONE	0	0	0	0	0	0	0	0	0	0	0.00	0.00
57 CROSSWALK 20'	0	0	0	0	0	0	0	0	0	0	0.00	0.00
60 OBST. SIDEWALK	0	0	0	0	0	0	0	0	0	0	0.00	0.00
62 FIRE HYDRANT	0	0	0	0	0	0	0	0	0	0	0.00	0.00
63 UNLAWMOV	0	0	0	0	0	0	0	0	0	0	0.00	0.00
64 WWY2WAY	0	0	0	0	0	2	16	0	0	0	46.50	313.50
65 WWY1WAY	0	0	0	0	0	0	0	0	0	0	0.00	0.00
67 ANGLE	0	0	0	0	0	0	0	0	0	0	0.00	0.00
68 OVERLINE	0	0	0	0	0	0	1	0	0	0	0.00	25.50
69 OVERTIME 10 MIN	0	0	0	0	0	0	0	0	0	0	0.00	0.00
70 OVERTIME 30 MIN	0	0	0	0	0	0	0	0	0	0	0.00	0.00
71 OVERTIME 1 HR	0	0	0	0	0	0	0	0	0	0	0.00	0.00
72 OVERTIME 2 HR	0	0	0	0	0	0	0	0	0	0	0.00	0.00
73 OVERTIME 4 HR	0	0	0	0	0	0	0	0	0	0	0.00	0.00
78 TIME LOADING	0	0	0	0	0	0	0	0	0	0	0.00	0.00
79 EMERGENCY	0	0	0	0	0	0	0	0	0	0	0.00	0.00
80 FIRELANE	0	0	0	0	0	0	0	0	0	0	0.00	0.00
81 HANDICAP	0	0	0	0	0	0	0	0	0	0	0.00	0.00
82 TRAILER	0	0	0	0	0	0	0	0	0	0	0.00	0.00
86 SNOW BAN	0	0	0	0	0	0	0	0	0	0	0.00	0.00
87 LIM SNOW BAN	0	0	0	2	0	0	0	0	0	0	0.00	70.00
88 UNINSPECTED	0	0	0	0	0	0	0	0	0	0	0.00	0.00
89 UNREG MV	0	0	0	0	0	0	0	0	0	0	0.00	0.00

90 NO PARKING EVEN	0	0	0	0	0	0	0	0	0.00	0.00
91 NO PARKING ODD	0	0	0	0	0	0	0	0	0.00	0.00
92 NO PARK 7AM-5PM	0	0	0	0	0	0	0	0	0.00	0.00
94 MEDIAN	0	0	0	0	0	0	0	0	0.00	0.00
95 20' INTERSECTION	0	0	0	0	0	0	2	0	0.00	42.00
96 30' SIGN/INTERSECTN	0	0	0	0	0	0	0	0	0.00	0.00
97 NO ACCESS/HDCP	0	0	0	0	0	0	0	0	0.00	0.00
98 12" CURB	0	0	0	1	3	0	0	15.00	54.75	0.00
99 12"CURB 1 WAY	0	0	0	0	0	0	0	0.00	0.00	0.00
101 FACING WRONG2W	0	0	0	0	0	0	0	0.00	0.00	0.00
105 EXCEEDED 72HRS	0	0	0	0	0	0	0	0.00	0.00	0.00
107 SNOW 12:01-6 AM	0	0	0	0	0	0	0	0.00	0.00	0.00
108 SNOW CPL 2AM-6AM	0	0	9	0	0	0	0	0.00	615.00	0.00
110 EXCEEDED 90 MIN	0	0	0	0	0	0	0	0.00	0.00	0.00
111 FRONT YARD	0	0	0	3	3	0	0	207.00	207.00	0.00
199 PARKING BAN	0	0	0	0	1	0	0	0.00	35.00	0.00
200 OVERTIME PARKING	0	0	0	122	855	0	0	2,068.50	19,205.25	0.00
201 PARKING BAN	0	42	0	0	163	0	0	0.00	9,670.00	0.00
202 CITY ROW	0	0	0	0	0	0	0	0.00	0.00	0.00
Other	0	0	0	1	21	0	0	0.00	0.00	0.00
TOTALS:	0	68	186	1401	3,898.50	1401	0	40,949.25	40,949.25	0.00

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254
TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 1469

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 83.

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 83.0%



DEPARTMENT: Building Inspector
 REFERENCE LOCATION CASE COMPLAINT/VIOLATION
 RESPONSIBLE PARTY SEVERITY
 COMMENT

COMPLAINANT	ANON	FL	UP	CONT DATE	CONT TIME	RESPONSE	CREATED
LAPoint PATRICK	N	N	N	05/20/2019			05/21/19
5460 PERU ST				PAUL M LAMORA			05/17/2019
VIOLATION				SEVERITY	COMPLY BY	COMPLETED	4 DAYS OPEN
HEDGE LAW VIOLATION				0			
SHRUB/HEDGE ON CORNER OF HAMILTON ST AND PERU STREET AT INTERSECTION CAUSING BLOCKED FIELD OF VISION FOR MOTORISTS AND PEDESTRIANS.							
STEPS				ACTION TYPE	STATUS	NOTICE	SCHEDULED
INITIAL INSPECT				INSPECTION	NEW		STARTED
REINSPECT				REQUESTED	SCHEDULED	RESULTS	COMPLETED
ORDER PICK UP				INSPECTION	INSPECTOR		FEE AMOUNT
				COMPLAINT	KYLE BURDO		.00
				COMPLAINT/VIOLATION TOTALS			.00

COMPLAINANT	ANON	FL	UP	CONT DATE	CONT TIME	RESPONSE	CREATED
ABBY BENNETT	N	N	N	05/17/2019			05/20/2019
86 COURT ST				RICHARD ROBBINS			05/20/2019
VIOLATION				SEVERITY	COMPLY BY	COMPLETED	1 DAYS OPEN
GARBAGE				0			
TRASH ALL OVER PROPERTY. COLLEGE HOUSING.							
STEPS				ACTION TYPE	STATUS	NOTICE	SCHEDULED
INITIAL INSPECT				INSPECTION	NEW		STARTED
REINSPECT				NOTICE	NEW		05/21/19
ORDER PICK UP				INSPECTION	NEW		COMPLETED
				OTHER	NEW		
INSPECTION				REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
COMPLAINT				05/21/19	05/21/19		.00
COMPLAINT				JIM WELCH			.00
COMPLAINT				JIM WELCH			.00
COMPLAINT/VIOLATION TOTALS							.00

DEPARTMENT TOTALS	COMPLAINTS/VIOLATIONS	COMPLAINTS/VIOLATIONS
COMPLAINT/VIOLATION ACTIVITY 05/15/19-05/21/19:	7 CREATED	0 COMPLETED
REPORT TOTALS	7 COMPLAINTS/VIOLATIONS	0 COMPLETED
COMPLAINT/VIOLATION ACTIVITY 05/15/19-05/21/19:	7 CREATED	0 COMPLETED



CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

REPORTING PERIOD: 05/15/19 TO 05/21/19

05/21/2019 11:19
14271bee

DEPARTMENT: Building Inspector

REFERENCE LOCATION CASE COMPLAINT/VIOLATION
 AREA SOURCE RESPONSIBLE PARTY SEVERITY
 COMMENT

CREATED
COMPLETED

ORDER PICK UP	OTHER	NEW	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT
INSPECTION INSPECTOR			05/17/19	05/17/19		.00
COMPLAINT JIM WELCH						.00
COMPLAINT JIM WELCH						.00
COMPLAINT/VIOLATION TOTALS						

COMPLAINANT Anon Y N FL UP N CONT DATE 05/17/2019 CONT TIME RESPONSE

1679 2 ADDOMS ST JENNIFER S TALLON 05/20/2019

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLETED	1 DAYS OPEN
HEDGE LAW VIOLATION OVERGROWN HEDGES	0		COMPLY BY	COMPLETED	
STEPS INSPECTION			NOTICE SCHEDULED	STARTED	
INSPECTION INSPECTOR			REQUESTED	SCHEDULED	
COMPLAINT JIM WELCH			RESULTS	FEE AMOUNT	.00
COMPLAINT/VIOLATION TOTALS					

COMPLAINANT ANON N FL UP N CONT DATE 05/20/2019 CONT TIME RESPONSE

1676 49 WALL ST BRENDA G RINN 05/20/2019

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLETED	1 DAYS OPEN
PROPERTY MAINTENANCE COMPLAINT OF BURNING TRASH/BRUSH IN FIRE PIT AT 49 WALL ST. SMOKE ENTERING HOME AT 53 WALL STREET THROUGH WINDOW/AIR CONDIT IONER. OWNER OF 53 WALL STREET FEELS THIS IS UNSAFE/HEALTH HAZZARD.	0	PHONE CALL	COMPLY BY	COMPLETED	
STEPS INITIAL INSPECT			NOTICE	SCHEDULED	
NOTICE FOLLOW UP			LETTER	STARTED	
ORDER REMEDY APPEARANCE TICKE			NOTICE	SCHEDULED	
INSPECTION INSPECTOR			REQUESTED	SCHEDULED	
COMPLAINT KYLE BURDO			RESULTS	FEE AMOUNT	.00
COMPLAINT KYLE BURDO				FEE AMOUNT	.00
COMPLAINT/VIOLATION TOTALS					



Picvirpt

05/21/2019 11:19
1427ibee

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

DEPARTMENT: Building Inspector

REPORTING PERIOD: 05/15/19 TO 05/21/19

REFERENCE LOCATION
CASE

RESPONSIBLE PARTY
SEVERITY

AREA
SOURCE

CREATED
COMPLETED

COMPLAINT/VIOLATION

COMMENT

1680 1 ADDOMS ST
VIOLATION
HEDGE LAW VIOLATION
OVERGROWN HEDGES
STEPS
INSPECTION
INSPECTION INSPECTOR
COMPLAINT JIM WELCH
COMPLAINT/VIOLATION TOTALS

05/20/2019
KATHLEEN M MAKSIMOW
0
COMPLY BY COMPLIED
AREA
SEVERITY 0
ACTION TYPE STATUS
INSPECTION NEW
NOTICE SCHEDULED STARTED COMPLETED
REQUESTED SCHEDULED RESULTS FEE AMOUNT
0.00
0.00

COMPLAINANT
ANONYMOUS

ANON FL UP CONT DATE CONT TIME RESPONSE
N N 05/20/2019

1673 110 US OVAL
VIOLATION
GARBAGE
GARBAGE BUILDING UP AT 110 US OVAL TOWNHOUSE
STEPS
INITIAL INSPECT
NOTICE
REINSPECT
ORDER PICK UP
INSPECTION INSPECTOR
COMPLAINT KYLE BURDO
COMPLAINT KYLE BURDO
COMPLAINT/VIOLATION TOTALS

05/15/2019
GIROUX TRACEY
0
COMPLY BY COMPLIED
AREA
SEVERITY 0
ACTION TYPE STATUS
INSPECTION NEW
NOTICE SCHEDULED STARTED COMPLETED
05/16/19
REQUESTED SCHEDULED RESULTS FEE AMOUNT
05/16/19 05/16/19 .00
.00

COMPLAINANT
JAMES R SECORE

ANON FL UP CONT DATE CONT TIME RESPONSE
N N 05/15/2019

1675 14 HAMILTON ST
VIOLATION
GARBAGE
Caller called and complained about loose garbage around the property and a grill on the porch, worried about the building catching on fire.
STEPS
INITIAL INSPECT
NOTICE
REINSPECT

05/17/2019
MARY E STEWART
0
COMPLY BY COMPLIED
PHONE CALL 0
AREA
SEVERITY 0
ACTION TYPE STATUS
INSPECTION NEW
NOTICE SCHEDULED STARTED COMPLETED
05/18/19
NOTICE SCHEDULED STARTED COMPLETED
05/18/19



1
picvirpt

REPORTING PERIOD: 05/15/19 TO 05/21/19

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

05/21/2019 11:19
1427lbee

DEPARTMENT: Building Inspector

COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
GARBAGE	3
HEDGE LAW VIOLATION	3
PROPERTY MAINTENANCE	1
DEPARTMENT TOTALS	7
REPORT TOTALS	7

** END OF REPORT - Generated by Lisa Beebie **



Plattsburgh Police Department
45 PINE STREET
Plattsburgh, New York
518-563-3411
518-566-9000 (FAX)

LEVI J. RITTER
Chief of Police

May 9, 2019

Mayor Colin L. Read
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval for the Mayor to sign a new contract with ComPlus Data Innovations, Inc. for parking ticket collection services at a cost of 17% of revenue. This is a .5% reduction to the current contract, and they will provide all new equipment; including desktop computers and handheld ticketing hardware and software, as well as maintenance of same. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "Levi Ritter", written over a vertical line that extends down to the typed name below.

Chief Levi Ritter
Plattsburgh Police Department

AGREEMENT BY AND BETWEEN
Plattsburgh, NY (City) (CLIENT)
AND
COMPLUS DATA INNOVATIONS, INC. (COMPLUS)

FASTTRACK™ SERVICES AGREEMENT

This **FastTrack™ Services Agreement** (this "Agreement") is made and entered into on _____ by and between Complus Data Innovations, Inc. ("COMPLUS"), with offices at 120 White Plains Road , Tarrytown, New York 10591, and Plattsburgh, NY (City) ("CLIENT"), with offices at 41 City Hall Pl. Plattsburgh, New York 12901.

RECITALS

WHEREAS, COMPLUS is the developer and provider of the **FastTrack™** Parking Ticket Management System, a password-protected software application for the processing of parking tickets and permit payments that COMPLUS makes available for client use through a network connection ("**FastTrack™**");

- WHEREAS, COMPLUS is a provider of certain Equipment related to parking ticket processing;
- WHEREAS, COMPLUS is the developer and provider of certain Software related to the Equipment; and
- WHEREAS, CLIENT desires to access and use **FastTrack™** and use the Equipment and related Software.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Access Rights to **FastTrack™**.

- (a) Subject to and conditioned on CLIENT's compliance with the terms and conditions of this Agreement, COMPLUS hereby authorizes CLIENT to access and use **FastTrack™** through the Client Portal during the Term, solely in connection with CLIENT's business. **FastTrack™** is authorized for use and is not sold to CLIENT. CLIENT acknowledges that **FastTrack™** is the sole property of COMPLUS and that nothing in this Agreement grants any right, title or interest in or to (including any license under) any intellectual property rights in or relating to **FastTrack™**, whether expressly, by implication, estoppel or otherwise. All right, title and interest in and to **FastTrack™** are and will remain with COMPLUS, including any changes, modifications or enhancements to **FastTrack™** that are requested by CLIENT during the Term.



- (b) COMPLUS shall use commercially reasonable efforts to provide CLIENT the services described on Schedule I of this Agreement in accordance with the terms and conditions hereof, including services related to hosting, managing, operating, maintaining and making *FastTrack*™ available to CLIENT for remote electronic access and use by CLIENT. COMPLUS will provide CLIENT with remote access to *FastTrack*™ through CLIENT's network connection to a specific Citrix-based portal (the "Client Portal"). The Client Portal may only be installed on a limited number of authorized machines as indicated on Schedule I of this Agreement ("Authorized Machines"). COMPLUS shall use commercially reasonable efforts to provide access to *FastTrack*™ 23 1/2 hours per day, seven days a week. Notwithstanding the foregoing, *FastTrack*™ will be unavailable daily from 2:00 a.m. until 2:30 a.m. Eastern Time due to daily maintenance. COMPLUS will not be responsible for any downtime arising in connection with the Internet service providers, utilities companies and/or CLIENT's internal network.
- (c) Use of the Client Portal is subject to the terms of this Agreement. Access to the Client Portal is for the sole purpose of providing CLIENT access to *FastTrack*™. Within the Client Portal, CLIENT may create user specific accounts ("User Accounts") for the individuals authorized by CLIENT to use *FastTrack*™ through the Client Portal ("Authorized Users"). The number of Authorized Users that may access *FastTrack*™ through the Client Portal at any one time shall be limited to the specific number of licensed *FastTrack*™ sessions set forth on Schedule I of this Agreement ("Sessions").
- (d) CLIENT shall (i) be responsible for creating and managing User Accounts for the Authorized Users, (ii) be responsible for ensuring that all Authorized Users comply with the terms and conditions of this Agreement, (iii) be responsible for the accuracy, quality and legality of Client Data and the means by which CLIENT acquires Client Data, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of the Client Portal or *FastTrack*™, and notify COMPLUS promptly of any such unauthorized access or use and (v) use *FastTrack*™ only in accordance with the terms of this Agreement and all applicable laws and government regulations.

2. Equipment and Software.

- (a) COMPLUS will provide to CLIENT all handhelds, phones or printers and other equipment (collectively, the "Equipment") and the associated pre-installed COMPLUS proprietary ticket issuance software ("Software"), each as listed on Schedule I of this Agreement. Subject to and conditioned on CLIENT's compliance with the terms and conditions of this Agreement, COMPLUS hereby grants CLIENT a limited license to use the Software during the Term, solely in connection with CLIENT's use of the Equipment and *FastTrack*™ and solely in connection with CLIENT's business. CLIENT acknowledges that the Equipment and the Software are the sole property of COMPLUS and that nothing in this Agreement grants any right, title or interest in or to (except for the limited license granted in this Section 2(a)) any intellectual property rights in or relating to the Equipment or the Software, whether expressly, by implication, estoppel or otherwise. All right, title and interest in and to the Equipment and the Software are and will remain with COMPLUS, including any changes, modifications or enhancements to the Equipment or the Software that are requested by CLIENT during the Term.



- (b) Upon receipt, CLIENT shall promptly acknowledge, on the form attached as Exhibit A, receipt of all such Equipment and Software and that such Equipment and Software are in good working order. CLIENT acknowledges that the Equipment and the Software are the property of COMPLUS, and CLIENT agrees to exercise reasonable care of the Equipment and the Software while such Equipment and Software are in CLIENT's possession.
- (c) COMPLUS will be responsible for the maintenance and repairs of the Equipment resulting from normal use. Repairs, which in the reasonable opinion of COMPLUS are required as a result of an accident, neglect or misuse of the Equipment (including, without limitation, a repair arising from or in connection with the use by CLIENT of software other than the Software provided by COMPLUS and/or use of the Equipment by CLIENT other than in connection with *FastTrack™*) shall be made at the sole expense of CLIENT. All costs and expenses related to the repair or replacement of the Equipment that is required as the result of an accident, neglect or misuse will be billed to CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of the Equipment, along with shipping expenses, travel expenses and labor costs (each, if required). Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.
- (d) CLIENT shall (i) be responsible for ensuring that all CLIENT users of the Equipment and the Software comply with the terms and conditions of this Agreement, (ii) be responsible for the accuracy, quality and legality of Client Data and the means by which CLIENT acquires Client Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Equipment and the Software, and notify COMPLUS promptly of any such unauthorized access or use and (iv) use the Equipment and the Software only in accordance with the terms of this Agreement and all applicable laws and government regulations.

3. Authorization Limitations and Restrictions. CLIENT shall not, and shall not permit any other person to, access or use *FastTrack™*, the Equipment or the Software except as expressly permitted by this Agreement. All rights not expressly authorized or granted to CLIENT by this Agreement are reserved for COMPLUS. For purposes of clarity and without limiting the generality of the foregoing, CLIENT shall not, except as this Agreement expressly permits:

- (a) copy, modify or create derivative works or improvements of *FastTrack™* or the Software;
- (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available *FastTrack™* or the Software to any person, including on or in connection with the Internet or any time-sharing, service bureau, software as a service, cloud or other technology or service;
- (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of *FastTrack™* or the Software, in whole or in part;
- (d) bypass or breach any security device or protection used by *FastTrack™* or the Software or access or use *FastTrack™* other than by an Authorized User through the use of his or her own then valid User Account;
- (e) input, upload, transmit or otherwise provide to or through *FastTrack™* or the Software, any information or materials that are unlawful or injurious or contain, transmit or activate any harmful code;
- (f) damage, destroy, disrupt, disable, impair, interfere with or otherwise impede or harm in any manner



FastTrack™, the Software or COMPLUS' provision of services to any third party, in whole or in part;

- (g) remove, delete, alter or obscure any trademarks, specifications, documentation, EULA, warranties or disclaimers, or any copyright, trademark, patent or other intellectual property or proprietary rights notices from **FastTrack™**, the Equipment or the Software;
- (h) access or use **FastTrack™**, the Equipment or the Software in any manner or for any purpose that infringes, misappropriates or otherwise violates any intellectual property right or other right of any third party (including by any unauthorized access to, misappropriation, use, alteration, destruction or disclosure of the data of any other COMPLUS client) or that violates any applicable law;
- (i) access or use **FastTrack™** or the Software for purposes of competitive analysis of **FastTrack™** or the Software, the development, provision or use of a competing software service or product or any other purpose that is to COMPLUS' detriment or commercial disadvantage; or
- (j) otherwise access or use **FastTrack™**, the Equipment or the Software beyond the scope of the authorization granted under this Agreement.

4. Equipment Repairs; Software Modifications. Repairs to the Equipment or re-installation and/or modification of the Software, which are required as a result of changes, modifications or enhancements made by or on behalf of CLIENT, shall be made at the sole expense of CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of such Equipment, along with shipping expenses, travel expenses and labor costs (each, if required). Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.

5. Additional Services. Additional services requested by CLIENT that are not described in this Agreement must be submitted in writing by CLIENT to COMPLUS. COMPLUS will prepare a statement of work along with a detailed cost estimate to be approved in writing by CLIENT prior to the implementation of said changes or additions. This includes, but is not limited to, requests for additional Equipment, installation of additional Sessions, CLIENT requested changes, modifications or enhancement to **FastTrack™** or the Software or changes, modifications or enhancements and/or relocation of the Equipment or the Client Portal.

6. Exclusive Provider; Responsibilities. CLIENT will use COMPLUS as its exclusive provider for the processing of parking tickets. CLIENT will be responsible for (i) the entry of all handwritten parking tickets into the Client Portal, unless otherwise set forth on Schedule I of this Agreement, (ii) all other non-processing functions related to parking tickets, including the updating and disposition of parking tickets and (iii) the accuracy of the information and Client Data related to such tickets. For the avoidance of doubt, COMPLUS shall not be responsible or liable for the validity or accuracy of any Client Data or information provided to COMPLUS by CLIENT, including, without limitation, the information on the parking tickets.



7. Compliance with Laws and Regulations. COMPLUS agrees to maintain *FastTrack™* to conform in all material respects to all federal, state and local laws and regulations. COMPLUS shall use commercially reasonable efforts to perform nightly tape backups and to mirror its data center off-site for disaster recovery purposes.

8. Reporting.

- (a) COMPLUS will use commercially reasonable efforts to furnish CLIENT with or provide CLIENT access to digital copies of the following reports on a monthly basis:
 - Aging of Account Receivables;
 - Officer and PEO Performance Reports;
 - Detail of Outstanding Tickets;
 - Year to Date Paid Summary Report.
- (b) To the extent CLIENT desires additional reporting beyond the reports described in Section 8(a), CLIENT must submit a written request to COMPLUS describing CLIENT's additional reporting needs. COMPLUS will use good faith efforts to evaluate such request and, if applicable, will prepare a statement of work that will include what reporting/report(s) may be provided by COMPLUS, a cost estimate for any work required to create or implement such reporting/report(s) and an estimated schedule to perform such work. CLIENT must approve each such statement of work in writing prior to any work commencing to create or implement such reporting/report(s).
- (c) If requested by CLIENT, COMPLUS will prepare all Delinquent Notices and Notice of Violations for outstanding tickets issued to vehicles bearing State of New York plates and out-of-state plates (to the extent allowed by each state's DMV) to the last known registered owner(s). CLIENT will be responsible for postage of such notices. COMPLUS shall prepare and CLIENT shall approve any and all language contained in such notices. State agency approval will also be obtained where applicable. Such notices shall comply with state rules and regulations in all material respects.

9. Training; Support. Throughout the Term, COMPLUS will provide training at CLIENT's offices for *FastTrack™*, the Equipment and the Software. COMPLUS will provide reference manuals describing the features and operations of *FastTrack™*, the Equipment and the Software. COMPLUS will provide updates to the system as they become available. Throughout the Term, COMPLUS will provide support assistance from field supervisors and by telephone at no charge to CLIENT during the hours of 8:30 a.m. to 5:00 p.m. (Eastern Time) Monday through Friday (with the exception of all state and nationally recognized holidays).

10. Indemnity.

- (a) CLIENT agrees to indemnify, defend and hold harmless COMPLUS, its officers, agents and employees, from any claims, controversies, lawsuits, liabilities or expenses incurred by or brought against COMPLUS by third parties in any way related to COMPLUS' service and/or this Agreement, except where said claims,



controversies or lawsuits are the result of the gross negligence or willful misconduct on the part of COMPLUS. This provision shall survive the termination of this Agreement.

- (b) COMPLUS agrees to indemnify, defend and hold harmless CLIENT, its officers, agents and employees from any claims, controversies, lawsuits, liabilities or expenses incurred by or brought against CLIENT by third parties in any way related to COMPLUS' gross negligence or willful misconduct in the performance of its services under this Agreement. This provision shall survive the termination of this Agreement.

11. **Fees.** CLIENT agrees to the fee schedule set forth on Schedule II of this Agreement, for the use of **FastTrack™**, the Equipment and the Software. Invoices will be submitted on a monthly basis, payable within thirty (30) days upon receipt.

12. **Payment Processing.** COMPLUS uses Parking Ticket Payment, LLC for all online credit card processing. Parking Ticket Payment, LLC is a Level 1 Service Provider solely dedicated to providing a method to collect online payments for all of COMPLUS' clients. COMPLUS shall not be responsible or liable for the security of cardholder data that is processed and transmitted through the Parking Ticket Payment, LLC web sites on CLIENT's behalf and for maintaining all applicable PCI DSS requirements.

13. Upon the execution by both parties of this Agreement, a ninety (90) day period for the implementation of the services described on Schedule 1 shall commence. This Agreement will remain in effect for a period of three (3) years beginning on the earlier of (i) the date on which the implementation of the Services is complete or (ii) the end of the ninety (90) day implementation period (such date, the "Effective Date", and such three (3) year term, the "Initial Term"). On the third (3rd) anniversary of the Effective Date, and on each anniversary date thereafter, this Agreement will automatically renew for a one (1) year period upon the same terms and conditions (the "Renewal Term") (the Initial Term and each Renewal Term collectively, the "Term"). If either CLIENT or COMPLUS does not wish for any such renewal, such party must notify the other party in writing of its intention not to renew this Agreement no later than ninety (90) days prior to any such anniversary date, in which case this Agreement shall terminate on such anniversary date. In the event of termination, CLIENT will return to COMPLUS within ten (10) days of the termination of this Agreement all Equipment, peripherals, manuals and all other materials provided to CLIENT by COMPLUS, all of which shall be returned to COMPLUS in good working order. In the event of termination, and provided that there are no outstanding invoices and CLIENT has returned all equipment in good working order, CLIENT will be provided with, at no cost, a computer database containing parking ticket information compiled for CLIENT by COMPLUS during the Term.

14. **Proprietary Rights**



- (a) All right, title and interest in and to *FastTrack™*, the Equipment and the Software, including all intellectual property rights therein, are and will remain with COMPLUS. CLIENT has no right, license or authorization with respect to *FastTrack™*, the Equipment or the Software, except as expressly set forth in Section 1(a) or Section 2 of this Agreement. All other rights in and to *FastTrack™*, the Equipment or the Software are expressly reserved by COMPLUS.
- (b) As between CLIENT and COMPLUS, CLIENT is and will remain the sole and exclusive owner of all right, title and interest in and to all Client Data, including all intellectual property rights relating thereto, subject to the rights and permissions granted in Section 14(c).
- (c) CLIENT hereby irrevocably grants all such rights and permissions in or relating to Client Data: (i) to COMPLUS and COMPLUS' employees, agents or independent contractors as are necessary or useful to provide *FastTrack™*, the Equipment or the Software and (ii) to COMPLUS as are necessary or useful to enforce this Agreement or to exercise its rights and perform its obligations under this Agreement.

15. Confidentiality of Information.

- (a) Each of COMPLUS and CLIENT agrees to comply with state and federal regulations regarding the confidentiality of information. Each of COMPLUS and CLIENT further agrees that, except as otherwise expressly provided herein, the information provided by CLIENT and/or the DMV, including the names and addresses and associated information of persons and entities that have received tickets ("Client Data"), shall remain confidential and shall not be sold or shared with any other non-party, company or entity for any purpose, including, but not limited to, marketing, sales, solicitations, collection agencies and/or credit bureaus. This Section 15 shall survive the termination of this Agreement.
- (b) As used herein, "Confidential Information" means all confidential information disclosed by a party (the "Disclosing Party") to the other party (the "Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information of CLIENT shall include Client Data; Confidential Information of COMPLUS shall include *FastTrack™* and its related documentation and the Software; and Confidential Information of each party shall include the terms and conditions of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs and business processes disclosed by the Disclosing Party to the Receiving Party. Confidential Information (other than Client Data) shall not include information that (i) is or becomes generally known by the public without breach of any obligation owed to the Disclosing Party, (ii) was rightfully known to the Receiving Party without restriction on use or disclosure prior to such information's being disclosed or made available to the Receiving Party in connection with this Agreement, (iii) was or is received by the Receiving Party on a non-confidential basis from a third party that was not or is not, at the time of such receipt, under any obligation to maintain its confidentiality or (iv) was or is independently developed by the Receiving Party without reference to or use of any Confidential Information.
- (c) The Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) and agrees (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its employees, contractors and agents who need such



access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those herein.

- (d) If the Receiving Party is required to disclose any Confidential Information by any law, regulation, subpoena, order, decree or decision or other process of law, the Receiving Party will provide the Disclosing Party with prior written notice and a reasonable opportunity to seek a protective order and the Receiving Party shall furnish only that portion of the Confidential Information that the Receiving Party is advised by counsel is required to be disclosed by all applicable laws and regulations.

16. Relationship of the Parties. COMPLUS is an independent contractor, and neither COMPLUS nor its staff shall be deemed to be employed by CLIENT.

17. Governing Law; Submission to Jurisdiction. This Agreement and the rights and obligations of the parties and their successors and assigns hereunder shall be interpreted, construed and enforced in accordance with the laws of the State of Delaware without regard to its choice and/or conflict of laws provisions. Any legal action resulting from, arising under, out of or in connection with, directly or indirectly, this Agreement shall be commenced exclusively in any Delaware state court located in New Castle County, Delaware. All parties to this Agreement hereby submit themselves to the jurisdiction of any such court, and agree that service of process on them in any such action, suit or proceeding may be effected by the means by which notices are to be given under this Agreement. In the event of litigation by a party hereto to enforce its rights hereunder, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs and expenses.

18. Notices. All notices, requests, demands and other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given if delivered by hand, email or mailed, express, certified or registered mail, return receipt requested, with postage prepaid, or sent priority next day delivery by a nationally recognized overnight courier service that regularly maintains records of items picked up and delivered to the parties at the addresses first set forth above or to such other person or address as a party shall notify the other in writing. Notices delivered personally, by mail or by email shall be deemed communicated as of the date of actual receipt and notices sent by courier shall be deemed communicated as of the date one (1) business day after pick-up.

19. Tax Exemption. CLIENT is a tax exempt entity under the rules of the Internal Revenue Service and will provide COMPLUS with a copy of its tax exempt status upon request.

20. Disclaimer of Warranties. ACCESS TO *FastTrack™*, THE EQUIPMENT AND ANY RELATED MATERIALS (INCLUDING THE SOFTWARE) IS PROVIDED "AS IS" AND, TO THE EXTENT PERMITTED BY LAW, COMPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHER, AND COMPLUS SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A



PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, COMPLUS MAKES NO WARRANTY OF ANY KIND THAT *FastTrack™*, THE EQUIPMENT OR ANY RELATED MATERIALS (INCLUDING THE SOFTWARE) OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CLIENT'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER SERVICES OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE OR ERROR FREE.

21. Limitations of Liability. Any claim that can be brought by CLIENT under or relating to this Agreement must be brought within one (1) year of the action or omission underlying such claim. NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGES OR LOST PROFITS OR LOST SAVINGS, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR INDEMNIFICATION OBLIGATIONS HEREUNDER, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY FOR ANY MATTER ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE AMOUNT OF THE FEES PAID BY CLIENT TO COMPLUS UNDER THIS AGREEMENT. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, THE REMEDIES PROVIDED HEREIN ARE THE PARTIES' SOLE AND EXCLUSIVE REMEDIES.

22. Entire Agreement. This instrument contains the entire agreement between the parties as to the subject matter herein and supersedes all prior agreements, whether oral or written, between the parties hereto. This Agreement may be modified only by a written instrument signed by all the parties hereto.

23. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile shall be equally as effective as delivery of a manually executed counterpart of this Agreement.

24. E-Sign Disclosure and Consent. If this Agreement is to be executed electronically, CLIENT hereby agrees as follows:

- (a) CLIENT hereby gives its affirmative consent to execute this Agreement and to receive any related records and communications electronically. By consenting, CLIENT also represents that it has full authority to execute this Agreement electronically under applicable local law and regulations, including any under any applicable municipal procurement requirements.
- (b) CLIENT may withdraw its consent to receive records and communications electronically by contacting COMPLUS in the manner described in Section 18 of this Agreement. CLIENT's withdrawal of consent will cancel CLIENT's agreement to receive electronic records and communications. Withdrawal of consent to



future use of electronic signatures or receipt of records and communications electronically will not revoke electronic execution of this Agreement or any prior agreement or invalidate receipt of records in electronic format prior to such withdrawal. CLIENT may request a paper copy of any records and communications by contacting COMPLUS in the manner described in Section 18 of this Agreement.

- (c) CLIENT is responsible for providing COMPLUS with true, accurate and complete contact information, including an email address, and maintaining and updating promptly any changes in such contact information. CLIENT may update its contact information by contacting COMPLUS in the manner described in Section 18 of this Agreement.
- (d) COMPLUS reserves the right, in its sole discretion, to discontinue the provision of electronic records and communications, or to terminate or change the terms and conditions on which COMPLUS provides electronic records and communications. COMPLUS will provide CLIENT with notice of any such termination or change as required by law.
- (e) CLIENT acknowledges and agrees that CLIENT's consent to electronic records and communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act (the "Act"), and that CLIENT and COMPLUS both intend that the Act apply to the fullest extent possible to validate the parties' ability to conduct business by electronic means. CLIENT agrees that, in consenting to electronic signatures and records, CLIENT will not challenge the validity of this Agreement solely on the basis that it was executed electronically.

The signing of the enclosed copy and returning to COMPLUS will indicate CLIENT's acceptance of this Agreement, and the terms and conditions contained herein.

Accepted by:

	COMPLUS DATA INNOVATIONS, INC.	Plattsburgh, NY (City)
SIGNATURE		
NAME	Ariel Kunar	Colin L. Read
TITLE	Chief Executive Officer	Mayor
DATE		



**SCHEDULE I
TO THE
FASTTRACK™ SERVICES AGREEMENT**

SERVICES:

COMPLUS shall use commercially reasonable efforts to provide CLIENT the following services:

- Hosting, managing, operating, maintaining and making *FastTrack™* available to CLIENT for remote electronic access and use by CLIENT.
- Hosted portal to support online and phone payment options.
- Generating and Mailing of Notices
- Nationwide Registered Owner Name Retrieval
- Electronic Marks/Clears

EQUIPMENT:

The following Equipment and Software will be provided to CLIENT for the sole purpose of parking ticket issuance and processing.

Name	QTY
Personal Computer (including monitor)	1
Bar Code Reader	1
Laptop Software Application	8
N5Z1 Handheld Ticket Writer (including peripherals)	3

AUTHORIZED MACHINES: The Client Portal may only be installed on three (3) authorized machines.



**SCHEDULE II
TO THE
FASTTRACK™ SERVICES AGREEMENT**

FEE SCHEDULE:

Description	Fee
Complus Parking Ticket Services & Collections	17% of revenue collected
Advanced Collections	40% of revenue collected
Postage	reimbursable to Complus
Data Plans	Included
Handheld Ticket Stock	reimbursable to Complus

Warning Tickets: In the event that CLIENT elects to issue warning tickets, COMPLUS will bill CLIENT \$1.45 for each issued warning ticket issued.

DMV Fees: DMV Fees are paid for by COMPLUS. However, COMPLUS reserves the right to pass along to CLIENT, and CLIENT agrees to pay COMPLUS, any increases charged by the various DMV agencies to provide registered owner's names and addresses after the first (1st) year of this Agreement.

COMPLUS and its affiliates have developed and programmed *FastTrack™* and are solely responsible for its functionality, and to make any and all necessary changes to ensure it conforms to all federal, local and State of NY laws, rules and regulations, as well as any and all banking rules and regulations that pertain to all forms of credit card payment, including VISA, MASTERCARD and Discover.

Processing Fee Schedule for Online Payments:

- \$3.50 per parking ticket/code violation paid through COMPLUS' web interface.
- 3.5% (minimum \$1.00) per permit payment paid through COMPLUS' web interface.

The term "**Processing Fee**" as referenced in this Agreement a fee paid by the end user of the online payment service for parking ticket payment and permit payment transactions.



COMPLUS may change this processing fee schedule upon no less than thirty (30) days written notice to CLIENT, and CLIENT may terminate the credit card payment provisions of this Agreement if CLIENT notifies COMPLUS in writing prior to the effective date of such fee schedule change of its election to so terminate such provisions (which termination will be effective on such effective date).

COMPLUS will be the credit card merchant for these transactions and CLIENT will only be responsible for allowing chargebacks to be withdrawn from the account in the event a cardholder requests to have the transaction reversed according to credit card rules, regulations and timetables and to allow for the chargeback fee to also be withdrawn from the account under the same rules, regulations and timetables. For chargeback transactions, any tickets that were paid for said transactions will be reinstated in *FastTrack™* and become subject to further collection efforts.

Equipment Fees:

Any handheld ticket writer that is lost/stolen is the sole responsibility of the CLIENT and will be billed at a cost of \$3,500 per unit.





Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: May 16, 2019
MEMO TO: Mayor Read
FROM: Richard Marks
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2019 General Fund Budget, as follows:

Increase: Appropriations – Police Repairs Motor Vehicles	13120000-4452	\$3,885.60
Increase: Estimated Revenue – Insurance Recoveries	00001127-2680	\$3,885.60

To provide for the repairs for Police vehicle #306 of \$3,885.60 in Repairs to Motor Vehicles not budgeted for in 2019 with a corresponding increase of \$3,885.60 in 2019 to the General Fund Insurance Recoveries estimated revenue account to cover the cost of the repairs for the City of Plattsburgh Police Department. The effect of this adjustment will be to increase the 2019 General Fund Budget by \$3,885.60 in estimated revenues and appropriations leaving the General Fund beginning fund balance unchanged.

Thank you for your attention to this request.

Cc: Barbara Phillips
Chief Ritter
Heather Silver



Plattsburgh Police Department
45 PINE STREET
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

LEVI J. RITTER
Chief of Police

April 29, 2019

Mayor Colin L. Read
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval for a Police Department employee to travel to Oriskany, NY for "NYS Homeland Security and Emergency Services Initial Response to Active Shooter Training" at the State Preparedness Center in Oriskany, NY on 6/24/19-6/25/19, with a travel day of 6/23/19. The total cost should not exceed \$155.00 as the Department of Homeland Security will pay for lodging and cost of training, which will be paid out of asset forfeiture. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "L. Ritter", written over a vertical line that extends from the signature down to the typed name below.

Chief Levi Ritter
Plattsburgh Police Department