



|                                   |                                                                                                                                                                        |                                   |                |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|
| <b>Date:</b>                      | July 14, 2026                                                                                                                                                          | <b>City Council Meeting Date:</b> | July 21, 2026  |
| <b>From:</b>                      | Lt. Bob Hillis                                                                                                                                                         | <b>Department:</b>                | Police         |
| <b>Goal:</b>                      | Quality of Life                                                                                                                                                        | <b>Presenter:</b>                 | Lt. Bob Hillis |
| <b>Agenda Title:</b>              | <b>Consideration of a service agreement with Comcate Software, Inc., the purchase of Code Enforcement IT equipment, and the associated budget line-item transfers.</b> |                                   |                |
| <b>Audio/Visual Presentation:</b> | Yes/No/NA                                                                                                                                                              |                                   |                |

**Agenda Item Description (Background/History/Details):**

The Police Department has identified the need for an efficient and effective online or server-based platform from which to operate the Code Enforcement Unit. The findings and requests are attached on a separate document.

**Workplan Goal Details:** Quality of Life: To facilitate a more efficient and transparent platform for Code Enforcement to pursue the City's goal of beautification and safety.

**Staff Recommendations (Motion):**

Staff recommends the following: **"Approve service agreement with Comcate Software, Inc., the purchase of Code Enforcement IT equipment, and the associated budget line-item transfers"**

|                                  |                                  |
|----------------------------------|----------------------------------|
| <b>Department Head Approval:</b> | <b>James R. Westerfield, Jr.</b> |
| <b>City Manager Approval:</b>    | <b>Miglena Dimov</b>             |

|                                    |            |           |
|------------------------------------|------------|-----------|
| <b>Mayor's Signature Required:</b> | <b>YES</b> | <b>NO</b> |
|------------------------------------|------------|-----------|

**List Attachments:**

1. Memorandum to Council – Code Enforcement Software Platform
2. Product Data Sheet
3. Code Enforcement Modernization – Justification Summary
4. Technology Subscription and Professional Services Agreement

**Financial Information (MUST BE COMPLETE & PRE-APPROVED BY CITY MANAGER)**

| <b>Budgeted Yes/No</b> | <b>Fund Name &amp; Code</b>      | <b>Current Balance</b> | <b>Requested Allocation</b> | <b>City Manager's Initials</b> |
|------------------------|----------------------------------|------------------------|-----------------------------|--------------------------------|
| No                     | 5040.53.1120 (Computer Software) | \$ 0.00                | \$ 14,588.00                |                                |
| No                     | 5040.53.1600 (Small Equipment)   | \$ 4,028.08            | \$ 4,450.00                 |                                |