



CITY COMMISSION
WEDNESDAY, AUGUST 5, 2026 AT 11:00 AM
VIRTUAL MEETING – LIVE STREAM ONLY

ORDER OF BUSINESS

CALL MEETING TO ORDER

Mayor Becky Smith

MEMBERS PRESENT

Vice-Mayor Tammi Ogle
Commissioner Monica Duncan
Commissioner Erren Harter
Commissioner Kurt Steinkuhler

NEW BUSINESS

- 1) **Appoint Members to Emporia Building Trades Board**
Presented by: Erren Harter, Commissioner & Kurt Steinkuhler, Commissioner
Recommended Action: Approve Appointment of Members to the Emporia Building Trades Board
- 2) **Initiative Petition for Ordinance Prohibiting High-Impact Data Centers**
Presented by: Christina Montgomery, City Attorney
Recommended Action: Take appropriate action
- 3) **Award DeBauge Soccer Complex CDBG**
Presented by: Jim Ubert, City Engineer
Recommended Action: City staff recommends approval of an award to Icon Construction in the amount of \$3,026,500.00 for the Base Bid + Add Alternates 1, 2, 3A, 4A, 6, 13, & 17 and authorize the Mayor to sign the agreement.
- 4) **Managed Multi-Function Copier/Print Services Contract Award**
Presented by: Aric Kenyon, Director Information Technology
Recommended Action: Approve Award of Managed Multi-Function Copier/Print Services Contract to Century Business Technologies.
- 5) **Ordinance No. 26-26 Conditional Use Permit for a Single-Family Attached Dwelling Unit Located at 1228 W 5th Avenue**
Presented by: Justin Givens, Director of Building & Neighborhood Development
Recommended Action: Adopt Ordinance No. 26-26 for a Conditional Use Permit for a Single-Family Attached Dwelling Unit Located at 1228 W 5th Avenue

COMMUNICATIONS

Presented by Trey Cocking, City Manager.

CONSENT AGENDA

Presented by Trey Cocking, City Manager.

- 1) Commission Meeting Minutes for July 22, 2026

INFORMATIONAL ITEMS

Presented by Trey Cocking, City Manager.

- 1) Informational Items

GOVERNING BODY COMMENTS

Mayor Becky Smith

Vice-Mayor Tammi Ogle

Commissioner Monica Duncan

Commissioner Erren Harter

Commissioner Kurt Steinkuhler

RECESS

Recess to Evora Wheeler Conference Room for Study Session

STUDY SESSION AGENDA ITEMS

- 1) Economic Development Service Agreements
- 2) Budget Discussion

EXECUTIVE SESSION

- 1) Recess into executive session for 30 minutes, inviting pertinent city staff for the purpose of consultation with the City Attorney regarding a legal matter. The justification for executive session is provided in K.S.A. 75-4319(b)(2) to protect privileged communication in the attorney-client relationship. The open meeting will resume at approximately __:____ a.m./p.m. and the live stream will resume

ADJOURNMENT



Commission Action Report

Appoint Members to the BTB

Title: Appoint Members to the Emporia Building Trades Board

Agenda Date: August 5, 2026

Presented By: Commissioners Erren Harter & Kurt Steinkuhler

Background:

The Emporia Building Trades Board currently has three (3) openings for new members and four (4) members eligible for reappointment. The Building Trades Board has specific requirements for membership in that it must be made up of;

- Two (2) General Contractors
- Two (2) Electrical Contractors
- Two (2) Mechanical Contractors
- Two (2) Plumbing Contractors
- One (1) Architect or Engineer
- Two (2) Lay People

The purpose of the board is as follows: examining and passing upon the qualifications of a person seeking certification within the building trades as required by applicable ordinances; to act as an appeals board for persons aggrieved by a decision of the Building Official or who feel the use of alternate materials or methods is justified, or feels the codes do not adequately cover a point in question; to act as a code committee recommending to the Governing Body any changes necessary to keep the City Codes governing the building trades current and up to date.

Discussion:

The following applicants have been brought forward for nomination to the Building Trades Board;

- Wesley Wells – Lay Person Position #2
- Dustin Arndt – Electrician Position #2
- Blake Mitchell – General Contractor Position #2

The following applicants have been brought forward for reappointment to the Building Trades Board;

- Ron Ewing – General Contractor Position #1
- Peter Hauff – Architect / Engineer Position
- Jesse Liggett – Electrician Position #1
- Lenny Spellman – Plumber Position #1

Financial considerations:

N/A

Recommended action:

Appoint Members to the Emporia Building Trades Board

Attachments:

Nominee Applications

Building Trades Board Roster



Outlook

Online Form Submittal: Board Application Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Tue 4/7/2026 5:17 PM

To Sue Bryson <sbryson@emporiaks.gov>; Emporia Info <emporiainfo@emporiaks.gov>

Board Application Form

Select Board, Commission, Building Trades Board
or Committee to apply.

Personal Information

First Name	Peter
Last Name	Hauff
Address1	[REDACTED]
Address2	Field not completed.
City	Emporia
State	KS
Zip	66801
Home Phone Number	[REDACTED]
Business Address	1 Kellogg Circle
Business Phone Number	[REDACTED]
Occupation	Architect
Email Address	[REDACTED]

Residency Information

Length of Residency in Emporia	0
Are you a registered voter	Yes

Education and Hobbies

High School	Arlington Central
College	Kansas State

Trade or Business School *Field not completed.*

Hobbies Family

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? Yes

If yes, which Building Trades Board

Please, list organization memberships and positions held. *Field not completed.*

Please, list areas of special interest. *Field not completed.*

Please, enter basic resume information below. Licensed architect. 25 year Emporia area. nearly 5 years at ESU

Please, enter why you would like to be a member of this board or commission. Bradley Springeman requested me to continue

Email not displaying correctly? [View it in your browser.](#)



Online Form Submittal: Board Application Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Wed 4/8/2026 10:54 PM

To Sue Bryson <sbryson@emporiaaks.gov>; Emporia Info <emporiainfo@emporiaaks.gov>

Board Application Form

Select Board, Commission, Building Trades Board
or Committee to apply.

Personal Information

First Name Jesse

Last Name Liggett

Address1

Address2 *Field not completed.*

City Emporia

State Kansas

Zip 66801

Home Phone Number

Business Address

Business Phone Number

Occupation Electrician

Email Address

Residency Information

Length of Residency in 26 years
Emporia

Are you a registered voter Yes

Education and Hobbies

High School Lebo High School

College Kansas State & Emporia State

Trade or Business School *Field not completed.*

Hobbies *Field not completed.*

Organization Membership Information

Are you currently serving on No
other Boards, Commissions,
or Committees?

If yes, which *Field not completed.*

Have you served on a Yes
Board, Commission, or
Committee before?

If yes, which Building Trades Board

Please, list organization *Field not completed.*
memberships and positions
held.

Please, list areas of special *Field not completed.*
interest.

Please, enter basic resume 26 Years of being an Electrician
information below.

Please, enter why you would So I can see Lenny more often!
like to be a member of this
board or commission.

Email not displaying correctly? [View it in your browser.](#)

City of Emporia Board Application

06/29/2026 8:04 AM (CDT)



City of Emporia Board Application

Select board, commission, or committee to apply.

- Building Trades Board
- Community Housing Board/Land Bank

Name Lenny Spellman

Address

[REDACTED]

Email

[REDACTED]

Phone number

[REDACTED]

Business Address

[REDACTED]

Business phone number

[REDACTED]

Occupation Master Plumber

Length of residency in Emporia Life

Are you a registered voter? Yes

High School Emporia High School

College Esu

Trade or Business School None

Hobbies I enjoy anything outdoors: camping, fishing and hunting, shooting guns, golf, riding motorcycles, jeeping. I am most passionate about talking to DeAnne, Brad, and Bernie in Code Services. Plus, I like paying taxes.

Are you currently serving on other boards, commissions, or committees? No

Have you served on a board, commission, or committee before? Yes

If yes, which board, commission, or committee? Building Trades Board, Code Review Committee, Housing Committee.

Please, list organization memberships and positions held. Chairman Building Trades Board for many years. Community Housing Board member

Please, list areas of special interest.

Plumbing
Managing people in a business

Please, enter basic resume information.

I have been Co owner and President of Plumbing by Spellman since 2010.
I have been licensed plumber in the city of Emporia for over 30 years.
I was the youngest Master Plumber in the city of Emporia for many years.
I have done light Industrial, Commercial, and residential plumbing.
I have been a member and Chairman of the Building Trades Board for several terms.

Please, tell us why you would like to be a member of this board, commission, or committee.

I feel like I have valuable experience in the construction and plumbing business to share with the board. I have a lifelong vested interest in our community and I want to be a part of its current and future success. As the current setting Vice Chairman of the building Trades Board, I feel like being a member of the board keeps me abreast of changes in our building community. Besides all of this, I enjoy my Christmas ham every year!

City of Emporia Board Application

07/02/2026 11:50 AM (CDT)



City of Emporia Board Application

Select board, commission, or committee to apply.

- Building Trades Board

Name Blake Mitchell

Address [REDACTED]
Emporia, KS 66801

Email [REDACTED]

Phone number [REDACTED]

Business Address [REDACTED]

Business phone number [REDACTED]

Occupation Business owner - Mitchell-Markowitz Construction

Length of residency in Emporia 40 yrs

Are you a registered voter? Yes

High School Emporia High School

College University of Kansas

Trade or Business School Flint Hill Technical College

Hobbies Golf

Are you currently serving on other boards, commissions, or committees? Yes

If yes, name of board, commission, or committee. FHTC Foundation

Have you served on a board, commission, or committee before? Yes

If yes, which board, commission, or committee? FHTC Foundation
Emporia Chamber

Please, list areas of special interest.

Construction & Development

Please, enter basic resume information.

Blake Mitchell



Education:

2000-2004 University Of Kansas (Communications)

2008-2010 Flint Hills Technical college (Welding)

Employment History:

2004-2006 - Bell South Atlanta, GA & Knoxville, TN

2006-present - Mitchell-Markowitz Construction Emporia, KS

Please, tell us why you would like to be a member of this board, commission, or committee.

Would like to use my business experience to help improve our community.

City of Emporia Board Application

07/06/2026 9:11 AM (CDT)



City of Emporia Board Application

Select board, commission, or committee to apply.

- Building Trades Board

Future Board and Commission Openings

- By checking this box, you authorize consideration of your application for other appropriate board or commission appointments, as openings become available.

Name

Ron Ewing

Address

[REDACTED]
Emporia, KS 66801

Email

[REDACTED]

Phone number

[REDACTED]

Business Address

[REDACTED]
Emporia, KS 66801

Business phone number

[REDACTED]

Occupation

General Contractor

Length of residency in Emporia

43 years

Are you a registered voter?

Yes

High School

Emporia High School

Trade or Business School

Flint Hills Technical College

Hobbies

Hunting, Fishing, going to the lake

Are you currently serving on other boards, commissions, or committees?

Yes

If yes, name of board, commission, or committee.

Building Trades Board

Have you served on a board, commission, or committee before?

Yes

If yes, which board, commission, or committee?

Building Trades Board

Please, list areas of special interest.

Building

Please, enter basic resume information.

Ron Ewing Emporia, KS [REDACTED]
Professional Summary Experienced fire service officer, Advanced Emergency Medical Technician (AEMT), and construction business owner with over 20 years of combined leadership in emergency response and skilled trades. Proven expertise in supervising personnel, managing emergency scenes, delivering advanced patient care, and overseeing residential and commercial construction operations. Recognized for strong leadership, safety focus, and performance in high-pressure environments. Professional Experience Owner / Lead Carpenter Lore & Hagemann Inc. — Emporia, KS | 801 Industrial Rd 2000 – Present (Owner since 2019) Manage daily operations, project planning, budgeting, and overall business functions for residential and commercial construction. Perform and supervise carpentry work including framing, finish carpentry, remodeling, and structural repairs. Coordinate subcontractors, materials, scheduling, and job site operations to ensure timely project completion. Interpret blueprints and construction plans to execute high-quality work in compliance with building codes. Maintain customer relationships and ensure satisfaction through quality workmanship and communication. Enforce safety procedures and OSHA compliance on all job sites. Lieutenant / Advanced Emergency Medical Technician (AEMT) City of Emporia Fire Department — Emporia, KS June 2003 – December 2020 Supervised firefighters and EMS personnel during emergency responses and daily operations. Responded to fire suppression, rescue, hazardous materials, water rescue, and emergency medical incidents. Provided advanced life support care including patient assessment, stabilization, and treatment. Directed emergency scenes and ensured safe, effective incident command operations. Operated and maintained fire apparatus, ambulances, and specialized rescue equipment. Conducted training, mentoring, and instruction for department personnel. Completed incident reports and patient care documentation accurately and efficiently. Coordinated with hospitals, law enforcement, and mutual aid agencies during emergencies. Participated in fire prevention, inspections, and public education efforts. Core Skills Fireground Leadership & Incident Command Emergency Medical Services (AEMT Level) Fire Suppression & Technical Rescue Hazardous Materials Response Water & Rope Rescue Operations Construction Management & Carpentry Blueprint Reading & Project Planning OSHA Safety Compliance Training & Instruction Team Leadership & Supervision Equipment & Apparatus Operations Critical Decision-Making Under Pressure Certifications & Training Advanced Emergency Medical Technician (AEMT) – Current Licensed Firefighter I & II Hazardous Materials Technician / Specialist Fire Instructor II Fire Inspector II Water Rescue Operations Rope Rescue Operations Multiple Special Operations Certifications Incident Command System (ICS) Training Education Emporia High School — Graduate, 2001 Flint Hills Technical College Building Construction Program Emergency Medical Services Program

Please, tell us why you would like to be a member of this board, commission, or committee.

I would like to serve another term on the building trades board.

City of Emporia Board Application

07/07/2026 4:53 PM (CDT)



City of Emporia Board Application

Select board, commission, or committee to apply.

- Building Trades Board

Name Dustin Arndt

Address

Email

Phone number

Business Address

Business phone number

Occupation

Electrical contractor

Length of residency in Emporia

lifetime

Are you a registered voter?

Yes

High School

Emporia High School

Trade or Business School

On the job Apprenticeship

Are you currently serving on other boards, commissions, or committees?

No

Have you served on a board, commission, or committee before?

No

Please, enter basic resume information.

I started my electrical career in January of 2007. I passed my Journeyman license test in 2010. I worked for Western Electrical Services until the fall of 2022. After I passed my Masters test that fall, I left and started my own business. I have grown my business to employing a Journeyman and two apprentices since that time.

Please, tell us why you would like to be a member of this board, commission, or committee.

I served on a code review board for the NEC updates for the City of Emporia. I figured this would be a good way for me to serve my community with my knowledge of the building trades.

City of Emporia Board Application

07/08/2026 11:03 AM (CDT)



City of Emporia Board Application

Select board, commission, or committee to apply.

- Building Trades Board

Future Board and Commission Openings

- By checking this box, you authorize consideration of your application for other appropriate board or commission appointments, as openings become available.

Name	Wesley wells
Address	[REDACTED] Emporia ks 66801
Email	[REDACTED]
Phone number	[REDACTED]
Business Address	[REDACTED] Emporia ks 66801
Business phone number	[REDACTED]
Occupation	Contractor
Length of residency in Emporia	44 years
Are you a registered voter?	Yes
High School	Emporia high school
College	Flint hills technical college
Trade or Business School	Fhtc
Hobbies	Golf, camping, fishing, hiking and spending time with family
Are you currently serving on other boards, commissions, or committees?	No
Have you served on a board, commission, or committee before?	Yes
If yes, which board, commission, or committee?	Building code advisory board

Please, list areas of special interest.

Construction and remodeling

Please, enter basic resume information.

We started our construction business 8 years ago from scratch, I gained my contractors license with the encouragement of code service. I am appreciative of them for doing so.

Please, tell us why you would like to be a member of this board, commission, or committee.

I am committed to the standard of which the codes are written, I go into a home and the standard is completed at a level that exceeds expectations.

Position	Name	Term	Expires
Lay Person			
#1	Stan Grimwood	1st	12/31/2027
#2	Wesley Wells	1st	12/31/2029
Plumber			
#1	Lenny Spellman	2nd	12/31/2025
#2	Carl Richardson	2nd	12/31/2026
Mechanical			
#1	K.C. Crist	2nd	12/31/2026
#2	Jason Williams	1st	12/31/2027
Electrical			
#1	Jesse Liggett	1st	12/31/2025
#2	Dustin Arndt	1st	12/31/2029
General			
#1	Ron Ewing	1st	12/31/2025
#2	Blake Mitchell	1st	12/31/2029
Arch/Eng			
#1	Peter Hauff	1st	12/31/2025



Commission Action Report

Initiative Petition for Ordinance Prohibiting High-Impact Data Centers

Title: Initiative Petition for Ordinance Prohibiting High-Impact Data Centers

Agenda Date: August 5, 2026

Presented By: Christina Montgomery, City Attorney

Background:

On July 14, 2026, a citizen initiative petition was submitted to the City of Emporia, Kansas, seeking to prohibit the installation and operation of high-impact data centers within city limits. The Lyon County Election Office certified the petition signatures on July 21, 2026. Under K.S.A. 12-3013, the Emporia City Commission must determine the appropriate action within 20 days of certification.

Legal Analysis:

This legal analysis addresses the legal issues presented by the proposed ordinance and the initiative petition process. It does not express an opinion regarding the policy question of whether high-impact data centers should or should not be permitted within the City of Emporia.

Legislative vs. Administrative Nature of the Ordinance

Under Kansas law, the distinction between legislative and administrative ordinances is critical in determining whether a proposed ordinance qualifies for the initiative process under K.S.A. 12-3013. This distinction is governed by a four-factor test established by the Kansas Supreme Court:

1. Creation of New Law vs. Execution of Existing Law

Legislative ordinances establish broad, permanent policies, while administrative ordinances implement existing law. Although the proposed ordinance prohibits high-impact data centers throughout the City, it relies on existing zoning regulations for enforcement, suggesting it implements existing law rather than creating new law.

2. Scope and Purpose of the Ordinance

Legislative ordinances generally declare a public purpose and provide mechanisms to achieve that purpose, while administrative ordinances address more specific issues within an existing policy framework. Although the proposed ordinance applies to all zoning districts, its reliance on the City's zoning regulations for enforcement and its focus on a specific land use may indicate that it addresses a narrower policy issue more appropriately characterized as administrative.

3. Requirement of Specialized Knowledge or Expertise

Decisions requiring specialized municipal knowledge, such as zoning and land use planning, are often deemed administrative. The proposed ordinance regulates high-impact data centers, which involves technical considerations such as land use compatibility, environmental impacts, and infrastructure requirements. Courts have held that zoning decisions require technical expertise and knowledge of a city's fiscal and operational affairs, supporting an administrative characterization.

4. Delegation of State Policy to Local Government

When the Legislature delegates decision-making authority to local governing bodies rather than the electorate, an ordinance addressing that subject is administrative. Kansas courts have held that zoning and land use decisions fall within this category because the Kansas Planning and Zoning Act delegates zoning authority to local governments through procedures established by



Commission Action Report

Initiative Petition for Ordinance Prohibiting High-Impact Data Centers

state law. The proposed ordinance's reliance on the City's zoning regulations and its potential to override those procedures further support an administrative characterization.

Statutory Procedures Governing Zoning Amendments

The Kansas Planning and Zoning Act establishes the statutory framework for zoning and land use regulation in Kansas. It authorizes local governments to adopt and amend zoning regulations, provided they comply with the requirements established by state law.

Under K.S.A. 12-757, zoning amendments must follow specific procedures, including notice, Planning Commission review, public hearing, and governing body action. Kansas courts have held that failure to comply with these statutory procedures renders zoning amendments invalid.

The proposed ordinance raises several legal issues under the Kansas Planning and Zoning Act:

- **Statutory Zoning Procedures:** The proposed ordinance would override existing zoning regulations without following the procedures required by K.S.A. 12-757, including notice, Planning Commission review, public hearing, and governing body action.
- **Due Process:** By bypassing the statutory procedures for zoning amendments, the proposed ordinance may affect the procedural rights of affected property owners.
- **Legislative Authority:** The proposed ordinance raises a legal question regarding whether land use regulations of this nature may be adopted through the initiative process rather than through the zoning authority delegated by the Kansas Legislature to local governments. In addition, an ordinance adopted through the initiative process generally may not be amended or repealed for ten years without voter approval, potentially limiting the City's ability to modify its zoning regulations in the future.

Based on the foregoing analysis, the proposed ordinance raises legal questions regarding its consistency with the Kansas Planning and Zoning Act.

Potential Courses of Action:

The Commission must determine whether to proceed with the initiative petition process or whether the petition presents legal issues that warrant a different course of action.

Option 1 – Proceed with the Initiative Petition Process

If the Commission determines that the proposed ordinance qualifies for the initiative process under K.S.A. 12-3013, it may:

- Adopt the proposed ordinance without alteration by August 10, 2026; or
- Submit the proposed ordinance to the voters at a regular or special election as provided by law.

Option 2 – Decline to Proceed with the Initiative Petition Process

If the Commission determines that the proposed ordinance is not a proper subject for the initiative process, it may decline to proceed under K.S.A. 12-3013.

The Commission may then consider other lawful methods of addressing the subject matter of the petition, including initiating amendments to the City's zoning regulations through the Kansas Planning and Zoning Act or conducting a nonbinding advisory election.



Commission Action Report

Initiative Petition for Ordinance Prohibiting High-Impact Data Centers

Option 3 – Seek a Judicial Determination

The Commission may authorize the filing of a declaratory judgment action requesting that the District Court determine whether the proposed ordinance is a proper subject for the initiative process under K.S.A. 12-3013 before the Commission takes further action.

Attachments:

Initiative Petition for Ordinance Prohibiting High-Impact Data Centers

**PETITION FOR ORDINANCE PROHIBITING HIGH IMPACT DATA
CENTERS IN THE CITY OF EMPORIA, KANSAS**

1) High Impact Data Centers present substantial risks to the public health, safety, and welfare of the residents of Emporia, Kansas, and threaten the stability and capacity of local and regional infrastructure, especially utility infrastructure. Even when closed-loop cooling systems are used, these facilities require significant quantities of water for the initial filling of the cooling loops, ongoing additional water to make up for this water use, and additional routine water system maintenance and chemical treatment. This demand, combined with extreme electrical demand that can overload local and regional power grids, imposes substantial strain on local and regional utilities and competes directly with the essential needs of existing residents and other existing users in the community.

The undersigned electors of the City of Emporia, Kansas, hereby submit this Petition for a proposed ordinance prohibiting High Impact Data Centers pursuant to K.S.A. § 12-3013 and respectfully request that the governing body of the City of Emporia, Kansas to pass the following ordinance without alteration or submit the same to a vote of the electors.

BALLOT QUESTION: "Shall the following ordinance be adopted? "An Ordinance of the City of Emporia, Kansas prohibiting the installation and operation of High Impact Data Centers to protect the health, safety, and welfare of the residents of Emporia, Kansas."

[End of Page; the proposed Ordinance begins on the following page]

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF EMPORIA, KANSAS PROHIBITING THE INSTALLATION AND OPERATION OF HIGH IMPACT DATA CENTERS TO PROTECT HEALTH, SAFETY, AND WELFARE OF THE RESIDENTS OF EMPORIA, KANSAS.

WHEREAS, High Impact Data Centers are rapidly evolving land use that has only recently begun to be proposed in jurisdictions across the United States, and the suitability and impact of such facilities on the City of Emporia, Kansas is unstudied and is likely to generate many negative environmental and health impacts, including industrial-scale disruption to existing land uses, current residents, and the environment;

WHEREAS, emerging forms of High Impact Data Center development involve significant electrical and water consumption, causing higher demand leading to additional strain on regional infrastructure that has not been adequately evaluated or addressed;

WHEREAS, High Impact Data Centers generate significant noise and heat, which will also strain municipal services and negatively impact the quality of life of residents of the City of Emporia, Kansas.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EMPORIA, KANSAS:

SECTION 1. The purpose of this Ordinance is to protect the public health, safety, and welfare of the residents of the City of Emporia, Kansas, by prohibiting the installation and operation of High Impact Data Centers.

SECTION 2. For the purposes of this Ordinance, the following terms shall have the meanings indicated:

- A. "High Impact Data Center" means a principal use consisting of one or more buildings, structures, or facilities whose primary purpose is the housing, operation, and maintenance of computer servers, data storage devices, networking equipment, and associated infrastructure (including but not limited to cooling systems, backup power generators, substations, and high-capacity electrical and water systems) for the bulk processing, storage, or transmission of electronic data, that requires a peak electrical load exceeding ten (10) megawatts, or a daily water draw exceeding one hundred thousand (100,000) gallons. This term includes server farms, colocation facilities, AI training facilities, cryptocurrency mining operations, and similar high-density computing facilities, provided however, that High Impact Data Center does not include accessory data processing equipment that is incidental and subordinate to the primary use of a building (e.g., ordinary office servers, school computer labs, or manufacturing process controls).

SECTION 3. No person, firm, corporation, or other entity shall construct, install, operate, maintain, or cause to be constructed, installed, operated, or maintained, any High Impact Data Center in the jurisdictional boundaries City of Emporia, Kansas.

SECTION 4. The prohibition set forth in this Ordinance shall apply to all zoning districts and all land uses within the City of Emporia, Kansas, including but not limited to, residential, commercial, industrial, institutional, and public facility zones as defined in the applicable zoning ordinances and resolutions, as currently in effect and as may hereafter be amended from time to time.

SECTION 5. Any violation of Section 3 or Section 4 of this Ordinance shall be subject to the civil and criminal penalties as set forth in Article 15 of the City of Emporia Zoning Regulations.

SECTION 6. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof. Similarly, if any exemption, variance, or procedural provision is found invalid, it is the express intent that the core prohibitions shall remain in effect to the maximum extent permitted by law.

SECTION 7. Where the requirements of this Ordinance impose a different restriction or requirement than imposed by other City of Emporia Ordinances, or other applicable rules or regulations, the requirements of this Ordinance shall prevail.

SECTION 8. This Ordinance shall take effect and be in force either upon publication as described by K.S.A. § 12-3007, or upon approval by the electors pursuant to K.S.A. § 12-3013, as applicable.

CITY OF EMPORIA, KANSAS

[SEAL]

Becky Smith, Mayor

ATTEST:

Kerry Sull, City Clerk

APPROVED AS TO FORM:

Christina Montgomery, City Attorney



Commission Action Report

Award DeBauge Soccer Complex CDGB

Title: Award DeBauge Family Sports Complex Improvements, Project No. PK2502

Agenda Date: August 5, 2026

Presented By: James Ubert, City Engineer

Background:

The City through BG Consultants sent out invitations to bid to contractors and plan rooms for the DeBauge Family Sports Complex Improvements beginning June 2, 2026.

Discussion:

On Tuesday, July 7, 2026, at 2:00pm, the City opened bids publicly at City Hall for the DeBauge Family Sports Complex Improvements, Project No. PK2502. A total of twenty-three (23) contractors pulled plans from the Drexel Technology plan room. One (1) general contractor bid was received for this project. After the bids were opened, a meeting with the ERC's staff, City staff and BG Consultants staff was held in which the group made recommendations as follows for the Base Bid + Add Alternates that were desired and fit within the project budget. The one (1) general contractor bid received (Base Bid + selected Add Alternates) and Architect's Estimate are summarized as follows:

Item	Icon Construction	Architect's Estimate
Icon Construction- Base Bid	\$2,789,000.00	\$3,138,292.00
Add Alternate 1 (Plumbing Equipment)	\$19,000.00	\$16,402.00
Add Alternate 2 (Provide Air Conditioning)	\$12,500.00	\$11,800.00
Add Alternate 3A (Install North Field Netting)	\$55,000.00	\$139,653.00
Add Alternate 4A (Install North Field Scoreboard)	\$19,000.00	\$36,875.00
Add Alternate 6 (Install Spectator Shade Canopy)	\$69,000.00	\$12,507.00
Add Alternate 13 (Raze Existing Bldgs)	\$24,000.00	\$29,500.00
Add Alternate 17 (New Siding, Roofs, Doors @ Exist)	<u>\$39,000.00</u>	<u>\$30,200.00</u>
Total Amount to Award	\$3,026,500.00	\$3,415,229.00

Financial considerations:

The City received financial commitments of \$2,000,000 from Stormont Vail Health, \$1,000,000 from the Emporia Recreation Center, & \$750,000 from the Kansas Department of Commerce Community Development Block Grant program for the DeBauge Soccer Complex Improvements.



Commission Action Report

Award DeBauge Soccer Complex CDGB

Recommended action:

City staff recommends approval of an award to Icon Construction in the amount of \$3,026,500.00 for the Base Bid + Add Alternates 1, 2, 3A, 4A, 6, 13, & 17 and authorize the Mayor to sign the agreement.

Attachments:

BG Consultant's recommendation letter dated July 29, 2026
BG Consultant's Bid Tabulation

Jim Ubert, City Engineer
City of Emporia
522 Mechanic Street
Emporia, Kansas 66801

July 29, 2026

Re: Evaluation of Bids | 25-1395E Debaugue Family Sports Complex

Dear Mr. Ubert:

On July 7, 2026, bids were publicly opened and read aloud for the Debaugue Family Sports Complex CDBG Project located in Emporia, Kansas. At the conclusion of the bidding period, one (1) bid was received from Icon Construction, Inc.

Following the bid opening, BG Consultants, Inc. contacted contractors who attended the mandatory pre-bid conference on June 11, 2026, to determine whether any project-specific issues had limited bidder participation. Based upon these discussions, the bidding period, bidding documents, and public advertisement were found to be adequate, with non-participation primarily attributable to contractor-specific business considerations rather than deficiencies in the procurement process. The responding contractors cited the following reasons for not submitting bids:

- Kendall Construction (Topeka, Kansas): Existing workload and limited capacity.
- MMTH (Meriden, Kansas): Chose to participate as a subcontractor rather than as the prime contractor.
- Senne Company (Topeka, Kansas): Elected not to bid due to the number of project alternates and associated bid complexity.
- Multicon (Wichita, Kansas): Insufficient time to obtain and coordinate subcontractor pricing before the bid deadline.

Icon Construction, Inc. submitted the sole responsive bid in the amount of \$3,026,500.00, consisting of the Base Bid and the recommended alternates as summarized below:

<u>Item</u>	<u>Amount</u>
Base Bid	\$2,789,000.00
Alternate 1	\$19,000.00
Alternate 2	\$12,500.00
Alternate 3A	\$55,000.00
Alternate 4A	\$19,000.00
Alternate 6	\$69,000.00
Alternate 13	\$24,000.00
Alternate 17	\$39,000.00
Total Contract Amount	\$3,026,500.00

Based upon our review of the bid and the responses received from participating contractors, BG Consultants, Inc. has determined that the single bid reflects a competitive procurement process and that the lack of additional bids was the result of individual contractor circumstances rather than limitations associated with the project or bidding procedures.

Accordingly, **BG Consultants, Inc. recommends that the City of Emporia award the construction contract to Icon Construction, Inc. in the amount of \$3,026,500.00**, subject to verification of all required bidding documents, qualifications, and execution of the Contract Documents.

The attached Bid Tabulation is provided for your review and documentation supporting this recommendation. Should you have any questions or require additional information, please do not hesitate to contact our office.

We appreciate the opportunity to continue serving the City throughout construction and look forward to working collaboratively with key owner representatives and Icon Construction, Inc. toward the successful completion of the Debaugé Family Sports Complex.

Sincerely,



Clint Hibbs AIA, LEED AP
Principal

BID TABULATION FORM

DeBauge Family Sports Complex PK2502 | 25-1395 | 25-PF-019

General Contractor													
	Bid Bond	Addendum #1	Addendum #2	Addendum #3	Addendum #4	Addendum #5	Base Bid	Alt No. 1: Provide handwashing sink P7 and three-compartment sink P8 in Concessions 104 and grease interceptor in Mechanical Room 103 and all related plumbing connections.	Alt 2: Provide Air Conditioning for Restroom/Concessions.	Alt 3A: Install End Field Netting at North Field.	Alt No. 3B: Install End Field Netting at South Field.	Alt No. 4A: Install Score Board at North Field and associated Electrical Work.	Alt No. 4B: Install Score Board at South Field and associated Electrical Work.
	Y	Y	Y	Y	Y	Y	\$ 2,789,000.00	\$ 19,000.00	\$ 12,500.00	\$ 55,000.00	\$ 55,000.00	\$ 19,000.00	\$ 17,000.00
1 Icon	N	N	N	N	N	N	Proposed changed start date	0 days	0 days	0 days	0 days	0 days	0 days
2 Architect	Y	Y	Y	Y	Y	Y	\$ 3,138,292.00	\$ 16,402.00	\$ 11,800.00	\$ 139,653.00	\$ 139,653.00	\$ 36,875.00	\$ 36,875.00
Difference Low Bid From A/E Estimate							\$ (349,292.00)	\$ 2,598.00	\$ 700.00	\$ (84,653.00)	\$ (84,653.00)	\$ (17,875.00)	\$ (19,875.00)
What the City Gets Out of Each Alternate							There is available \$340,292 of budget for various alternates; based upon project funding	Concessions with plumbing fixtures and grease interceptor	Air Conditioning	Netting at ends of field in base bid	Netting at ends of south field, existing or turfed where Alt 5 accepted	Scoreboard at base bid field	Scoreboard at south field, existing or turfed where Alt 5 accepted



Alt No. 5: Construct South Artificial Turf Field.	Alt No. 6: Install Shade Canopy.	Alt 7: Install Playground.	Alt 8: Control Building Siding Replacement.	Alt No. 9A: Construct Viewing Deck and Press Box.	Alt No. 9B: Install Enclosed Lift.	Alt No. 10A: Construct East Sidewalk Loop.	Alt No. 10B: Construct South Sidewalk Loop.	Alt 11: Modify Field Fencing to Galvanized.
\$ 1,249,000.00	\$ 69,000.00	\$ 370,000.00	\$ 39,000.00	\$ 638,000.00	\$ 246,000.00	\$ 350,000.00	\$ 199,000.00	\$ (10,000.00)
75 days	0 days	30 days	30 days	120 days	60 days	30 days	30 days	0 days
\$ 1,529,881.00	\$ 12,507.00	\$ 362,319.00	\$ 9,629.00	\$ 409,237.00	\$ 155,658.00	\$ 163,194.00	\$ 200,394.00	\$ (9,086.00)
\$ (280,881.00)	\$ 56,493.00	\$ 7,681.00	\$ 29,371.00	\$ 228,763.00	\$ 90,342.00	\$ 186,806.00	\$ (1,394.00)	\$ (914.00)
Second artificial turf field	Shade canopy for spectators	Playground	New siding at existing sprinkler control building	Viewing deck and press box	Lift to viewing deck	East sidewalk path	South sidewalk path	Galvenized chainlink fence in lieu of black vinyl chainlink fence



Alt 12: Install South Field Sports Lighting.	Alt 13: Raze Structures	Alt 14: Install Storage Building	Alt No. 14A: Install Storage Building Casework	Alt No. 15: Expand Plaza Paving .	Alt No. 16: Re-Seeding of Existing South Field.	Alt No. 17: Install New Siding, Roof, and Doors on Existing Storage Building.	Base Bid with Alternates
\$ 221,000.00	\$ 24,000.00	\$ 252,000.00	\$ 167,000.00	\$ 127,000.00	\$ 75,000.00	\$ 39,000.00	\$ 7,021,500.00
30 days	0 days	120 days	0 days	30 days	0 days	60 days	
\$ 218,300.00	\$ 29,500.00	\$ 337,392.00	\$ 39,935.00	\$ 127,844.00	\$ 25,000.00	\$ 30,200.00	\$ 7,161,454.00
\$ 2,700.00	\$ (5,500.00)	\$ (85,392.00)	\$ 127,065.00	\$ (844.00)	\$ 50,000.00	\$ 8,800.00	\$ (139,954.00)
Additional lighting for south field, existing or turfed where Alt 5 accepted	Removal of existing structures	New storage building, 1625 GSF.	Install cabinets within new storage building	Expand the paving area of the plaza	Prep and seeding of sourth field where Alt 5 not accepted	Repair and secure existing storage building, 1011 GSF (614 SF less area than proposed)	



Commission Action Report

Managed Multi-Function Copier
Print Services Contract Award

Title: Managed Multi-Function Copier / Print Services Contract Award

Agenda Date: August 5, 2026

Presented By: Aric Kenyon, IT Director

Background:

The City issued a Request for Proposals (RFP) to replace its managed fleet of multi-function copier/printers and obtain a comprehensive managed print services solution. The procurement sought replacement equipment, maintenance, toner, training, Microsoft 365 integration, OCR capability, integrated fax functionality, security features, and responsive local support. Five responsive proposals were received and evaluated using the criteria published in the RFP.

Discussion:

The City solicited proposals to replace its managed fleet of multifunction copier/printers. Five responsive proposals were evaluated using the criteria published in the RFP: Total Cost of Ownership (35%), Service and Support (25%), Equipment Quality and Functionality (20%), Security and Integration (10%), and Municipal Experience and References (10%). After reviewing the proposals, normalization of required costs, and evaluation of technical and service capabilities, Century Business Technologies is recommended as offering the best overall value to the City.

The City's existing fleet is approaching the end of its lease term. The RFP sought new production equipment, comprehensive maintenance, supplies, training, Microsoft 365 integration, OCR capability, integrated fax functionality, security features, and responsive local service.

Each proposal was reviewed against the published evaluation criteria. Pricing was normalized only where vendors priced RFP-required features separately (such as integrated fax). Optional features not required by the solicitation—such as advanced print management software, hole punch units, booklet makers, or additional paper trays beyond the stated requirements—were not added to evaluated pricing. This methodology ensured a fair, consistent, and defensible comparison.

Century Business Technologies submitted the lowest evaluated cost while providing a complete proposal with all required functionality included. CPI Technologies submitted competitive pricing but required normalization for separately priced analog fax. Xerox Business Solutions offered a strong enterprise solution with additional optional software beyond the City's requirements. SumnerOne and Konica Minolta submitted technically capable proposals but at substantially higher evaluated lease costs.

Key Findings

- Century Business Technologies submitted the lowest evaluated monthly lease cost.
- Century's proposal included the required functionality without significant optional add-ons.
- Normalization was limited to required features priced separately by vendors.
- All proposals were evaluated using the criteria published in the RFP.
- The recommendation reflects best overall value rather than lowest price alone.



Commission Action Report

Managed Multi-Function Copier
Print Services Contract Award

Vendor	Evaluated Monthly	60-Month Lease	B&W CPC	Color CPC	Overall
Century Business Technologies	\$995.03	\$59,701.80	\$0.0038	\$0.0340	Recommended
CPI Technologies	\$1,027.98	\$61,678.80	\$0.0034	\$0.0340	Competitive
Xerox Business Solutions	\$1,101.25	\$66,075.00	\$0.0035	\$0.0350	Competitive
SumnerOne	\$1,499.00	\$89,940.00	\$0.0039	\$0.0300	Higher Cost
Konica Minolta	\$1,562.00	\$93,720.00	\$0.0038	\$0.0350	Higher Cost

Financial considerations:

Recommended Award:

Century Business Technologies

Evaluated Monthly Lease Cost: \$995.03

Estimated 60-Month Lease Cost: \$59,701.80

Funding Source: Existing departmental copier/printing budgets. Cost-per-copy charges will be billed in accordance with the executed agreement

Recommended action:

The evaluation supports award of the Managed Multi-Function Copier / Print Services contract to Century Business Technologies. The proposal represents the best overall value to the City by combining the lowest evaluated lease cost with a complete, responsive solution, strong implementation approach, local support resources, and compliance with the City's operational and technical requirements.

Attachments:

City of Emporia Copier RFP.pdf

2026 City of Emporia Copier RFP - Final.pdf

Century Proposal for City of Emporia RFP 7.14.2026.pdf

City of Emporia RFP Response Final.pdf

XBS Response to City of Emporia RFP for MFC-Print Services_14JUL2026.pdf

Bid From CPI Toshiba - Emporia.pdf

3525AC-Brochure.pdf

5525AC 6525AC Spec Sheet.pdf

Azure + Dynamics 365 + Online Services – Public & Government SOC 2 Type II Report (04-01-2025 to 3-31-2026).pdf

eGoldFax-Brochure.pdf

Microsoft 365 - SOC Bridge Letter (April 2026).pdf



Proposal for CITY OF EMPORIA

RFP: MULTI-FUNCTION COPIER / PRINT SERVICES

Table of Contents

Executive Summary	3
Company Profile	4
Account Management & Support Team	6
Pricing Proposal.....	7
Equipment Specifications	8
Ricoh Security & Compliance	9
Integration & Security Responses	10
Centralized Management Tool Option	11
Implementation Plan	12
Service & Support	13
Training	14
Billing/Reporting	15
References	16

Executive Summary

Need: The City of Emporia is looking for a vendor to provide and manage a fleet of multifunction devices across several departments. The City currently has 10 Toshiba devices that will be replaced and shipped back at the end of current lease. Pricing for these new devices will include returns of the existing leased equipment. Pricing for the new fleet includes all ongoing maintenance including supplies (except paper) and all management costs. New equipment will be installed prior to October 26, 2026.

The new devices must meet or exceed specifications provided in the RFP of:

- 2 - Toshiba eStudio 6516ACT capabilities
- 8 - Toshiba eStudio 3515AC capabilities

Response: Our proposed Ricoh solution, with detailed specifications and pricing on pages 7 and 8, fulfills all the RFP requirements for both equipment, solutions and ongoing maintenance. Century has serviced Ricoh MFPs and printers for all State of Kansas agencies statewide for over 20 years. Our service response time for the State has been 4 hours or less from the service ticket to completion.

Century by Access is proud to partner with many larger customers in Emporia such as Newman Regional Hospital, most Lyon County Departments, and Fanestil Meats. We have the product, expertise and award-winning service to serve the City of Emporia and look forward to serving the City of Emporia.

Contact: Jeff Murphy

Jeff.Murphy@CenturyKS.com

p. 785.267.4555

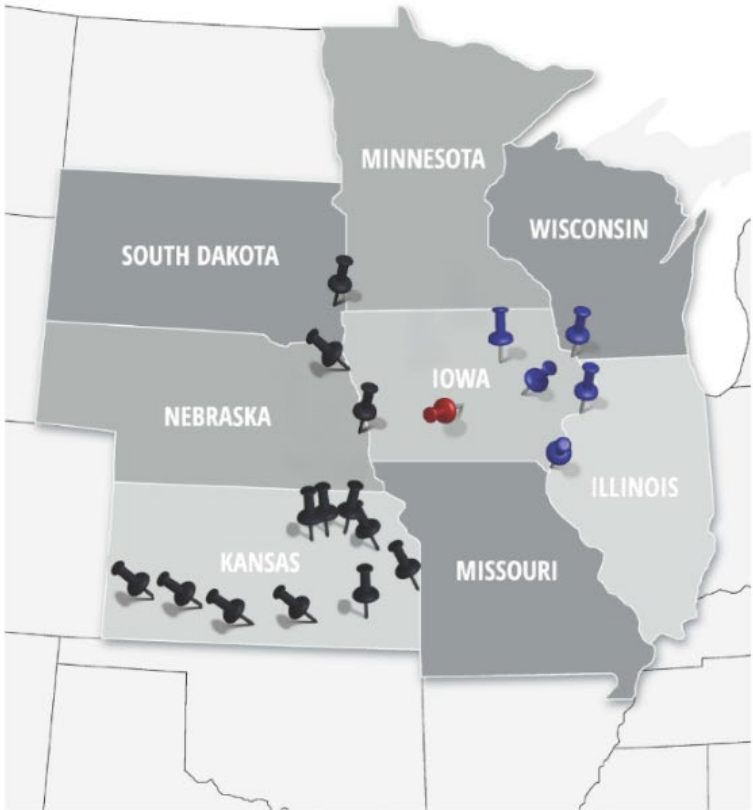
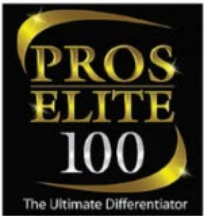
o. 785.246.6622

Company Profile

Century Business Technologies brings 45 years of direct experience delivering reliable office technology maintenance, managed print services, and software-driven document solutions. Our team supports a wide range of copier brands and models, giving us the flexibility to design and maintain environments that fit each customer's unique needs. Our technicians and service professionals are OEM certified and locally based, allowing us to provide responsive, on-site support that keeps devices running and disruptions to a minimum.

This expertise is now strengthened by the backing of Access Systems, one of the largest dealers in the Midwest. Founded in 1986, Access Systems brings added scale, resources, and capabilities through a team of more than 324 employees across 19 offices, 10 warehouse locations, and both our Kansas and main HQs. For customers, the advantage is growth without disruption: expanded solutions, deeper support, and new capabilities delivered by the same experienced Century team you already know and trust. More options, more support, and a partner built for the long term.

Together, Access Systems and Century maintain strong, long-standing partnerships with leading manufacturers across the industry. We are proud to be recognized by Ricoh in 2025 as a Top Dealer nationwide, as well as recipients of the Sharp Platinum Service Level Award from 2016 through 2025. Through our preferred relationships with Sharp, Ricoh, HP, Toshiba, and Lexmark, we have access to competitive pricing and programs across all major brands, enabling us to pass meaningful cost savings directly on to our customers.



Account Management & Support Team



Jeff Murphy

Account Executive
Your primary contact
11 years



Dan DeVore

Marketplace Director
37 years



Keith Rathbun

Director of Business Development
14 years



Brian Habig

Director of Service
37 years



Guy Habig

Connectivity Manager
30 years



Greg Ennecking

Connectivity Specialist
25 years



Jason Porter

Field Service Supervisor
30 years



Dennis Ruby

Help Desk
48 years



Mario Guzman

Copier Technician
40 years



Scott Bure

Copier Technician
23 years



Scott Smelser

Copier Technician
32 years



Cai Roy

Copier Technician
1st year of service



Dave Watson

Copier Technician
30 years

21 total technicians statewide

Pricing Proposal

Equipment Investment Details		
Qty	Model	Description
2	Ricoh IM C6010	60 page per minute Color Device
8	Ricoh IM C3510	35 page per minute Color Device
Total Monthly Hardware and Service Payment (60 months):		<u>\$995.03/month</u>

Maintenance and Support Details		
Models	BW Rate	Color Rate
Ricoh IM C6010	\$0.0038	\$0.034
Ricoh IM C3510		

- Total Monthly Payment will be **LOCKED** for the term of the contract.
- Service program includes all parts, labor, toner, shipping and service calls.
- Pricing includes shipping and returns of existing equipment once notice of termination has been provided to leasing company.
- City of Emporia may add printers and related services for future locations during the contract term. Any additions will be incorporated under the same terms, conditions, and pricing established in the resulting agreement.

Ricoh Equipment Specifications

Qty	Model	Description
8	Ricoh IM C3510	35 PPM Color Device
		50-sheet Staple Inner Finisher
		4 x 550-sheet Paper Trays
		Fax Kit & OCR Unit



Qty	Model	Description
2	Ricoh IM C6010	60 PPM Color Device
		1K Stacking 50-sheet Staple Finisher
		2 x 550-sheet + 2,100-sheet Split Tandem Paper Trays
		Fax Kit & OCR Unit



Ricoh Security & Compliance



Integration & Security Responses

Sections 6 & 7

Requirement:	Proposed Solution:
Scan to Email, Network Folder, and Microsoft OneDrive/SharePoint/Teams.	Ricoh MFPs can scan directly to a network folder/share using SMB without any third-party software. Scan to SharePoint or Teams could work better with centralized PaperCut software but can be done at the device level.
OCR with searchable PDF and editable Microsoft Office formats.	Ricoh MFPs can support OCR natively. This allows the device to create a searchable PDF only. To scan to Microsoft Office formats will require something like PaperCut and then it is Word format only not Excel or PowerPoint.
Centralized device management	While Ricoh does have a free version called Device Management NX Lite which will satisfy the RFP, we recommend PaperCut to fully manage the fleet of Ricoh MFPs. (See that option on page 11)
Usage tracking and reporting by department or user	Yes, if user codes are used, then Ricoh devices can provide reports by those codes
Hard drive encryption & secure data overwrite functionality	Ricoh devices use SSD and the SSD supports PP_HCD_v1.0 Common Criteria Certification which is a government-grade certification for multifunction printers. It ensures that all data stored on the device's internal drive is encrypted, protected from retrieval after jobs complete, and remains secure even if the hardware is physically removed.
Secure print release options	Secure Print via user codes is available native to the device, however this isn't a practical option for large user sets.
Integration with Active Directory and/or Azure AD	Natively the device can Scan to Outlook using OAuth authentication, however no additional integration is available natively but again, something like PaperCut would be a better option.
Defined firmware lifecycle and security patching processes	Firmware is released as needed to address inconsistencies or security vulnerabilities. The device management tools referenced can assist in device updates.
Audit logging and administrative security controls	The device management tools can provide full reporting and control over the Ricoh devices.

Centralized Management Tool Option

PaperCut MF allows your IT department to maintain a comprehensive visibility, control, and automation across the City of Emporia’s print environment. All security and control are maintained in a central focal point allowing for the following:

User Tracking, Quotas, and Reporting (PaperCut MF)

- Track print and copy volumes by user, device, and department
- Configure user quotas, print rules, and secure print release
- Generate detailed reports to support cost control and optimization

Remote Management & Automated Diagnostics (MPS Platform Integration)

- Real-time remote monitoring of all devices across the fleet
- Automatic meter collection and reporting
- Proactive service alerts to prevent downtime
- Automated supply fulfillment based on actual device usage

Device Security Management (Included at No Additional Cost)

- Centralized deployment of standardized device security profiles
- Ongoing monitoring and enforcement of security configurations
- Remote updates to maintain compliance across all networked devices

PaperCut MF Licensing and Support

- Licensing provided for all MFPs, including additional required licenses
- Local PaperCut Certified Professional sales and technical support
- Full maintenance and support directly from PaperCut for the five (5) year term

Century Business Technologies supports your environment with **four certified PaperCut MF support specialists**—Rick Kruse, Jacob Elson, Jason Martin, and Vince Sabotta—available for ongoing assistance. We are also an EcoprintQ Elite Partner and one of only a few U.S. vendors purchasing directly from PaperCut, enabling us to deliver expert support, maintain accurate cost center tracking, and ensure your system stays current while maximizing available features.

PaperCut Option – 10 Devices includes software, licenses & card readers	\$222.00/month
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Implementation Plan

Proposed equipment shall be delivered, installed, configured, tested, and accepted by the City no later than October 1, 2026

Installation will begin immediately following contract approval. Here is an overview of the process:

INSTALLATION PREPARATION	Century will receive the equipment in advance and complete all setup and programming before installation, creating a "plug and play" installation experience. The installation will be completed in one day.
STAGING	Equipment is staged at the nearest Century distribution center. We organize the equipment by model and accessories for a visual inspection to ensure it's in good condition.
INSTALLATION	Our installation team's trained technician will perform the installation on-site, ensuring that all previously agreed-upon specifications are met.
INITIAL TRAINING	Training will begin right after the installation. Our installation staff conducts training to provide basic end-user training. For large scale deployments, we may schedule multiple training sessions. Training can either be held in a classroom setting for multiple users, or can be held virtually.
COMPREHENSIVE TRAINING	We focus on providing thorough training to help users make the most of their systems and meet their needs. Once the basic end-user training has been provided, we can schedule additional training sessions as needed. We also offer post-implementation support to address any questions or issues that may arise.

Service & Support

Century employs only factory-certified copier technicians. To resolve service calls as promptly as possible, Century may first attempt to resolve the service call over the phone with your key operator.

When on-site service is needed:

- Our service technicians meet an average response time of under 4 hours.
- Century maintains **5 local certified technicians** for City of Emporia with 21 Statewide.
- **We have \$3 million in parts and toners available in our warehouses. Century only uses OEM parts and toner.**
- **Technicians' vehicles are stocked with \$30,000 worth of commonly used parts.**
- Every call to Century is answered by a live Access employee.
- Century will replace hardware that fails to consistently achieve the manufacturer's performance expectations and will swap for like equipment.
- Your support team carries an average tenure of 13+ years of experience.

SERVICE ESCALATION PROCESS:

Century's approach to performance and accountability is proactive and technology-driven. Instead of waiting for issues to cause a Service Level Agreement (SLA) violation, we use automated monitoring and defined escalation paths to identify and resolve potential problems before they affect performance.

Proactive Monitoring

Our systems generate **real-time automated alerts** that track key service metrics, such as:

- Calls nearing response-time limits
- Devices with excessive or recurring service calls
- Equipment at risk of extended downtime

These alerts trigger immediate attention and follow a structured escalation process to ensure fast resolution.

Escalation Path

1. **Level One:** Alerts first go to our Client Service Relationship leadership team, who investigate and address the issue.
2. **Level Two:** If not resolved within the defined timeframe, the alert automatically escalates to local Service Department Leadership.
3. **Level Three:** If additional action is needed, the issue escalates to the Vice President of Service and Print Operations Manager for executive oversight and corrective measures.

Training

Training and ongoing support are provided at no additional cost. Initial training begins shortly after installation and is led by our installation team. This session provides basic end-user instruction for key users and typically lasts 15–30 minutes. For larger deployments, multiple sessions can be scheduled on the installation day when arranged in advance.

Topics include:

- Copying, printing, scanning, and faxing
- Loading paper, clearing jams, and replacing toner
- Ordering supplies and recycling toner
- Submitting service requests
- Century contact information

Advanced Comprehensive Training

Advanced comprehensive training is available to help users get the most from their system. It is typically scheduled after installation and can be arranged through your scheduling coordinator or sales professional.

Includes Initial Training topics plus:

- Advanced device features and cloud solutions
- Driver setup and advanced print options
- User interface and workflow optimization
- IT-level maintenance and management

We recommend training a small group of “power users” to support others on-site and improve long-term success.

Training Logistics

- Customers provide training space, device/software access, and network connectivity
- Sessions range from 30 minutes to a few hours, based on needs and skill levels
- Scheduling is flexible to align with your implementation timeline

Ongoing Support

Century provides post-installation support, including online resources and helpdesk assistance, to support continued learning.

- Driver configuration (follow me printing and print release)
- Service requests
- Century Contact information

Billing/Reporting

Data Integrity and Review

We integrate GPS data with our service call records to ensure accuracy and quickly identify any discrepancies in reporting. Service Leadership and Print Operations Management review SLA metrics weekly to identify trends and address root causes. Each month, Business Analysts verify SLA performance by customer, and Billing Analysts validate and process any applicable service credits, providing full documentation to the client.

Transparency

We maintain a transparent records policy that invites clients to review service and performance data at any time—reinforcing trust and accountability in our partnership.

Commitment to Quarterly Business Reviews

To ensure ongoing alignment and transparency, your primary account contact will conduct **Quarterly Business Reviews (QBRs)** tailored to your needs. These sessions include a review of service performance metrics—such as response times, call volumes, and equipment trends—as well as any other topics the university wishes to discuss. QBRs provide an open forum to share feedback, identify opportunities for improvement, and ensure our partnership continues to meet your evolving needs.

We will customize our billing to fit the format that works best for you – see sample of an invoice listing the location for devices below. In addition, our in-house billing team is available to support any questions or issues, ensuring a seamless experience.

Page 3 of 6

Invoice Number: 502XXXXXX
Customer Number: 369XXXXX

Asset Details Display

Contract Number	Asset Description	Model Serial Number/VIN	Location	Item Description	Due Date	Amount	Tax	Total
450-AAAAAA-000	COPIER	C450I Serial # 1	123 Asset Address Asset City, ST Zip	Color Copy Overages	10/03/2022	\$599.05	\$35.94	\$634.99
				Copies - Color 06/22-09/22 7,022 * 0.08531 Aggregate Pool				
	COPIER	C650I Serial # 2	456 Asset Address Asset City, ST Zip	Freight Fee	10/03/2022	\$7.87	\$0.47	\$8.34
				Color Copy Overages	10/03/2022	\$561.60	\$33.70	\$595.30
				Copies - Color 06/22-09/22 7,074 * 0.07939 Aggregate Pool				
				Freight Fee	10/03/2022	\$10.13	\$0.61	\$10.74

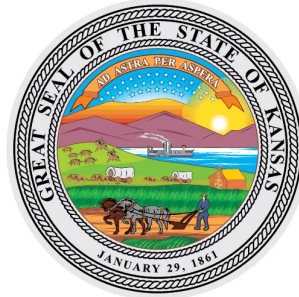
References

State of Kansas – Lyon County District Court

Contact: Nyla Rogers

Phone: 620-341-3280

Email: courtclerk@5thjd.org



City of Valley Center

Contact: Clint Miller

Phone: 316-755-7319

Email: cmiller@valleycenterks.org



City of Topeka

Contact Luis Matos

Phone: 785-368-2528

Email: lmatos@topeka.org



THANK YOU

**We appreciate the opportunity to partner
with you on your print needs.**



8-Toshiba e-Studio 3525ac – 35 ppm
2-Toshiba e-Studio 5525ac – 55 ppm



Color Document Scanner Included

3,200 sheet paper capacity on the 5525ac/6525ac
 1,200 sheet paper capacity on the 3525ac
 (Option available for up to 5,200 sheets for any unit)
 500 Sheet Multi-Position stapling on 3525ac
 2,100 Sheet Multi-Position stapling on 5525ac/6525ac
 2 output trays on 3525ac (can separate fax vs. prints)
 3 output trays on 5525ac/6525ac

Embedded OCR Software: Scan as Word, Excel
 Scan as Searchable PDF
 Scan as Slim PDF
 Scan as TIFF, JPEG

Antimalware protects from: Trojan Horses
 Ransomware
 Rouge Software

Enhanced Data Encryption with TLS 1.3
 On-Board Data Scramble Function
Solid State Hard Drive + 6GB RAM
 Security Standard HCD-PP
 Instant Data Overwrite – JCMVP/CAVP Obtained
 Encryption Wipe Function, IP and MAC Address Filtering
 Email Authentication (POP before SMTP)
 SMTP authentication, LDAP authentication
 Digital Certificate, SNVP v3, Secure DDNS
 PDF Encryption

\$962.98 per month for 60 months

Mono prints billed at \$0.0034 per print
 Color prints billed at \$0.034 per print
 Lease and Service Price locked in for 60 months
 No sales or personal property tax on lease
 Walk away lease at end of term

Breakdown of unit price and additional options:

Toshiba eStudio 3525ac	35ppm	\$ 89.30 per unit
Toshiba eStudio 5525ac	55ppm	\$124.29 per unit
Toshiba eStudio 6525ac	65ppm	\$133.00 per unit
Embedded Analog Fax		\$ 6.50 per unit
Hole Punch for any unit		\$ 4.75 per unit
Folding Saddle Stitch for	55/65 ppm	\$ 17.00 per unit
2,000 sheet lower tray for	35ppm	\$ 4.00 per unit
2,000 sheet side tray for	55/65ppm	\$ 17.00 per unit

(Optional City-wide Cloud based fax service pricing attached on next page)



One time \$20 port fee for each fax number needed.

CPI can forward faxes to an email address.

If the city desires faxes to be routed to file folders on servers there is a \$250 configuration fee for set-up.

eGoldFax Cloud Fax Service	250 Pages/Mo. Plan	\$29.99
eGoldFax Cloud Fax Service	500 Pages/Mo. Plan	\$49.99
eGoldFax Cloud Fax Service	750 Pages/Mo. Plan	\$71.24
eGoldFax Cloud Fax Service	1,000 Pages/Mo. Plan	\$89.98
eGoldFax Cloud Fax Service	1,500 Pages/Mo. Plan	\$127.47
eGoldFax Cloud Fax Service	2,000 Pages/Mo. Plan	\$159.97
eGoldFax Cloud Fax Service	3,000 Pages/Mo. Plan	\$224.96
eGoldFax Cloud Fax Service	4,000 Pages/Mo. Plan	\$279.94
eGoldFax Cloud Fax Service	5,000 Pages/Mo. Plan	\$324.94
eGoldFax Cloud Fax Service	6,000 Pages/Mo. Plan	\$383.92
eGoldFax Cloud Fax Service	7,000 Pages/Mo. Plan	\$440.91
eGoldFax Cloud Fax Service	8,000 Pages/Mo. Plan	\$495.90
eGoldFax Cloud Fax Service	9,000 Pages/Mo. Plan	\$548.89
eGoldFax Cloud Fax Service	10,000 Pages/Mo. Plan	\$599.88

Charge per page for pages over 250 plan	\$0.10
Charge per page for pages over 500 plan	\$0.10
Charge per page for pages over 750 plan	\$0.09
Charge per page for pages over 1,000 plan	\$0.09
Charge per page for pages over 1,500 plan	\$0.09
Charge per page for pages over 2,000 plan	\$0.08
Charge per page for pages over 3,000 plan	\$0.07
Charge per page for pages over 4k-10k plan	\$0.06

MAINTENANCE AND SERVICE

Toshiba's preventive maintenance program is one of the finest in the industry and focuses on the use of highly experienced, certified, and responsive technicians; adherence to strict maintenance schedules; tracking equipment performance; and compliance with manufacturer specifications. This approach is not new. We have proven its effectiveness on thousands of contracts where we are or have been providing equipment, services, and print optimization. Service technicians follow a recommended preventive maintenance (PM) schedule that is specific to the MFP and typically monitored by print counts. When the device reaches the print count, it will flag when an item is scheduled for replacement. This schedule can be adjusted as necessary as indicated by any available historical data and/or accumulated experience with the equipment, or when requested by the customer. Service technicians follow Samsung's preventive and periodic maintenance policies and procedures, ensuring ongoing reliability of Samsung's products and eliminating unnecessary downtime and operating expenses. Technicians are equipped with the latest diagnostic tools and technologies. They are responsible for having the proper service tools, manuals, and technical bulletins to ensure timely onsite repair and maintenance of products. When a service call is required, your school's authorized user will place a call to our Dispatch Center. The dispatcher inputs the service data and notifies the local servicing office of the service call. The local technicians are the first responders and will contact the requestor immediately upon receipt of the dispatch in order to acknowledge the service request, provide a time of arrival and/or to provide phone resolve or technical support. For calls not resolved over the telephone, a service technician will be dispatched for an on-site visit. At this point, the technician follows best industry practices and manufacturer specifications to complete the repair.

CPI will provide on-site service calls for MFPs within four (4) hours after notification of malfunction. The response time on a service call starts when the customer places a service call to CPI.

The service technician will report to and notify the customer of arrival, and verify the problem for which the service call was made. Upon completion of the service call, the service technician will provide the designated contact a work status (completed or not completed).

PREVENTATIVE MAINTENANCE

CPI will also provide ongoing preventive maintenance as prescribed by manufacturer recommendations to ensure that MFPs remain in good working condition. Regularly scheduled maintenance will include testing, cleaning, lubricating, and adjusting, replacing unserviceable parts, and communicating any necessary suggestions to the operator. Toshiba has a comprehensive MFP Preventive Maintenance (PM) Program designed to improve machine reliability and ensure the highest possible up-time through periodical inspections, cleaning, and parts replacement. Scheduled PM intervals vary by model and are programmed into the device. At the required interval, the device's control panel will indicate that it is time to scheduled PM. The customer location will only need to place a call for service. During the PM visit, the service technician verifies that the machine is operating efficiently and replaces worn parts to ensure that the machine continues to function within manufactures specifications. Specific PM tasks include, but are not limited to:

- Routine cleaning and lubrication.
- All necessary adjustments.
- Replacement of consumable items as recommended by Samsung Service such as feed tires, fuser-cleaning components and charge coronas.
- Replacement of environmental consumable items as recommended by Samsung
- Service such as ozone, developer and optics filtration components.

During PM visits, technicians take prompt action to address and resolve service issues that customers bring to our attention. Only factory-trained service technicians perform preventive maintenance, and we select parts and material according to suitability, latest technology and environmental friendliness.

FLEET MANAGEMENT

Toshiba provides centralized management, maintenance, auditing and support capabilities for networked Toshiba devices. This software allows network administrators to remotely deploy and manage device settings and configurations, allowing administrators to group devices by location, department, cost center and other categories. Administrators can receive first tier alerts and other status updates via a pop-up message at their workstation or e-mail. In the case of more severe technical difficulties where service is required, a second tier e-mail alert can be sent directly to a Samsung service provider, helping to speed up response times. Once configured with groups and data collection information, it is ready to scan the network to identify devices for monitoring. The software has the ability to automatically generate meter reading and cost reports for different cost centers, and departments, and e-mail them to managers. Report intervals can be anything from daily to once every quarter. IT administrators and end users can utilize this fleet management software in developing reports and queries for the Toshiba device to identify usage and used for Network Accounting and Chargeback purposes

REMOTE DEVICE MONITORING

For remote device monitoring, Toshiba utilizes a fleet monitoring tool to capture information about the equipment, particularly meter reads. This tool can be utilized within your environment to proactively verify machine operations, replenishing paper and toner when necessary. With this tool, administrators can monitor the status of all networked devices through one common, intuitive user interface, confirming machine settings and firmware versions, status of jams or service issues, and consumable levels. Administrators can also receive notifications and updates via a pop-up message at their workstation or e-mail in case a machine needs attention to situations, such as refill consumables, refill paper, clear paper jam, or call for service. Our Remote Device Management tool for multifunctional devices and printers is utilized to provide remote device management and meter collection. This tool can function either via a network application or on a stand-alone server, depending on the IT requirements of each of your locations. It provides:

- Scheduled meter collection
- Agent to assist in gathering local device information
- Device management
- Cloning Support
- Firmware Updates
- Machine status (monitoring)
- Automatic report generation and distribution by e-mail

Devices can be grouped into numerous sub-categories, such as model, cost center or location. Groups are defined by the Administrator and any devices discovered automatically are assigned to a default group until assigned to their intended group. The application can gather usage data daily or at set intervals, and obtain details such as vendor, model, location, group and departments or cost centers for billing and reporting purposes. It will also collect and report the number of mono and color prints, print size, copy/print/scan/fax counts, and more. In addition, Key administrators can also schedule reports for electronic delivery or run them on demand. The data is securely transferred via encrypted XML over an SSL connection to Toshiba data repository through secure HTTP for billing and reporting purposes. Only the device information is extracted; end-users data files are not read, viewed or saved by this application. Further, the tool can be programmed for two-level alerting (both e-Mail & Pop-Up). The alerts can be split into two categories depending on severity level where the more severe alert (machine down) will notify a technician immediately while lesser severe alerts (out of paper) will notify a key operator.

There is no additional charge for this tool.

DEVICE LEVEL MONITORING

At the device level, Toshiba includes browser-based software which resides on each MFD printer controller. Our software is a web-based job and device management tool developed and owned by Samsung that allows users to monitor all jobs, control their own current jobs and confirm the status of the system. Users can see jobs in the queue by type (copy, print, fax and scan), see the size and type of paper available in every paper source, and view the options installed on a given system, such as hole punch, finishers, etc. should the user wish to take advantage of them. This software also allows network administrators to configure the device for their specific network environment and establish the parameters to suit their facility's needs. The only requirement is that the user has Internet browser software, i.e., Internet Explorer. This software is able to:

- Remotely change the configuration of some or all networked devices quickly
 - Provide automated alerts to the service team
 - Enable remote diagnosis which facilitates proactive service resolution
 - Provide automated volume statistics which will feed into quarterly reports
- Additionally, this software is also used to provide:
- Innovative usage reporting, monitoring and centralized administration for network-connected multifunction devices
 - Detailed status monitoring
 - Intelligent alerting to improve uptime and device availability
 - Custom reports per device or function are generated automatically to keep an eye on usage and to control the costs
 - Time-saving administration tools with flexible grouping and intuitive, color coded tree-view display

Customer Service Department

With regard to our customer service department, CPI Dispatch Center is open from 7:30 a.m. to 5:00 p.m. Monday through Friday except company holidays. The Dispatch Center can be reached online or through CPI's toll-free telephone number. Our Dispatch Center is located in Springfield Missouri. Dispatch Center can be reached through the toll-free telephone number (800) 337-2679. The local technicians are the first responders and will contact the requestor immediately upon receipt of the dispatch in order to acknowledge the service request, provide a time of arrival and/or to provide phone resolve or technical support. For calls not resolved over the telephone, a service technician will be dispatched for an on-site visit. At this point, the technician follows best industry practices and manufacturer specifications to complete the repair.

CPI has assembled a seasoned team to expertly and professionally implement, manage and maintain the Miller Schools account. Experienced individuals comprising this team look forward to the opportunity of working with your schools and establishing a lasting and beneficial relationship. Led by Greg Gurke, team members have, on average, over 15 years of experience implementing and managing major accounts, and they will work closely with you to ensure that CPI fully meets the document production objectives throughout the contract term. The role of this team is to implement and manage our business relationship, and where necessary, align or create workflows and processes to support long-term client objectives for the County. Through extensive communications, internally and externally, this team networks and establishes a management blueprint for the County that matches your specific objectives and goals. The Account Management Team tracks and measures metrics and generates reports, as well as monitors the day-to-day activities of the tactical team members to ensure compliance throughout the contract life cycle. As necessary, they will escalate issues to the Executive Management team.

PRE-INSTALLATION

Prior to equipment installation, CPI will meet with appropriate project leaders and IT staff to coordinate pre-installation activities. These include:

- Verifying all machine locations for proper electrical and space requirements, including ample space and a level floor.
- Ensuring network drops for connected units are installed and phone lines are in place for the fax option.
- Coordinating attendance and training dates for basic and key operators
- Inspecting for any physical challenges (elevator size, hallway width, stairways, loading docks, etc.) that may affect installation.
- Addressing pertinent network information.
- Establishing points of contact for billing, service, and administrative questions.

Our Professional Services Organization will support Miller Schools with installation and training support for any of your new workflow and document management applications.

STAGING/DELIVERY/INSTALLATION

All Toshiba products are shipped directly to CPI and will be fully assembled and tested upon delivery to the customer's place of business. Prior to delivery to the customer, technicians will test each MFP to verify it is working properly and that it is configured with any associated set-up criteria. In addition, all features are verified to be functional before install. Once the equipment passes this quality check, it is then staged for delivery according to the installation schedule. The service provider will arrange with the customer the appropriate date and time for delivery to and placement at your location. Technicians will comply with all building regulations regarding hours, method, and location of delivery as set forth by Miller Schools or the individual department. Once the equipment has been installed and tested, an authorized representative will sign a customer acknowledgement form, verifying equipment was received and is working properly. After installation, technicians will remove packaging materials, old components, crating, and debris from the premises in accordance with best practices and local environmental regulations and recycling policies. Packaging materials are made from recycled materials and are returned for further recycling.

TRAINING

Training is conducted immediately following delivery and installation of MFPs to ensure all users have a understanding of the operation and features of our equipment. CPI's trained professionals will provide Basic Operator Training and Key Operator Training that will be easy to understand. Instructional tools include a User's Manual and Operating Instructions. An Operating Instructions poster can be placed near the device to help walk end-users through the process of performing common tasks and thereby increase their comfort level with the new device. Samsung also offers self-paced web training for Samsung products so that end users can familiarize themselves with product functionality at their own pace. Initial training sessions generally occur immediately following installation of new Toshiba equipment, at no cost, and cover the following areas:

• **Basic Operator Training.** This training addresses the basic features and functions of the equipment. Each location will receive basic training for an unlimited number of people, per session in the following subjects:

- Feeder functionality and paper supplies
- How to make a copy from glass and/or computer
- How to make a duplex copy
- How to reprogram drawers
- Zoom features and functions
- Finishing options and exposure settings

Key Operator Training. This training provides a dedicated person ("Key Operator") with a more indepth overview of the equipment than a basic user. An important objective of the training is to give dedicated person(s) hands-on training in non-technical maintenance such as:

- How to add paper and staples
- How to clear a misfeed
- How to place a service call
- How to order supplies

Total Quality Commitment

In addition to the limited warranties, Toshiba has a Total Quality Commitment Program. TQC is our guarantee that your Toshiba product will perform to specifications or the hardware will be replaced. Every new Toshiba MFP and accessory is backed by this performance guarantee, which includes the following:

- **Free Replacement (new Toshiba product)** – If your new Toshiba MFP or its accessories does not operate within Samsung product specifications during the term of this program, and if the hardware cannot be repaired to perform within product specifications, Toshiba will replace the copier, facsimile or accessory at no charge with a model of equal or better features and specifications. If replacement is made within one year of the hardware installation date, the replacement will be a new machine and/or accessory. Samsung will incur shipping and delivery costs.
- **Free Loaner** – If your MFP is out-of-service more than two (2) consecutive business days after notifying your authorized Service Provider or requires off-site service, a loaner MFP will be provided by the authorized Service Provider at no additional charge. This program applies only to new Toshiba MFPs and/or accessories acquired by customers from CPI on condition that the hardware: a) was continuously maintained under a full service maintenance agreement provided by an Authorized Toshiba Dealer, and b) only genuine Toshiba parts and consumable supplies are used in the maintenance and operation of the hardware. This program is non-transferable. Hardware damaged or destroyed because of customer's negligence, misuse or abuse, improper electrical power, or an act of God are not covered under this program.

DEVICE SECURITY

MFDs and network printers function as complex network devices. Toshiba has incorporated into each new multifunction device several solutions that specifically address device security, such as:

- **Secure sockets layer (SSL)** – a cryptographic protocol that protects all data traveling to and from the MFD. Print jobs sent via the SSL layer are encrypted through symmetric cryptography, ensuring that the print data is secure and will not be used for any purpose other than print output.
- **IPv6** – allows for increased IP address field length with built-in support for authentication, providing stronger confidentiality, levels of hierarchy and increased IP security.
- **IP Filtering** – Controls IP traffic in and out of client networks by filtering data from specific network addresses. MFDs utilize this mechanism as a means of controlling which computers have access to its network functions
- **SMB (Server Message Block)** – once the MFD is authenticated on the server, SMB signing adds a digital signature to the data transferred between MFD and server to verify that the identity of the server matches the credentials expected by the MFD, and vice versa.
- **IPsec (IP Security Protocol)** – protects communication in the IP layer by providing authenticated and encrypted submission of print jobs from desktop to Toshiba MFDs.
- **Encryption** – Toshiba MFPs offer the world's first Self-Encrypting Drives (SED) equipped with Toshiba's proprietary Wipe Technology and suite of security functions that bring unsurpassed level of data protection to IT equipment. This HDD AES encryption and data overwrite function offers the benefit of IEEE 2600 security mode compliance – the highest security level of its kind. This technology allows users to determine a range of security settings, including invalidation of encryption keys and data invalidation when a drive is removed from its housing or connected to an unauthorized host system.
- **Data Overwriting** – Ensures that the hard drive is absolutely clear of readable data by overwriting the actual data with random and numerical characters. Toshiba's Data Overwrite Kit (DOK) ensures that the hard drive is secure by overwriting all residual data with multiple passes of random characters. Overwriting of actual data is performed up to five times, which exceeds the Department of Defense (DOD) three-pass standard for secure overwriting. The DOK is standard on all current Toshiba e-STUDIO models.

DOCUMENT SECURITY

Toshiba offers extensive document security, regardless of the physical location of information:

- **Private Print** – This standard feature requires users to input a password at the device prior to being allowed to retrieve and print their documents (either singly or by batch). It is available on all Toshiba MFDs via the device's print driver and offers complete control of print output. Private print is ideal for organizations printing confidential information, and prevents other people from picking up the wrong print job, whether accidentally or intentionally.
- **Secure PDF** – Protects scanned documents by enabling users to assign a password in order to restrict viewing, printing, editing and copying of the scanned information. With Secure PDF, users can assign a password to scanned PDF documents directly from control panel of the MFD.
- **Job Log** – tracks data and documents (Print, copy, fax and scan jobs) via user name, date, time, number of pages, type of paper, and type of job. The job log can be exported into a standard .csv file for importing into other third-party applications. This data tracking and accountability report provides useful information as to the types of usage at the device, volume, and user.
- **Hardcopy Security Printing** – Deters the duplication of the confidential documents by embedding a security pattern on the background of a document that consists of a background pattern and a string (embedded text in the background pattern). The string embedded in the security pattern emerges when the security pattern-embedded original is copied.

ACCESS AND AUTHENTICATION

Toshiba has developed simple, yet highly effective methods of establishing access security without inconveniencing users. Network Authentication allows administrators to control access at the device in the same way it's controlled from the desktop. Department Codes provide valuable data tracking and usage information, giving authorized users full functionality at the device. Usage Limitations enable administrators to set limits for copy and print jobs, as well as track and control costs. Strong Passwords utilizes a ten-digit alphanumeric administrative password for added protection along with a log-on attempt limitation. To streamline the user login process, our optional SmartCard Authentication requires the simple swipe of a card while allowing limited user access to specific features and functions. Access security mechanisms include:

- **Department Codes** – provide valuable data tracking and usage information, giving authorized users full functionality at the device and prevent unauthorized access.
- **Strong Passwords** – utilize a 10-digit alphanumeric administrative password for added protection, along with a log-in attempt limitation.
- **Login Limitation** – locks the screen/access after three failed attempts slow down hackers and event attackers from impersonating users.
- **Usage Limitations** – enable administrators to set limits for copy and print jobs, as well as track and control costs at an account or a department level.

- **Network Authentication** – When used in conjunction with Role Based Access Control (RBAC) allows the administrator to control access to specific functionality by individual user (i.e., copy, print, scan, and fax).
- **Email Authentication** – Controls each MFD-generated message. Thus, all scan-to-email users must login to the MFD and validate their email identity with the corporate directory. Administrators may also choose to block scanned documents from going to e-mail addresses outside the company.
- **Lightweight Directory Access Protocol (LDAP) Integration** – Provides a centralized address book of all employees and enables the administrator to establish rules and access rights based on specified user groups.
- **Toshiba's Smart Card Authentication** – Provides secure, keyless access to your e-BRIDGE enabled MFD. Access to copy, print, scan, and fax functions can be assigned for each individual user, and tracked by user or device for accounting, cost recovery, and regulatory compliance purposes.

END-OF-LIFE SECURITY

Whenever the lease has ended for a particular device, it is important to be certain all of your critical data is removed from the hard drive before it leaves the premises. CPI's End of Life Security Policy for Toshiba MFDs include a Enhanced End-of-Life Security Scrub, CPI can provide the end user customer with the actual MFD HDD. The customer would be responsible for disposing of the cleansed HDD. CPI will install a new functional HDD in the device to restore it to full functionality.

The **Customer Service/Billing Team** will ensure proper equipment fulfillment, asset tag management, move and relocations, disposal management and equipment and service billing.

A dedicated Account Coordinator will be assigned upon contract award to ably assist with day-to-day administrative duties, including monitoring inventory and delivery transactions. Through this dedicated Account Team, CPI will ensure adherence to delivery, installation and training timeframes; timely and accurate invoices; well-coordinated placements and relocations; prompt attention to all customer inquiries; clear communication of contract components, Service Level Agreements and key metrics; and ongoing and iterative measurement, reviews and improvement where needed.

BILLING

CPI strives to ensure our billing is accurate and timely. To proactively drive invoice accuracy, CPI will first work with each entity during implementation to ascertain invoicing requirements, establish the exact invoice format and determine any required purchase order information. To ensure that we have accurately captured your requirements, we will audit the first generation of invoices prior to issuance. In the event that your schools identifies a billing issue, we request that you immediately bring it to the attention of your Major Account Manager or your assigned Account Specialist, who will act as the central focal point for customer billing issues and who will coordinate communication between all impacted parties. All customer phone calls, letters or other correspondence are expedited to the appropriate party, your assigned Account Specialist, who will properly document the problem and engage the appropriate parties.

To resolve any billing issues, CPI will, as a minimum, take the following actions:

1. Your Account Specialist responds to the billing inquiry via phone and/or e-mail and obtains the necessary background information within 24 hours.
2. The Account Specialist researches the nature of the issue and may contact Accounts Payable or Receivable (depending on the specific issue, i.e. meter reads, tax, line item question, etc.) as needed to resolve.
3. Upon resolution, or periodically to convey progress, your Account Specialist will follow up with you and all appropriate parties. Most issues are resolved within three-to-five business days. A small percentage of issues that require input from several sources may take a little longer. Your Account Specialist will notify you at each step of the progress and resolution status. On rare occasions, a billing issue may need to be escalated. In these instances, the Account Specialist will engage first the Customer Service Manager and then the Director of the Support Team to ensure the issue is resolved quickly and satisfactorily.

Solving customer disputes

Robert Kassing, Vice President of Sales, will be the point of contact for fielding all inquiries and resolving any issues or concerns related to the contract whether it is installation, service, billing, or the like. Billing issues are brought to the immediate attention of your assigned local Account Specialist who then coordinates with the appropriate department for quick resolution. A summary of our issue resolution procedure follows:

- The client contacts the Major Account Manager.- Ethan Martin
- The Major Account Manager initiates communication with accounting at headquarters.
- Multiple research tiers are notified to begin research gathering.
- Information gathered is consolidated by Account Specialist and the first level resolution is initiated. Most matters are resolved at this level; however there are escalation options if a resolution cannot be made at this level.
- For service maintenance issues – A detailed report will be taken from Camdenton Schools. A service maintenance issue generally will involve the servicing technician and the Service Manager, Greg Gurke.
- If the matter cannot be resolved at the first level, then the matter is escalated to the second level with the Customer Service Supervisor and Contract Manager.
- If the matter cannot be resolved at the second level, then the matter is escalated to the third level with the Account Manager and Vice President of Sales, Robert Kassing. At any time, you may escalate a service or product issue, starting at the local service level and extending to the corporate level.

Municipality References:

City of Springfield, Missouri
Kristine Duncan - IT Director **417-864-1566**
150 MFP's
30 years with CPI

City of Joplin, Missouri
Mark Morris **417-439-7877**
50 MFP's
25 years with CPI

City of Emporia, Kansas
25 years with CPI



City of Emporia

Request for Proposals for Multi-function Copier / Print Services

July 14, 2026

Prepared By:

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Table of Contents

Cover Letter	3
Executive Summary	4
Company Overview	6
• Awards	7
• Experience in the Public Sector	8
• Our Team of Experts	10
References	12
Solution Pricing Summary	14
Tailored Digital Transformation Solutions	
• Workplace Office Assistants	16
• Infrastructure for Digitization	17
• End to End Security	18
• Xerox Device Agent	19
• Xerox Workplace Cloud	20
Maintenance and Support	23
• Implementation and Training	24
• Meter Reading and Invoicing	26
• Quarterly Business Review	26
Proposed Exceptions and Clarifications	28
• Sample Sales and Services Agreement	29
• Sample Lease Agreement	32
Additional Offerings and Capabilities	36
Xerox Product Brochures	

July 14, 2026

Aric Kenyon
Director of Information Technology
City of Emporia
111 East 6th Avenue
Emporia, KS 66801

Dear Aric:

Xerox Business Solutions is pleased to submit our proposal to the City of Emporia. We appreciate the opportunity to share a solution designed to support the City's day-to-day operations through dependable technology, proactive fleet management, secure document processing, and responsive local service. Our proposed approach is intended to help streamline workflows, improve access to information, and provide a consistent, reliable print environment across City departments.

Our Proposal

- **Xerox® CX951TSE** – Provides reliable color print, copy, scan, and fax capabilities, advanced security features, and flexible workflow options to support the daily document needs of City departments.
- **Xerox® CX963XSE** – A higher-volume color multifunction device designed for busy workgroups, offering faster print speeds, greater paper capacity, and enhanced productivity for departments with more demanding document workflows.
- **Xerox Device Agent (XDA)** – Enables proactive fleet monitoring, automated meter collection, and reporting to help reduce administrative effort and support accurate billing.
- **Xerox Workplace Cloud** – Provides secure cloud-based print management, including user authentication, secure print release, print tracking, and reporting to enhance security and control printing costs.

Comprehensive Services and Support

Our full-service maintenance program is designed to maximize device performance and provide responsive support through:

- **Certified Xerox technicians** delivering expert service and support
- **Proactive device monitoring** and automated supply management to reduce downtime
- **Automatic toner replenishment** for uninterrupted operations
- **Transparent billing** for clear tracking and budget management

Why Partner with Xerox Business Solutions

Xerox Business Solutions delivers a combination of proven technology, local support, and ongoing innovation:

- Streamlined workflows that improve efficiency and reduce manual processes
- Advanced security features to protect sensitive City data
- Scalable solutions that adapt to changing departmental needs
- Energy-efficient devices that support cost savings and sustainability goals
- A dedicated local team providing responsive service and continuous support

Our Commitment

We appreciate the opportunity to partner with the City of Emporia. Xerox Business Solutions is committed to delivering a reliable, secure, and efficient print environment backed by experienced local support and a focus on long-term customer success.

Thank you for your consideration. We look forward to the opportunity to support the City of Emporia's document management objectives and demonstrate the value Xerox Business Solutions can bring to your organization.

Sincerely,

Jane Johnson
Director of RFP Support Team

Executive Summary

Xerox Business Solutions is pleased to present a solution designed to provide the City of Emporia with a secure, reliable, and easy-to-manage print environment backed by experienced local support. Our approach combines modern multifunction technology, proactive fleet management, comprehensive maintenance, and advanced security capabilities to support daily operations while simplifying administration for City staff.

Why Xerox Business Solutions

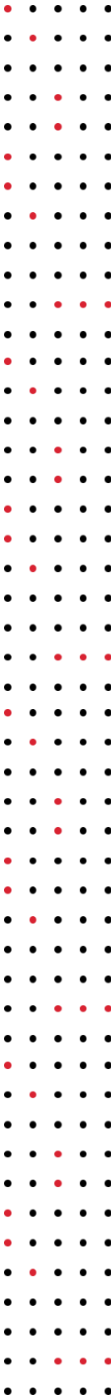
Key Benefit	How Xerox Delivers Value
Reliable Technology	Xerox CX951TSE and CX963XSE multifunction devices provide consistent performance, advanced scanning capabilities, and a common user experience across departments.
Improved Efficiency	Scanning, OCR, workflow tools, and Microsoft 365-compatible solutions help simplify document capture, routing, and access to information.
Secure Print Environment	User authentication, encryption, secure print release, and centralized device management help protect sensitive information and support security initiatives.
Proactive Fleet Management	Xerox Device Agent and Workplace Cloud provide automated meter collection, supply monitoring, reporting, and fleet visibility.
Comprehensive Service & Support	Full-service maintenance, certified technicians, proactive monitoring, automated toner replenishment, user training, and ongoing account management.
Local Partnership	A dedicated local team provides implementation support, quarterly business reviews, and a single point of accountability throughout the agreement.

Commitment to Continuous Improvement

Xerox Business Solutions is committed to helping the City maximize the value of its print environment over time. Through regular performance reviews, fleet analysis, and ongoing account support, we will work collaboratively with City stakeholders to identify opportunities for operational efficiencies, address evolving business needs, and support long-term success throughout the agreement.

Xerox Business Solutions combines industry-leading technology, public sector experience, and responsive local support to deliver a solution focused on reliability, security, and long-term value. We look forward to the opportunity to partner with the City of Emporia and support its document management and printing needs.

Company Profile



Company Overview

History

Xerox's history dates back more than a century to our origins as the Haloid Photographic Company, founded in 1906 in Rochester, New York. Since then, we have consistently pioneered technologies that transformed the way people work—from the first xerographic image in 1938 to innovations in office and business computing throughout the 1970s, and our leadership in developing today's Managed Print Services (MPS) model.



Chester Carlson's Invention

The use of electricity to transfer an image.

Today, our ConnectKey® Technology continues that legacy by enabling modern workers to use Xerox® Multifunction Devices to simplify and streamline everyday workflows in the office and on the go. We are proud of our long-standing reputation for innovation, delivering trusted print and communication solutions across office environments, graphic communications, and production print markets.

For additional information please read [The Story of Xerography](#) and [Chester Carlson and Xerography](#).

Xerox Today

At Xerox, our workplace technology is powering today's workforce to make work, work.

Xerox is a \$6.9 billion global workplace technology leader, building and integrating hardware, software, and services for enterprises of all sizes. From inventing the copier, Ethernet, and laser printer to pioneering AI, AR-driven service experiences, and robotic process automation (RPA), Xerox delivers secure, innovative solutions that streamline information and document workflows for hybrid and distributed workforces. With 18,200 employees in over 145 countries, we provide seamless, scalable, and sustainable solutions to meet the productivity needs of any organization.

Financial Stability

Xerox's financial stability is supported by a long history of disciplined cost management and productivity initiatives that strengthen margins and cash flow. As markets evolve, we proactively align our operations—through restructuring and portfolio optimization—to focus resources on growth areas and maintain long-term financial health.

As a publicly traded company, Xerox provides full transparency through its audited annual financial statements, most recently filed in the Form 10-K. For detailed financial information, please visit: www.investors.xerox.com/investor-materials/annual-reports

Technical Stability

Xerox's technical stability is rooted in a forward-looking product strategy that includes ongoing releases of new apps, software enhancements, firmware updates, and hardware innovations. We continue to modernize our software portfolio—both through in-house development and strategic partnerships—to support the full document and content lifecycle. We also leverage our extensive intellectual property by embedding it into our solutions, developing new offerings, and licensing or selling patents where appropriate.

Xerox and Lexmark: Unlocking Opportunities Together

As Xerox proudly welcomes Lexmark into our organization, we are excited to offer your business an expanded portfolio of print and digital solutions backed by enhanced global support and industry-leading innovation. By combining decades of expertise from both companies, we can provide you with greater flexibility, a broader service network, and smarter technologies designed to increase your productivity and streamline your workflows. We look forward to partnering with you on this new journey and delivering value that empowers your business to grow and thrive in today's dynamic market.

Organizational Structure

Xerox Business Solutions is a wholly-owned subsidiary of Xerox Corporation.

- Our corporate headquarters are located at 401 Merritt 7, Norwalk, CT 06851
- Our Xerox Business Solutions local office is located in Wichita and Lenexa.
- Xerox is a publicly traded company listed on the Nasdaq Global Select Market (XRX) and the Chicago Stock Exchange and is governed by a Board of Directors and Corporate Officers.

Awards

Xerox Earns 5-Star Rating in the 2025 CRN Partner Program Guide

For the eighth consecutive year, CRN has recognized the Xerox Global Partner Program with a 5-star rating. This annual guide provides a conclusive list of the most distinguished channel partner programs from leading technology companies that provide products and services through the IT Channel.



Keypoint Intelligence has announced that Xerox is the recipient of several Buyers Lab (BLI) awards. This recognition highlights the enduring strength of Xerox’s value proposition, as we continue to deliver a comprehensive range of hardware, software, and services to the market. Our offerings include best-in-class printers, innovative apps, Xerox Workplace Cloud, DocuShare, Content Hub, Managed Print Services for the Home Worker, vertical solutions, and more.



Managed Print Services

- [2022-2023 BLI Pacesetter Award in Comprehensive MPS Programs](#) (60th Anniversary).

Technology

- 2026 BLI Smart Workplace Solutions Line of the Year Award
- 2024 BLI Smart Workplace Software Line of the Year Award
- 2024 BLI Pacesetter Award : Intelligent Document Automation Solutions Provider – RPA
- 2024 BLI Pick Award for Xerox Workflow Central.
- 2024 BLI Pick Award for Outstanding Content Management for Small Businesses – Xerox DocuShare Go.
- 2021-2022 BLI PaceSetter Leader in the following:
 - MFP App Ecosystem.
 - Document Imaging Security for Office.
 - Hybrid Workplace.
 - Education Market.

Xerox Certifications or Accreditations

Common Criteria Certification	Provides independent validation of IT product reliability, quality, and trustworthiness. Known as ISO 15408, it sets standards for integrity, confidentiality, availability, and accountability. Required for hardware and software used by federal government national security systems.
FIPS 140-2	Certifies hardware and software handling sensitive but unclassified government information. Issued by NIST, it validates a product’s security level based on its intended use.
Trellix Security	Built into Xerox ConnectKey® MFPs to protect against intrusions:Trellix Enhanced Security (standard): Allows only approved applications and monitors factory default system apps.Trellix Integrity Control (optional): Provides advanced whitelisting, change control, and protection against tampering.
ENERGY STAR®	The U.S. EPA named Xerox a 2024 ENERGY STAR® Partner of the Year for Sustained Excellence, recognizing its ongoing leadership in energy efficiency.
Blue Angel	Founded in Germany, Blue Angel is the world’s first environmental certification, helping consumers identify environmentally friendly products.
EPEAT®	EPEAT is a global registry for environmentally preferable electronics, using strict verification to ensure products meet sustainability criteria. All Xerox® products listed are EPEAT-certified in the U.S., with additional certifications in other countries.
ISO 9001/14001/27001	ISO Certifications are site specific. Xerox has achieved and maintained certifications in ISO 9001, ISO 14001 and ISO 27001 at many Xerox facilities and locations throughout the world. We can expand on our certifications for various facilities upon request, if necessary, based on your scope of work and business requirements.

Delivering Results: Xerox's Experience Supporting Public Sector and Local Government



Xerox has a long-standing history of delivering innovative, secure, and cost-effective solutions to public sector entities, including local governments, educational institutions, and state agencies. With deep expertise in government operations, Xerox offers a comprehensive portfolio of services to modernize workflows, enhance citizen engagement, and maintain regulatory compliance.

Workplace Assistants: Smart Multifunction Devices for Public Sector Offices

Xerox provides advanced Xerox and Lexmark multifunction devices that integrate printing, scanning, copying, and faxing into a secure, centralized platform. With mobile printing, cloud connectivity, and robust security features, these devices help government offices improve productivity, streamline document workflows, and support secure information management.

Managed Print Services (MPS)

Xerox Managed Print Services help public sector organizations gain visibility and control over their printing infrastructure. Services include fleet management, usage analytics, automated supplies replenishment, and proactive maintenance, reducing waste, improving sustainability, and ensuring uninterrupted operations.

Digital Transformation & IT Services

Xerox assists government agencies in transitioning from paper-based processes to efficient, secure digital workflows. Solutions such as Capture and Content Management, Digital Mailroom, Cloud Print, and document digitization accelerate data collection, improve accuracy, and reduce processing times—supporting critical services like healthcare, housing assistance, and veterans' benefits.

Complementing these solutions, Xerox offers end-to-end IT services—including hardware, infrastructure, software, managed services, and cybersecurity—enabling agencies to advance digital transformation while maintaining secure and reliable operations.

Cooperative Purchasing & Strategic Partnerships

Xerox participates in cooperative purchasing programs such as NASPO, simplifying procurement for government agencies with competitive pricing and publicly awarded contracts. Partnerships with regional consortiums and channel partners further expand Xerox's reach and impact across the public sector.

Commitment to Innovation and Service

With services deployed across all 50 U.S. states and in 34 countries, Xerox continues to lead in transforming public sector operations. By combining cutting-edge technology with deep domain expertise, Xerox ensures that local governments can meet evolving citizen expectations while operating efficiently and securely.

Our Team of Experts

Dedicated to the City of Emporia

Jane Johnson, Director, RFP Support Team

Phone: 814-360-7895, Email: Jane.Johnson@xerox.com

Jane Johnson has 20 years of sales experience, 10 of which are in the Document Management industry as a Strategic Account Manager and a Major Account Manager. She began her career at Xerox Business Solutions in 2017 and is currently our Director of the RFP Support Team, where she oversees a team specializing in supporting major accounts. Jane responds to all RFPs and large proposals for Xerox Business Solutions including bids for MFP fleets, Print Management and Document Software. Jane has over 24 years of experience with building relationships and providing value to clients so they can achieve their goals.

Project Responsibilities:

- Provides strategic leadership and oversight to ensure contract success
- Ensures customer requirements and RFP objectives are achieved
- Ensures Service Level Agreements (SLAs) are consistently met

Paul Morton, Regional VP of Sales

Phone: 316-350-4356, Email: Paul.Morton@xerox.com

Paul has been with XBS for 19 years and has been in the industry for 34+ years. Paul is managing the Central Kansas Team. For the past 15 years, Paul along with this team, have worked to help customers with their digital transformation to include analog solutions over to digital multifunctional, paper over to electronic, offset press over to digital press and most recently in the IT Digital Workplace helping clients keep their infrastructure safe, secure and compliant by providing hardware and software IT solutions. Paul is from Abilene, KS and has lived in Wichita for 22 years.

Project Responsibilities:

- Act as a senior point of contact for key clients
- Provide coaching, resources, and strategic guidance to the Account Executive
- Oversee Service Quality and Retention Initiatives
- Manage Escalations and Critical Issues

Ryan Acton, Account Executive

Phone: 316-302-7017, Email: Ryan.Acton@xerox.com

Ryan Acton joined Xerox in 2018 and has held sales and sales leadership roles supporting State and Local Government, K-12 education, and other organizations. With extensive experience helping customers optimize their print environments, Ryan is focused on delivering solutions that improve efficiency, streamline workflows, and support long-term business objectives. As the primary point of contact for this engagement, he will work closely with stakeholders to coordinate implementation, facilitate training, and help ensure a smooth transition backed by responsive service and ongoing support.

Project Responsibilities:

- Acts as Primary Account Managers
- On-site to ensure implementation benchmarks are being met.
- Main on-going point of contact that will work with all internal resources to meet needs.
- Ensures quarterly business reviews are set and that all parties are present, including all required reports

Our Team of Experts

Dedicated to the City of Emporia

Nate Greene, Software Specialist

Phone: 913-231-2636 Email: Nate.Greene@xerox.com

Nate Greene has worked for various divisions of Xerox since 2000. Since early in his Xerox career Nate has focused on our technology solutions and how best to apply these tools. Every company, office, and workgroup are unique. Nate works alongside our sales teams and customers to better understand the challenges our customers face. As a group they work together to understand our technology offerings and how they can be leveraged to improve our customer's environments

Project Responsibilities:

- Partner with sales teams and customers to identify needs and position appropriate production solutions
- Support discovery discussions, solution demonstrations, and proposal development
- Coordinate with internal technical and deployment teams to support successful implementations

Xerox Technical Service Representatives

Our Technical Service Representatives (TSRs) are highly trained professionals dedicated to delivering world-class service on all Xerox equipment. Experience levels vary across the team, but all TSRs are certified and equipped to meet customer needs.

Experience and Tenure:

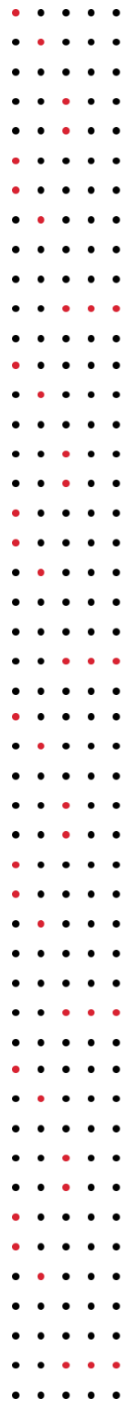
- Skilled in electrical, mechanical, IT, print, and customer service disciplines
- Varying Xerox tenure, providing a mix of institutional knowledge and current technical expertise
- Ongoing training for new equipment models and technology enhancements

Education, Training, and Certifications:

- Training via e-learning, instructor-led, and blended sessions at global Xerox learning centers
- Technical assessments and continuous learning to maintain high service standards
- Certifications include Network+ (N+), A+ (Computer), WHMIS, and internal Xerox equipment/service certifications
- Maintain on-site parts inventories for assigned equipment

Commitment to Service Excellence:

- Follow standardized procedures and leverage resources to provide consistent, high-quality support
- Continuous learning and knowledge sharing to meet Xerox benchmark service standards



References

References

Acting as a reference is the highest praise a client can give Xerox Business Solutions. However, many of our best clients are prohibited by their corporate compliance organizations from endorsing another firm's products and services. When our clients do choose to act as a reference for Xerox products or services, they expect Xerox to coordinate such requests in respect of their time. Therefore, we request that contact be initiated through Ryan Acton who will work with each reference company contact(s) so that appropriate arrangements may be made.

**Emporia Recreation
Commission**
313 W 4th Avenue
Emporia, KS 66801

- **Contact Name and Title:** Stephanie Dreasher / Office Supervisor
- **Phone:** (620) 340-6300
- **Email:** sdreasher@Emporiarec.org
- **Length of Relationship:** 15 years
- **Scope of Work:** Full Maintenance and Support for Xerox MFDs and Managed Print Services

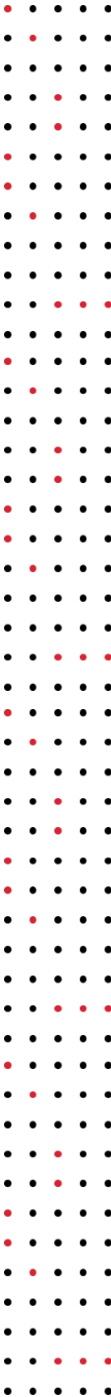
City of El Dorado
220 E. 1st Ave.
El Dorado, KS 67042

- **Contact Name and Title:** Ken Huffman / IT Director
- **Phone:** (316) 321-9100
- **Email:** khuffman@eldoks.gov
- **Length of Relationship:** 10 years
- **Scope of Work:** Full maintenance and support for Xerox MFDs across City Hall, Public Works, Parks and Recreation, Police, Animal Control, and the Engineering Department.

City of Newton
201 E. 6th Street
Newton, KS 67114

- **Contact Name and Title:** Brenda Ternes / IT Director
- **Phone:** (316) 284-6001
- **Email:** bternes@newtonkansas.com
- **Length of Relationship:** 3 years
- **Scope of Work:** Full Maintenance and Support for Xerox MFDs

Solution Pricing Summary



Solution Pricing Summary

Equipment – 60-Month Lease

Qty	Proposed Models	Description	Monthly Lease per Device	Monthly Extended Lease	B&W CPC	Color CPC
8	Xerox CX951TSE	35ppm with External 1,250-Sheet Staple Finisher	\$103.55	\$828.38	\$0.0035	\$0.035
2	Xerox CX963XSE	55ppm with External 1,250-Sheet Staple Finisher	\$133.99	\$267.98	\$0.0035	\$0.035
10	Total			\$1,096.35		

Optional Accessories

Description	Monthly Lease per Accessory
Hole Punch for External Finisher	\$8.74
Fax Card Option	\$0.49
1500-Sheet High-Capacity Tray	\$7.86

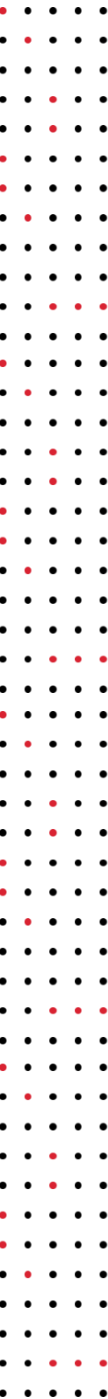
Software – 60-Month Lease

Software	Description	Monthly Lease Cost
Xerox Workplace Cloud	Print Management Software, including 5 years of maintenance and support and professional services	\$98.96 per Month

Terms and Conditions

- All equipment proposed is 100% new current models.
- Includes:
 - Delivery, installation, network analyst services and unlimited training for the duration of the contract.
 - Includes all OEM toner, staples, parts, service with the exception of paper.
 - Includes all new software releases, revisions, patches, etc.
- All service performed by certified Xerox technicians.
- 24/7 web-based support.

Tailored Digital Transformation Solutions



Workplace Office Assistants

Xerox and Lexmark workplace assistants are designed to do more than just print—they support today's fast-paced office environments by combining printing, scanning, copying, faxing, and digital workflows into one seamless experience. These multifunction devices help streamline everyday tasks while improving efficiency and ease of use.

Our Xerox and Lexmark devices are built for reliability, security, and performance, making them ideal for demanding workplaces. Key capabilities include:

- Intuitive, tablet-like interfaces for simple, efficient operation
- Advanced security features, including encryption, secure access, and real-time threat protection
- Seamless integration between physical and digital workflows
- Access to productivity-enhancing apps and solutions
- Fast, single-pass document scanning
- Energy-efficient devices meeting EPEAT and sustainability standards
- Flexible options for both black & white and color environments

Xerox CX951TSE Color Multifunction Printer

Boost your productivity with vivid prints — up to 35 pages per minute

Key Features

- Intuitively navigate the 10-inch color touchscreen and save time with single-pass two-sided scanning.
- Recommended monthly print volume: Up to 20,000 pages
- Duty cycle: Up to 100,000 images/month
- Maximum print resolution: 1200 x 1200 dpi, 4800 Color Quality
- Sustainability: Blue Angel, EPEAT, ENERGY STAR®, Recycling Program



Xerox CX963XSE Color Multifunction Printer

Boost your productivity with vivid prints — up to 55 pages per minute

Key Features

- Intuitively navigate the 10-inch color touchscreen, and save time with single-pass two-sided scanning.
- Recommended monthly print volume: Up to 50,000 pages
- Duty cycle: Up to 150,000 images/month ⓘ
- Maximum print resolution: 1200 x 1200 dpi, 4800 Color Quality
- Sustainability: Blue Angel, EPEAT, ENERGY STAR®, Recycling Program



Note: Photos above may not match final configurations selected by the City of Emporia

Infrastructure for Digitization

Xerox delivers intelligent print and workflow solutions that combine advanced hardware, security, mobility, and cloud-connected capabilities to support today's hybrid work environment. Designed to enhance productivity and simplify document processes, Xerox helps organizations improve efficiency, strengthen security, and accelerate digital transformation.

Intuitive User Experience

- Modern touchscreen interfaces provide a familiar and easy-to-use experience.
- Customizable workflows help streamline routine tasks.
- One-touch shortcuts improve productivity.
- Device status and management tools support operational efficiency.



Mobile and Cloud Ready

- Print and scan securely from mobile devices.
- Support for Apple AirPrint®, Mopria®, and Android™ printing.
- Mobile and cloud-enabled workflows improve flexibility and accessibility.
- Secure access to documents and information from virtually anywhere.



Secure by Design

- Built-in security features help protect devices, documents, and data.
- User authentication and access controls help prevent unauthorized use.
- Encryption safeguards information at rest and in transit.
- Security capabilities support Zero Trust principles and organizational compliance requirements.



Enables Managed Print Services

- Remote monitoring and device management improve service responsiveness.
- Automated meter collection and supply monitoring reduce administrative effort.
- Fleet visibility helps support uptime and operational performance.
- Data-driven insights support optimization and continuous improvement.

Supports Digital Workflows

- Connect paper and digital processes through scan and workflow capabilities.
- Convert information into searchable, usable digital formats.
- Streamline document capture, storage, and sharing.
- Improve access to information across the organization.



Xerox transforms print environments into secure, connected workplace ecosystems that improve productivity, support mobility, strengthen security, and help organizations advance their digital transformation goals.

End to End Security

At Xerox, we help protect our clients' data at every potential point of vulnerability, so they don't have to. We know that by staying focused on what we do best; our clients can stay focused on what they do best.

Our industry-recognized leadership in print and workplace technology security is built on decades of innovation, rigorous security standards, and a commitment to protecting client information. Through advanced security controls, data protection capabilities, user authentication, encryption, monitoring, and policy-driven management, Xerox helps organizations reduce risk, maintain compliance, and safeguard critical business information.

The proposed print environment delivers a comprehensive, layered security framework designed to protect information wherever it resides, moves, or is accessed — helping clients operate with confidence in today's increasingly complex security landscape.



Xerox delivers a comprehensive security framework that protects devices, documents, data, and users while helping organizations reduce risk and support compliance.	
Device & Access Protection	- User authentication helps prevent unauthorized access to device functions. - Administrative controls restrict access to system settings and security configurations. - Firmware security features help protect against unauthorized modifications. - Secure network protocols support protected device communications.
Document & Data Protection	- Secure print capabilities help prevent confidential documents from being left unattended. - Layered security controls help reduce risk from evolving cyber threats and vulnerabilities. - Access restrictions help protect sensitive documents from unauthorized users. - Device security features support the protection of confidential information.
Security Ecosystem & Partnerships	- Xerox security standards are reinforced through partnerships with Cisco®, McAfee®, and Trellix®. - Layered security controls help protect against evolving cyber threats and vulnerabilities. - Trusted to support secure deployment in education, healthcare, government, and commercial organizations.
Zero Trust Security Framework	Xerox solutions align with Zero Trust principles by continuously verifying users, devices, and activity: Verify Access: User authentication and access controls help ensure only authorized users can access device functions and information. Protect Devices: Firmware security, device integrity controls, and secure configurations help maintain a trusted operating environment. Protect Data: Encryption helps safeguard information at rest and in transit, including printed, scanned, and stored content. Reduce Risk: Layered security controls help detect vulnerabilities, limit exposure to threats, and support organizational compliance.
Compliance & Fleet Management	- Centralized security policies help support consistent device configuration and protection. - Firmware and security updates help maintain a secure operating environment. - Standardized security controls help support organizational compliance initiatives. - Security settings can be managed consistently across the print fleet.
Scan Data Encryption	- Users may password-protect scanned PDF files. - Encryption helps protect scanned information during transmission and storage. - Industry-standard security protocols help safeguard sensitive information. - Scan workflows are designed to help maintain document confidentiality.

Device Monitoring Software



Embedded Device Management Software

Xerox Device Agent (XDA) provides automated device meter reads, supplies, and status for effective management of your print devices, including auto supply replenishment. Proactive alert monitoring and remote problem resolution optimize your output environment for maximum uptime. This device management interface offers a dashboard view of key printer data and metrics at a glance, such as device model, IP address, serial number, device status, and primary toner and ink levels. When used with Xerox Services Manager, this powerful integration delivers an industry-leading service solution for your enterprise.

Vendor neutral view of print activity to networked devices enables accurate, timely and informed asset management decisions.

Supply and troubleshooting needs are quickly identified through alert features and dashboard views.

Seamless integration into your existing IT environment without additional software or third-party plug-ins.

Remote diagnostics and troubleshooting allow administrators to efficiently perform vital tasks from a remote site.

Key benefits:

- Single solution available to download on a workstation or server
- Intuitive wizard-based installation and set up takes approximately 15 minutes
- Can Xerox and non-Xerox devices
- Built in auto-reconnection that brings dropped-off devices back online
- Auto-discovery of newly installed devices
- Easy navigation to view and manage all networked devices
- Allows you to configure alert-message pop ups and emails
- Enables you to download device data into a single file extract
- Significantly improved connection reliability
- Works with products already registered via Device Direct method
- Automatic version upgrades available

Xerox Workplace Cloud

Our easy-to-use, IT-friendly Xerox Workplace Cloud (XWC) frees you from security risks while offering convenience, usage insights, and dashboard-based monitoring and control of your entire printer fleet.

Simple Setup, Cloud Administration



XWC is easy to set up and use, so it's the ideal choice for businesses or organizations with limited access to IT or looking to consolidate IT resources. And because it's a cloud-based virtual print solution, it works across multiple networks, giving you complete control of every printer at every location. Xerox manages cloud upgrades and security patches for you.



Xerox Corporation
BLI 2023 Smart Workplace Software
Line of the Year Award

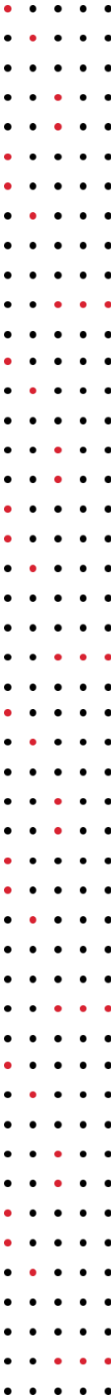
Security	
Authentication and Access Control <i>Conveniently authenticate at your device to unlock your printer's services</i>	Use any one of our flexible authentication methods to release your print jobs or access your device conveniently and securely. Have the peace of mind of knowing that only authorized users can safely access sensitive data or services that you define. • Proximity card badge ID – supporting industry standard card readers or benefit from our Elatec multi-card readers. • Alternate login – using the user's credentials, PIN, or express code* – ideal for guest workers. • Smartphone authentication using the workplace mobile app – NFC, mobile app unlocks code feature and QR code.
Single Sign-On <i>Log in once. Stay plugged in</i>	Make use of our single sign-on (SSO) capability to access your SSO-enabled ConnectKey® apps. Conveniently authenticate at the printer once and then securely access all your MFP SSO-enabled apps without having to remember long passwords or perform any additional, time-consuming login steps. To ensure peace of mind, all credentials are kept safe, using login tokens stored and retrieved using triple encryption within a tamper-proof software vault.
Pull / Follow Print <i>Make printing from any device and any remote location, flexible and easy</i>	• Print Securely – Don't leave it to chance and have confidential documents left on the printer output tray for others to see. • Print how you want – Submit your jobs to our secure single queue from any PC, MAC, or mobile device. Once you have authenticated at a network printer of your choice, you can then view, select job settings, print, or delete them as you need. • Print release where you want – Release your jobs from the embedded MFP release app or use the Xerox Workplace Mobile App to view and release jobs from the convenience of your mobile device. Provides touchless technology to manage work at an MFP to help keep your workplace safe.



Xerox Workplace Cloud

Mobility	
Universal Mobile Printing and Mobile Scanning <i>Work from any device. Anywhere</i>	Xerox Workplace Solutions give a seamless experience across the full ecosystem of operating systems, even with complex network configurations allowing print submission over the local network or across the internet from remote locations. Users won't need IT support to get up and running — raising productivity for everyone. - Provides native desktop printing (file > print) with Windows®, Chromebooks™ and Mac® OS supporting a Windows desktop client for a server light implementation, avoiding high print server traffic. - Utilize direct print or pull print for any submission method according to your security and business needs. - Simple job submission by sending your jobs via email, which is also great for guest users. Xerox Workplace Mobile App enables native printing for iOS, Android™ and Windows Surface™ tablets, delivering a simple common experience which is easier to use and easier to manage. It also allows users to geolocate the closest printer in the vicinity using GPS. Provides touchless technology to manage work at an MFP to help keep your workplace safe. - Jobs originating from mobile devices are converted on the server to ensure against image loss. - Initiate direct MFP scanning from your mobile device using the Xerox Workplace Mobile App for a personalized touch. 
Cost Control	
Accounting and Reporting Monitor printing across the organization with our consolidated fleet reporting and accounting capability	- At-a-glance dashboard provides rapid, real-time insights into print activity and status. - Advanced filtering to zoom into high usage behavior. - Job-based accounting for print/fax/copy/scan and monthly usage. - Automated reports that can be emailed as PDF or CSV. - Track usage by department or project code (using accounting IDs), whether printing from the mobile app, PC or copying at the MFP.
Essential Print Rules	Use essential print rules to take control of costs and restrict access to devices/features at the user/group level.
Cloud Analytics <i>Full-featured reporting and analytics</i>	XWC provides comprehensive reporting and analytics that allow you to closely monitor printing across your organization and implement change as needed.

Maintenance and Support



Service Specifications

Xerox Full-Service Maintenance Agreement covering supplies, parts, labor, and preventative maintenance



Xerox Technical Support Hotline: 800-797-7307



Online Service Request: www.xeroxbusinesssolutions.com/en-us/0005-service-request

- Guaranteed **95% response rate within 4-6 business hours (measured quarterly)**
- Remote service for print issues, driver configurations, and training
- Proactive fleet monitoring and helpdesk integration
- Xerox Software Tools for supply monitoring and replenishment
- On-site training of MFP features by Certified Xerox trainers

Predictive Fleet Maintenance

We have the capability to monitor toner levels remotely and proactively order and send supplies when levels are low. All networked MFP devices will be set up on the Xerox Remote Services system. This data is transmitted securely to Xerox's servers over the internet, allowing for real-time monitoring. The system can trigger alerts for low toner levels and may even automate the ordering process, ensuring businesses maintain efficiency and reduce downtime.

Preventative Maintenance

Xerox products, especially multi-function devices (MFDs), are built on platforms that eliminate the need for incremental preventative maintenance. Xerox Software Tools provides proactive monitoring that fix up to 70% of device issues without the user even knowing there was an issue. If on-site service is needed, the Xerox Technical Service Representative diagnoses and repairs any current concerns and then follows several steps and processes to replace any parts they deem are worn or may cause a future service incident. These steps and processes address preventative maintenance on your equipment to ensure you are able to achieve maximum uptime and efficiency.



Worry-Free Investment

All leased equipment proposed, in our solution will be covered under a Xerox Full-Service Maintenance Agreement (FSMA) for the initial full term of the lease. FSMA offers a worry-free investment with Xerox, as any device that Xerox cannot maintain in good working order (and thus is deemed defective by Xerox) will be replaced with a like model of similar features and functionality for 3 years from the date of purchase.

Technical Support Overview

- **Helpdesk Support:** Knowledgeable Customer Care Specialists available **Monday–Friday, 8:00 AM–5:00 PM EST** to provide prompt assistance.
- **Remote Troubleshooting:** Secure remote access allows quick diagnosis and resolution of issues.
- **Comprehensive Support:** Includes network setup, print drivers, scan-to-folder/email, fax troubleshooting, and device diagnostics.
- **Local, Certified TSRs:** Escalated issues are handled by **locally based Technical Service Representatives (TSRs)** who are **Xerox-certified** and undergo **rigorous ongoing training tracked in the Xerox Learning Management System (LMS)**.
- **Structured Escalation:** Our process ensures timely dispatch of trained TSRs when advanced support is needed, minimizing downtime and maintaining operational efficiency.

Implementation

Xerox uses a phased delivery approach to deploy the necessary hardware and software tools and establish the appropriate support structure. These activities run in parallel and overlap with each other accordingly. The details within each of these six phases will be jointly customized by both the City and Xerox to enable a smooth transition of services and long-term end user satisfaction.

The implementation tasks will involve various key processes and tasks, including verifying current equipment specifications, scheduling equipment deliveries, outlining equipment operation training for the City's end-users, and ensuring internal Xerox teams are prepared to support all sites according to the project plan schedule. A communication plan will be established, identifying key contacts, establishing communication frequencies, documenting implementation requirements through meetings, and refining the project plan with Warren's input. Status and progress reports will be conducted through regular meetings, assessing progress, and providing performance feedback.

Phased Delivery Approach



- **Phase I** – Planning (Develop a Transition Project Plan).
- **Phase II** – Infrastructure Deployment (Setup Account & Fleet Management Infrastructure).
- **Phase III** – Discovery (Analyze - Due Diligence / Future State Analysis).
- **Phase IV** – Optimize (Right Size / Refresh Fleet).
- **Phase V** – Manage (Operate Fleet).
- **Phase VI** – Monitor & Report (Monitor and Report on Fleet Metrics).

Training

Xerox offers flexibility to engage in training when and where it is convenient for the user. Internet-based, on-demand training sessions are available 24/7 at Xerox Online Training and provides our customers with the ability to initiate training when and where they require, using Mac devices as well as other industry standard devices such as iPads, smart phones, and other mobile devices. After your equipment is delivered, we will provide easy instructions to access the online training.

From the basic to the more complex, our professional instructors are dedicated to teaching your employees how to maximize the effectiveness of your Xerox printing and workflow solution. Training programs can be customized to focus on the requirements of your people and how they can become more productive through enhanced skills and more effective work processes. Training can address the following topics:

- **Your New Product** – Learn how to best apply the features and capabilities of your new product to meet your needs.
- **Your Productivity** – Learn how your Xerox solution can be used to enhance your document management workflow to enable maximum productivity.
- **Your Environment** – Learn how you can realize maximum value from your Xerox solutions within your current technical and workflow environment.

Next Steps

SAMPLE Implementation Schedule

EVENT	DATE	NOTES
Award Date	TBD	The City Committee or Board of Trustees
Verify Equipment to Order	TBD	Confirmation of configurations with the Firm Committee or Board of Trustees
Contract Execution	TBD	
Implementation Meeting	TBD	Space and electrical verifications
Receive Equipment into Inventory	TBD	5-7 days from order date
In-house Make-ready	TBD	Includes: testing, set-up IT and Security Settings pre-configuration
Commence Installation Hardware	TBD	1-2 days estimate based on location availability. 48 hour notice to be provided.
Complete Installation & Training	TBD	All equipment in place and operational
Commence In Service/Staff Training	TBD	Schedule will be customized to the School(1 st wave for staff present)
Follow-up Survey	TBD	Identify areas for retouch/retrain
On-Going/Refresher Training	On-going	Available throughout term of agreement
Launch online Account	TBD	Populate portal with asset data and contracts
Business Reviews	TBD	Review Performance Levels and response times

Upon award, a further customized implementation schedule will be negotiated with City of Emporia.

All devices to be delivered and fully operational by the required dates established by City of Emporia.

Meter Reading and Invoicing

Meter Reading

We provide automated meter collection across all networked devices using Xerox Device Agent, removing the need for manual readings. This ensures accurate, timely tracking of usage, streamlines billing, reduces administrative effort, and provides insights to help optimize your print environment.

Invoicing

Xerox Business Solutions will provide an invoice for all equipment and shall include items specified by the City

- Invoice date and number
- Purchase order number
- Separate Location, make, model and serial number for each copier billing
- Current and previous reading
- Date of meter reading

All financial records pertaining to the contract will be made available to the City upon request.

During the Due Diligence process, Xerox will work with the City's billing resources to understand the current invoicing process and related requirements. The invoice process, invoice design, and other invoice requirements can be customized to meet the City's requirements and can be adjusted, as needed.

Quarterly Business Reviews



Quarterly Business Reviews (QBR)s are a critical element of our Xerox Account Management model to ensure our effective service delivery, continual alignment to the City's objectives, and the timely resolution of issues without affecting service to your employees.

Maintaining continuous and open communications with our clients is a fundamental component to building a strong, productive, and mutually beneficial relationship. Regular communication with the City is the vehicle for anticipating your changing business needs

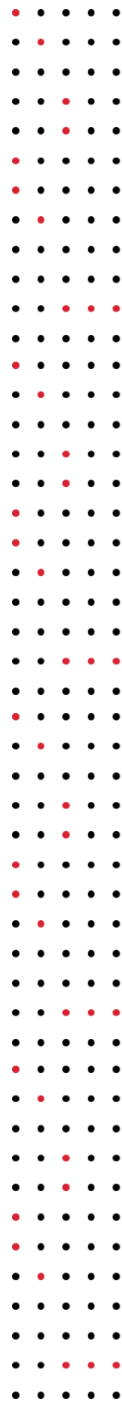
The QBR meetings will be a mix of operational and strategic innovation content with the primary purpose of:

- Reviewing service level reports, trends, and overall services performance.
- Reviewing the progress of and/or the resolution of previously discussed open issues.
- Reviewing services relative your strategic goals.

The QBR provides summary output to the Annual Strategic Review (ASR), where we discuss:

- Annual performance review.
- Innovation proposals and opportunities.
- Major business and technology changes affecting services delivery or effectiveness.
- Other topics you would like to discuss.

Proposed Clarifications and Exceptions



City of Emporia

Request for Proposals for Multi-function Copier / Print Services

Basis of Offer

We have reviewed and are responding to your RFP. The enclosed proposal represents our commitments on equipment specifications, pricing (excluding taxes), and our proposed solution.

We acknowledge your right to negotiate and approve the terms and conditions of any contract that you enter into, and we respectfully reserve the same right. Therefore, any acknowledgements made by either of us are qualified by the right to negotiate mutually acceptable terms following award.

Please note that our team is prepared to discuss our proposal in detail and adjust our proposed equipment, support services, and/or price offering based on the final requirements. Upon award of this Solicitation, we agree to negotiate in good faith towards a final contract that incorporates the mutually agreed-to terms from the Solicitation, our proposal including our Additional Terms and any other negotiated item(s).

Term & Section	Language
Agreements	As part of our proposal, we respectfully submit templates for both the Lease Agreement and the Sales and Service Agreement, which we propose shall serve as the definitive agreements under any resultant award. The Lease Agreement is provided through our designated third-party Lease partner. A complete copy of the Lease Agreement is attached for review and consideration. This document establishes the contractual framework for equipment leasing and is designed to ensure compliance with industry standards, clarity of obligations, and enforceability of terms. Additionally, we have provided our proposed Sales and Service Agreement, which shall govern the provision of maintenance and related services. This agreement has been structured to delineate the respective rights and responsibilities of each party. These agreements have been employed successfully with other customers, as well as State and Municipalities

CUSTOMER			SALES & SERVICE AGREEMENT			BILL TO		
CUSTOMER NAME			CUSTOMER NAME			Error! No bookmark name given.		
ADDRESS			ADDRESS			Error! No bookmark name given.		
CITY, STATE ZIP			CITY, STATE ZIP			Error! No bookmark name given. Error! No bookmark name given. Error! No bookmark name given.		
PRIMARY CONTACT PERSON	PRIMARY PHONE NUMBER	PRIMARY EMAIL	BILL TO CONTACT PERSON	BILL TO PHONE NUMBER	BILL TO EMAIL			
			Error! No bookmark name given.	Error! No bookmark name given.	Error! No bookmark name given.			
SALESPERSON	CUSTOMER PURCHASE ORDER #	COMPANY REFERENCE #	SERVICE CONTRACT		MPS CONTRACT			
Error! No bookmark name given.	Error! No bookmark name given.	Error! No bookmark name given.	CONTRACT #		CONTRACT #			
CASH AMOUNT		MONTHLY SERVICE PAYMENT		MONTHLY MPS PAYMENT				
		Error! No bookmark name given.		Error! No bookmark name given.				
TERMS OF PAYMENT: NET THIRTY (30) DAYS FOR CASH SALE AND ALL OTHER INVOICES NET THIRTY (30) DAYS FROM DATE OF INVOICE								

☐ SEE PRODUCT SCHEDULE (SCHEDULE A)		☐ SEE TRADE-IN EQUIPMENT / LEASE RETURN FORM		SUBTOTAL		
				SPECIAL SERVICES FEES		\$0.00
NOTE / ADJUSTMENT DETAILS				OTHER ADJUSTMENTS		\$0.00
CONTRACT TYPE		EFFECTIVE DATES				TRANSACTION TYPE
☐ CASH SALE	☐ RENTAL	TERM IN MONTHS		Actual start date based on delivery or lease commencement.		
☐ LEASE	☐ MAINTENANCE ONLY	PROPOSED START DATE				
CONTRACT TERMS				NOTES		
<u>SERVICE</u>	<u>MPS</u>					
☐	☐	All parts, labor, drums and supplies; excluding paper and staples				
☐	☐	All parts and labor, including drums; excluding supplies, paper, and staples				
☐	☐	Remote Solve Opt-Out				
☐	☐	Includes other (indicate)				

REMOTE SERVICE TECHNOLOGY : Devices Covered			PRIMARY METER CONTACT		
TECHNOLOGY CONTACT PERSON	TECH PHONE #	TECH EMAIL	METER CONTACT PERSON	METER PHONE #	METER EMAIL
Error! No bookmark name given.	Error! No bookmark name given.	Error! No bookmark name given.	Error! No bookmark name given.	Error! No bookmark name given.	Error! No bookmark name given.
Company will install an app to automatically collect device meters for contract billing and automated supply replenishment.					
Company will charge a fee per machine per overage billing cycle should customer decline meter and supply technology app installation.					
QTY	MODEL / PRODUCT #	SOFTWARE & DESCRIPTION	☐	SEE SOW FOR DETAILS	TOTAL PRICE

CUSTOMER ACCEPTANCE	
<i>By executing this agreement, I acknowledge that I have read and understand this agreement and I certify that I am authorized to execute this agreement on behalf of customer. Authorized signature acknowledges terms / conditions and expiration dates or meter readings. The terms and conditions on the face and reverse side of this agreement correctly set forth the entire agreement between parties.</i>	
AUTHORIZED CUSTOMER SIGNATURE:	TITLE:
SIGNER'S NAME (PRINTED):	DATE:
COMPANY SALES:	DATE:

Sales & Service Terms and Conditions

1. **Definitions.** The first page of this Sales & Service Agreement is referred to herein as the "Cover Page." The Cover Page, these Terms and Conditions, any Schedules (e.g., a Product Schedule), Statements of Work ("SOW"), and/or any other attachments referenced on the Cover Page or attached hereto and incorporated herein represent the agreement (the "Agreement") between Company and the Customer ("Parties") as identified on the Cover Page of this Agreement, with respect to the acquisition of those Products and/or Services. "Products" shall mean the equipment ("Equipment") and any Software ("Application Software") identified on the Cover Page and/or on a Product Schedule.
2. **Scope.** This Agreement may be executed for:
 - a) A SALE of Products. If a SALE, Company hereby offers to sell/license and Customer hereby accepts to purchase/license those Products in the quantity and for the price indicated on the Cover Page (and/or Product Schedule). Title to the Equipment will transfer to Customer upon delivery;
 - b) A LEASE of Products. If a LEASE, Customer will execute a separate lease agreement which will fund the purchase/license of the Products in the quantity indicated on the Cover Page (and/or Product Schedule) for the benefit of Customer. The lease will be between (i) Customer and a third-party lessor or (ii) Customer and Company, which Company shall then assign to a third-party lessor (each a "Lessor"). Nothing herein shall alter, amend, or affect Customer's or Lessor's rights or obligations pursuant to such lease. Upon execution of a lease agreement between Customer and Lessor, Customer shall be responsible to Lessor to satisfy the terms and conditions of the lease;
 - c) A RENTAL of Products. If a RENTAL, Company hereby offers to rent and Customer hereby accepts to pay for those Products in the quantity and for the price indicated on the Cover Page (and/or Product Schedule). Title will remain with Company throughout the Term as indicated on the Cover Page. Customer agrees to obtain adequate insurance coverage sufficient to cover the full replacement value of the rental equipment while in Customer's possession, and to have Company named as the loss payee. Unless otherwise stated in the Cover Page, the rental is non-cancellable for the stated term; and/or
 - d) An ACQUISITION OF SERVICES. Services may include those Services referenced in Section 4 of this Agreement and/or such additional Services outlined in one or more SOWs.
3. **Delivery and Installation.** Unless specified otherwise on the Cover Page, for any Sale, Lease, or Rental, Company shall deliver and install the Products at the location specified on the Cover Page and/or Product Schedule unless: (1) Customer has not made available at that address a suitable place of installation as specified by the Company; or (2) Customer has not made available suitable electrical service in accordance with the Underwriter's Lab ("UL") or manufacturer's requirements. Risk of loss will transfer to the Customer upon delivery. Customer will be responsible for nonstandard delivery charges, and Company shall provide notice of any such nonstandard charges as promptly as reasonably possible. Relocation of Products to a location other than that specified on the Cover Page and/or Product Schedule requires Company's consent and may result in fees or increased rates.
4. **Services.** This Agreement covers both the labor and materials for adjustments, repairs, and replacement of parts necessitated by normal use of the Equipment. Unless otherwise stated on the Cover Page, Services do not include the following: (a) repairs due to (i) misuse, neglect, or abuse (including, without limitation, improper voltage or use of supplies that do not conform to the manufacturers' specifications), (ii) use of options, accessories, products, supplies not provided by Company; (iii) non-Company alterations, relocation, or service; and/or (iv) loss or damage resulting from accidents, fire, water, or theft; (b) maintenance requested outside Company's normal business hours or as stated in this Agreement; (c) relocation; (d) software or connected hardware; (e) hard drive replacement; (f) MICR Toner for Laser Printers, and parts and labor for all non-laser printers, and/or (g) parts for Scanners. Company reserves the right, at its sole discretion, to replace Equipment with Equipment of similar or better conditions and features, rather than providing on-site Service support. Replacement parts may be new, reprocessed, or recovered. Supplies provided by Company are in accordance with the copy volumes set forth on the Cover Page and within the manufacturer's stated yields, and do not include staples or paper. If we determine that you have used 15% more consumable supplies than normal (as determined by the manufacturer's specifications) to produce pages/prints, you agree to pay us an amount from time to time which may be necessary to offset such increased usage. Supplies are to be used exclusively for the Equipment and remain Company property until consumed. Customer will return, or allow Company to retrieve, any unused supplies at the termination or expiration of this Agreement. Supplies will be shipped to Customer via shipping method selected by Company. Unless otherwise stated on the Cover Page, Customer will be billed for shipping costs per billing period or per shipment based on number of products. Additional fees may be charged for Services provided outside Company's standard business hours or for computer/network issues and will be at Company hourly rates in effect at the time of such Services. Equipment may be supported and serviced using data that is automatically collected by Company from the Equipment via electronic transmission from the Equipment to a secure off-site location. Examples of automatically transmitted data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. All such data will be transmitted in a secure manner specified by Company. The automatic data transmission capability does not permit Company to read, view or download any Customer data, documents or other information residing on or passing through the Equipment or Customer's information management systems. Services may be delivered by Company's Affiliates and/or Subcontractors, at Company's sole discretion. Unless otherwise stated on the Cover Page, Company may charge and Customer shall pay a charge for each instance in which Customer declines Company's use of remote technology to provide Services. Unless otherwise agreed to in writing, Customer remains solely responsible to secure any sensitive data and permanently delete such data from the internal media storage prior to removal of Equipment or termination of this Agreement. Company has no obligation to maintain Equipment beyond the "End of Service" for that particular model of Equipment. End of Service ("EOS") means the date announced by manufacturer after which Company will no longer offer Services for a particular Equipment model. Company reserves the right to discontinue Service upon thirty days written notice for any Equipment for which parts and/or Supplies are no longer available or are not available on commercially reasonable terms.
5. **Meter: Electric Services.** Equipment is required to be connected to a remote transmission tool, which will periodically communicate meter reads as well as other device diagnostic data and upon which invoices will be based. If a remote transmission tool is not installed and otherwise upon request, you will provide us, by telephone, email, web submission, or fax with the actual meter readings three days prior to your due date. We may estimate the number of images used if such meter readings are not communicated to Company. The estimated charge for excess images shall be adjusted upon receipt of actual meter readings. If you do not maintain remote transmission, the Company reserves the right to charge you a per device fee for such affected Equipment due to the increased service visits that will be required in order to: (x) obtain such information, (y) provide such transmissions and (z) provide Services and Supplies that otherwise would have been provided remotely and/or proactively. If you fail to maintain connectivity with the remote transmission tool, the contract is subject to an unconnected device charge per machine per average billing cycle. You agree to provide adequate space without charge for the Equipment, adequate electricity (including, if necessary, a dedicated 110 or 220-volt line), an electrical surge suppressor with a UL-1449 rating or better, and reasonable storage for supplies to be used with the Equipment.
6. **Additions and Modifications.** If, during the Term, Customer upgrades, modifies, or adds equipment that utilizes the same Supplies as the Equipment, Customer shall promptly notify Company. Company maintains the right to inspect any upgrades and modifications to Equipment and/or additional equipment and determine whether equipment is eligible for Services. If approved for Services and agreed by the Parties, the Agreement will be amended to include such changes, including pricing modifications. All networked devices must be connected to our remote transmission tool. Any devices not under contract will be added automatically to the account for the listed rate. If our monitoring software is not reporting, Customer must work with us to resolve the issue as soon as possible.
7. **Term and Payment.** Except as may otherwise be provided for herein, this Agreement is non-cancellable and shall remain in effect throughout the Term; and, unless notified in writing sixty (60) days prior to its expiration, this Agreement shall automatically renew for successive month-to-month terms, which either party may terminate by providing written notice thirty (30) days prior to the next renewal date. Company reserves the right to terminate Services upon thirty (30) days written notice. In the event the fees herein are included in Customer's lease payment, for the duration of the lease, the Term shall run concurrently with the lease agreement and be subject to the renewal provisions provided for therein. The meter count at installation or, in the case of owned printers, at assessment, will be used for meter/overages calculations. Except as set forth on the Cover Page, Customer agrees to pay Company all amounts due within thirty (30) days of the date of Company's invoice or, if the parties have agreed the third-party lessor will collect the Services fees due under this Agreement on behalf of Company, in accordance with the applicable lease agreement, and all other sums when due and payable. Except where the Cover Page denotes flat rate pricing, any Monthly Payment entitles Customer to Services and Supplies for a specific number and type (i.e. black & white, color, scan) of Prints/Copies as identified on the Cover Page and will be billed in advance, and Customer agrees to pay the Overage Rate for each Print/Copy that exceeds the applicable number and type of Prints/Copies provided in the Minimum Monthly Payment which amount shall be billed in arrears and is payable as indicated on the Cover Page. A Print/Copy is defined as standard 8.5"x11" copy, except where Equipment is designated on the Cover Page as having a Color Large impression pool (Color LG) and an Extra Long impression pool (XL IMP Color), in which case prints/copies are defined as follows: (a) **Black Image:** for sheet sizes up to 13"x19", each image calculates as (1) Black Print Meter; (b) **Color Image:** for sheet sizes less than 145 square inches in total area, each image calculates as (1) Color Print Meter (e.g., 8.5 x 14 in is NOT over size (119sq. in)); (c) **Color Large:** for sheet sizes greater than or equal to 145 square inches each sheet calculates as (1) Color Print Meter and (1) Color Large Print Meter (e.g., 11 x 17 in is over size (187 sq. in)); and (d) **Black and Color Extra Long:** for sheets with a length greater than 19.33", each image calculates as (2) Extra Long Meter and (1) Color Print Meter. No credit will be applied towards unused copies/prints. Customer's obligation to pay all sums when due shall not be subject to any abatement or offset. If any payment is not received by Company within fifteen (15) days of its due date, Company may charge, and Customer will pay a late fee of 5% of the amount due or \$25, whichever is greater (or such lesser rate as is the maximum allowable by law). Company has the right to withhold Services and Supplies, without recourse, for any non-payment. Unless otherwise stated on the Cover Page, Company may, on an annual basis, (a) increase the Base Charge and/or the Overage Rates, in an amount not to exceed 20% per annum and/or (b) where a contract is subject to flat rate pricing, shift Customer's obligation to the applicable flat rate band corresponding to Customer's usage during the previous calendar year. Company retains the right to have all or some of the amounts due hereunder billed and/or collected by third parties. If Customer declines invoice delivery via email and/or automatic payment withdrawal, or requires any specialized billing procedure or invoicing, Company reserves the right to bill an administrative fee, in accordance with Company's currently published fee schedule, which is subject to change from time to time.
8. **Taxes.** Payments are exclusive of all state and local sales, use, excise, privilege and similar taxes, if any. You will be responsible for, indemnify and hold Company harmless from, all applicable taxes, fees or charges (including sales, use, personal property and transfer taxes (other than net income taxes), plus interest and penalties) assessed by any governmental entity on you, the Equipment, this Agreement, or the amounts payable hereunder (collectively, "Taxes"), unless you timely provide continuing proof of your tax exempt status. Customer will pay when due, either directly to the taxing authority or to Company upon demand, all taxes, fines and penalties relating to this Agreement that are now or in the future assessed or levied, except for taxes levied upon Company's income.
9. **Applicable Laws.** Both Parties agree that they will comply with all applicable laws and regulations during the Term.
10. **Limited License to Use Software.** Company grants (and is authorized by its licensor/s to grant) Customer a non-exclusive, non-transferable license to use in the U.S.: (a) software and accompanying documentation ("Base Software") only with the Equipment with which it was delivered; and (b) Software that is set forth as a separate line item in this Agreement ("Application Software") (including its accompanying documentation), as applicable, for as long as Customer is current in the payment of all applicable software license fees. "Base Software" and "Application Software" are referred to collectively as "Licensed Software". Customer has no other rights and may not: (1) distribute, copy, modify, create derivatives of, decompile, or reverse engineer Licensed Software; (2) activate Licensed Software delivered with the Equipment in an inactivated state; or (3) allow others to engage in same. Title to, and all intellectual property rights in, Licensed Software will reside solely with Company and/or its licensors (who will be considered third-party beneficiaries of this Section). Licensed Software may contain code capable of automatically disabling the Equipment. Disabling code may be activated if: (x) Company is denied access to periodically reset such code; (y) Customer is notified of a default under this Agreement; or (z) Customer's license is terminated or expires. The Base Software license will terminate: (i) if Customer no longer uses or possesses the Equipment; or (ii) upon the expiration or termination of this Agreement, unless Customer has exercised its option to purchase the Equipment. Neither Company nor its licensors warrant that Licensed Software will be free from errors or that its operation will be uninterrupted. The foregoing terms do not apply to Diagnostic Software or to Licensed Software accompanied by a clickwrap or shrinkwrap license agreement or otherwise made subject to a separate license agreement.
11. **Diagnostic Software.** Software used to evaluate or maintain the Equipment ("Diagnostic Software") is included with the Equipment. Diagnostic Software is a valuable trade secret of Company or its Licensors. Title to Diagnostic Software will remain with Company or its licensors. Company does not grant Customer any right to use Diagnostic Software, and Customer will not access, use, reproduce, distribute or disclose Diagnostic Software for any purpose (or allow third parties to do so). Customer will allow Company reasonable access to the Equipment to remove or disable Diagnostic Software if Customer is no longer receiving Service from Company, provided that any on-site access to Customer's facility will be during Customer's standard business hours.
12. **Software Support.** Except for Application Software identified as "No Svc." on the Cover Page, Company (or a designated servicer) will provide the software support set forth below ("Software Support"). For Base Software for Equipment, Software Support will be provided during the initial Term and any renewal period but in no event longer than 5 years after Company stops taking customer orders for the subject model of Equipment. For Application Software, Software Support will be provided as long as Customer is current in the payment of all applicable software license and support fees. Company will maintain a web-based or toll-free hotline during Company's standard working hours to report Licensed Software problems and answer Licensed Software-related questions. Company, either directly or with its vendors, will make reasonable efforts to: (a) assure that Licensed Software performs in material conformity with its user documentation; (b) provide available workarounds or patches to resolve Licensed Software performance problems; and (c) resolve coding errors for (i) the current Release and (ii) the previous Release for a period of 6 months after the current Release is made available to Customer. Company will not be required to provide Software Support if Customer has modified the Licensed Software. New releases of Licensed Software that primarily incorporate compliance updates and coding error fixes are designated as "Maintenance Releases" or "Updates". Maintenance Releases or Updates that Company may make available will be provided at no charge and must be implemented within six months. New releases of Licensed Software that include new content or functionality ("Feature Releases") will be subject to additional license fees at then-current pricing. Maintenance Releases, Updates and Feature Releases are collectively referred to as "Releases". Each Release will be considered Licensed Software governed by the Software License and Licensed Software Support provisions of this Agreement (unless otherwise noted). Implementation of a Release may require Customer to procure, at Customer's expense, additional hardware and/or software from Company or another entity. Upon installation of a Release, Customer will return or destroy all prior Releases.
13. **INTELLECTUAL PROPERTY.**
 - a. **CUSTOMER'S CONTENT AND CUSTOMER ASSETS.** Customer represents and warrants that it owns the customer assets and its content and materials provided to Company in connection with this Agreement or otherwise has the right to authorize Company to perform the Services hereunder. Customer represents and warrants that such content and materials do not, and shall not, contain any content that (i) is libelous, defamatory or obscene and/or (ii) infringes on or violates any applicable laws, regulations or rights of a third party, including without limitation, export laws, or any proprietary, intellectual property, contract, moral or privacy right or any other third party right.

- b. **XEROX TOOLS.** "Xerox Tools" means certain Xerox proprietary tools (including any modifications, enhancements and derivative works) used by Company to provide certain Services Xerox and its licensors will at all times retain all right, title and interest in and to Xerox Tools including without limitation, all intellectual property rights therein, and, except as expressly set forth herein or as set forth in a SOW where limited access to the Xerox Device Manager (XDM) may be granted for a specific purpose, no rights to use, access or operate the Xerox Tools are granted to Customer. Xerox Tools will be installed and operated only by Company or its authorized agents. If required for royalty reporting purposes, Company may disclose Customer's name and address to Xerox and/or the third-party licensor of certain Xerox Tools. Customer will not decompile or reverse engineer any Xerox Tools or allow others to do so. Customer will have access to reports generated by the Xerox Tools and stored in a provided database as set forth in the applicable SOW. Company may remove Xerox Tools at any time in Company's sole discretion, provided that the removal of Xerox Tools will not affect Company's obligations to perform Services, and Customer shall reasonably facilitate such removal. If Xerox Tools are included as part of the Services, they may be used by Customer only in conjunction with such Services.
- c. **LIMITED LICENSE TO ASSESSMENTS AND REPORTS.** Customer may duplicate and distribute assessments and/or reports prepared by Company pursuant to this Agreement only for Customer's internal business purposes. Any recommendations and processes described in assessments and/or reports may only be implemented by Company for Customer and, if implemented, used by Customer only for Customer's internal business purposes.
- d. **NO GRANTS TO CUSTOMER.** Customer agrees that, except as set forth expressly in this Agreement, no other rights or licenses are granted to Customer. Further, the rights granted to Customer in this Section shall immediately terminate if Customer defaults hereunder with respect to any of its obligations related to such grant.
14. **CONFIDENTIAL INFORMATION.** Information exchanged under this Agreement will be treated as confidential if it is identified as confidential at disclosure or if the circumstances of disclosure would indicate to a reasonable person that the information should be treated as confidential ("Confidential Information"). The terms and conditions of this Agreement are Confidential Information of Company and Customer, and each party agrees not to disclose any of the foregoing without the other party's prior written consent. Confidential Information will be protected using a reasonable degree of care to prevent unauthorized use or disclosure for two (2) years from the termination or expiration of this Agreement under which such Confidential Information was disclosed, whichever occurs later; provided, however, confidentiality with respect to trade secrets and Xerox Tools will not expire. These obligations of confidentiality will not apply to any Confidential Information that: (1) was in the public domain prior to, at the time of, or subsequent to the date of disclosure through no fault of the receiving party; (2) was rightfully in the receiving party's possession or the possession of any third party free of any obligation of confidentiality; (3) was developed by the receiving party's employees independently of and without reference to any of the other party's Confidential Information; or (4) where disclosure is required by law or a government agency. Upon expiration or termination of this Agreement, each party will return to the other or, if requested, destroy, all Confidential Information of the other in its possession or control, except such Confidential Information as may be reasonably necessary to exercise rights that survive termination of this Agreement.
15. **Warranty.** Customer acknowledges that the Products covered by this Agreement were selected by Customer based upon its own judgment. Company shall pass through any applicable manufacturer's warranty to Customer. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF NON-INFRINGEMENT; IMPLIED WARRANTIES OF MERCHANTABILITY; OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY AND UNRESERVEDLY EXCLUDED.
16. **Limitation of Liability.** In no event shall EITHER PARTY be liable for any indirect, special, incidental, consequential damages, INCLUDING WITHOUT LIMITATION loss of profits, or punitive damages whether based in contract, tort, or any other legal theory and irrespective of whether EITHER PARTY has notice of the possibility of such damages. In no event shall Company be liable to Customer for any direct damages in excess of the fees paid for Services under this Agreement by Customer to Company during the six-month period immediately preceding the event that gave rise to the claim.
17. **Default; Remedies.** Any of the following events or conditions shall constitute default under this Agreement: (a) failure by Customer to make payment when due of any indebtedness to Company or for the Products, whether or not arising under this Agreement, without notice or demand by Company; (b) material breach by either party of any other obligation herein where such breach is not cured within thirty (30) days of receipt of written notice from the non-defaulting party detailing such breach; or (c) if Customer ceases doing business as a going concern. If Customer defaults, Company may: (1) require future Services, including Supplies, be paid for in advance, (2) require Customer to immediately pay the amount of the remaining unpaid balance of the Agreement, (3) terminate any and all agreements with Customer, and/or (4) pursue any other remedy permitted at law or in equity. In the event of default by Customer, remaining payment amounts due will be calculated using the average of the last six months' billing or the amount set forth on the face of the Agreement, whichever is greater, multiplied by the remaining months of the Agreement, to compensate for loss of bargain and not as a penalty. If Company defaults, Customer may terminate Services pursuant to this Agreement with no further obligation to pay for such Services accruing after the effective date of termination; provided, however, that Customer shall remain liable for all amounts due and owing for Services rendered through the effective date of termination. Customer may also pursue legal remedies as permitted under this Agreement. In the event of litigation arising out of this Agreement, the prevailing party shall be entitled to collection of its reasonable costs and attorneys' fees incurred in defending or enforcing this Agreement.
18. **Assignment.** Neither party may sell, transfer, or assign this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld, except that Company may assign or transfer this Agreement, in whole or in part, to any of its affiliates that control, are controlled by, or are under common control as Company.
19. **Notices.** Notices under this Agreement shall be sent as follows: (a) if to Company, addressed to Company and delivered to PO Box 660501, Dallas, TX 75266-0501, Attn: XBS Customer Care, and/or to the email address set forth in Company's invoices; and (b) if to Customer, addressed to Customer and delivered to the physical address set forth on the Cover Page and/or to any email address Customer provides, or to such other address as provided by a Party in writing from time to time. Notices will be deemed given five (5) days after mailing by first class mail, two (2) days after sending by nationally recognized overnight courier, or on the date of electronic confirmation of receipt of an electronic transmission, when followed by mailing of such notice as provided herein.
20. **Indemnification.** Each party, if promptly notified by the other and given the right to control the defense, shall indemnify, defend and hold harmless the other party, its affiliates, and their respective officers, directors, employees, agents, successors and assigns, from and against all claims by a third party for losses, damages, costs or liability of any kind (including expenses and reasonable legal fees) that a court finally awards such party ("Claims") for bodily injury (including death) and damage to real or tangible property, to the extent proximately caused by the negligent acts or omissions, or willful misconduct of the indemnifying party (or its affiliates) in connection with this Agreement.
21. **Fax/Electronic Execution.** A faxed or electronically transmitted version of this Agreement may be considered the original. This Agreement may be signed in counterparts and all counterparts will be considered and constitute the same Agreement.
22. **Warranty to Execute.** Each party represents and warrants to the other, as an essential part of this Agreement, that: (i) it is duly organized and validly existing and in good standing under the laws of the state of its incorporation or formation; (ii) this Agreement has been duly authorized by all appropriate corporate action for signature; and (iii) the individual signing this Agreement is duly authorized to do so.
23. **Miscellaneous.** (a) Choice of Law. This Agreement shall be governed by the laws of the state of New York (without regard to conflict of laws principles); (b) Jury Trial. THE PARTIES EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS AGREEMENT; (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties with regards to the subject matter herein and supersedes all prior agreements, proposals or negotiations, whether oral or written; (d) Enforceability. If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions will remain in full force and effect; (e) Amendments. This Agreement may not be amended or modified except by a writing signed by the parties; provided Customer agrees that Company is authorized, without notice to Customer, to supply missing information or correct obvious errors provided that such change does not materially alter Customer's obligations; (f) Force Majeure. Company shall not be responsible for delays or inability to provide Products or Services caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond Company's control.

The words "User," "Lessee," "you" and "your" refer to **Customer**. The words "Owner," "Lessor," "we," "us" and "our" refer to

CUSTOMER INFORMATION

FULL LEGAL NAME

STREET ADDRESS

CITY

STATE

ZIP

PHONE

FAX

BILLING NAME (IF DIFFERENT FROM ABOVE)

BILLING STREET ADDRESS

CITY

STATE

ZIP

E-MAIL

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NO.	STARTING METER

☒ See attached Schedule A

TERM & PAYMENT INFORMATION

_____ Payments* of \$ _____ The payment ("Payment") period is monthly unless otherwise indicated. *plus applicable taxes

Payment includes _____ B&W Pages per month Overages billed at \$ _____ per B&W page*

Payment includes _____ Color Pages per month Overages billed at \$ _____ per Color page*

Payment includes _____ B&W Prints per month Overages billed at \$ _____ per B&W print*

Payment includes _____ Color Prints per month Overages billed at \$ _____ per Color print*

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

OWNER ACCEPTANCE

OWNER SIGNATURE PRINT NAME / TITLE DATED

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO. You acknowledge and agree that the Equipment has been delivered to you and you hereby accept such Equipment on an "AS-IS, WHERE-IS" basis for all purposes as of the date hereof. Upon you signing below, your promises herein will be non-cancelable, irrevocable and unconditional in all respects.

CUSTOMER (as referenced above) SIGNATURE TITLE

FEDERAL TAX I.D. #

PRINT NAME

DATED

TERMS AND CONDITIONS (Continued on Page 2)

1. **AGREEMENT:** You agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries ("Equipment") and, if applicable, finance certain intangible items such as software, software or subscription license(s), software components, prepaid cloud credits or professional services (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You represent and warrant that you will use the Equipment for business purposes only and that the Equipment is new, unless otherwise noted. You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes all prior agreements, including any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. In order to facilitate an orderly transition, the start date of this Agreement will be the date the Equipment is delivered to you or a date designated by us. If a later start date is designated, you agree to pay us a transitional payment equal to 1/30th of the Payment, multiplied by the number of days between the date the Equipment is delivered to you and the designated start date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** We own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. **You will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever.** If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: a) the higher of 10% of the Payment which is late or \$26.00, or b) if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You agree to reimburse us for all applicable taxes, assessments and penalties related to this Agreement, whenever levied or assessed on this Agreement, on us or you, or on the Equipment, its rental, sale, ownership, possession, use or operation. If we are not going to file and pay, you will be notified in writing within 60 days after commencement and or billed directly to you by your taxing jurisdiction. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense we pay on your behalf and to pay us an annual tax processing fee up to \$50. You agree to pay us an origination fee of \$189.50 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move Equipment unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, except amounts secured by land and buildings in addition to the Equipment. You authorize and ratify our filing of any financing statement(s). You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, do as provided in either (A) or (B) below: (A) We may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. In addition, you agree to pay us our standard fees in connection with obtaining such insurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. (B) We charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, renting, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent, which will not be unreasonably withheld.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, which shall not be unreasonably withheld, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. **LIMITATION ON LIABILITY: IN NO EVENT SHALL WE BE LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL WE BE LIABLE TO YOU FOR ANY DIRECT DAMAGES IN EXCESS OF THE FEES PAID BY YOU UNDER THIS AGREEMENT IN THE SIX-MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT THAT GIVES RISE TO THE CLAIM.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. **You agree that this Agreement shall be a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC, as may be amended.** If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request, you will deliver all requested information which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. Financial information will generally not be required unless your exposure with us exceeds \$1,000,000. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.

8. **END OF TERM:** At the end of the initial term, this Agreement shall renew for successive 12-month renewal term(s) under the same terms hereto unless you send us written notice between 90 and 150 days before the end of the initial term or at least 60 days before the end of any renewal term that you want to return the Equipment, and you timely return the Equipment. You shall continue making Payments and paying all other amounts due after the end of the initial term until the Equipment is returned in accordance with the terms of this Agreement. As long as you have given us the required written notice, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. If you so request, and we permit the early termination of this Agreement, you agree to pay a fee for such privilege. **YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.** You cannot pay off this Agreement or return the Equipment prior to the end of the initial term without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee.

9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.

10. **MISCELLANEOUS:** Unless otherwise stated in an amendment, supplement or addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually signed signature and is held by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. Notwithstanding the foregoing, (i) for evidentiary purposes, any faxed, scanned or electronic copy of this Agreement may be considered the original, and you waive the right to challenge in court the authenticity or binding effect of any such copy or signature thereon; and (ii) we reserve the right to require you to sign any instrument manually and to deliver to us an original of such document. You agree to execute any further documents that we may request to carry out the intent and purposes of this Agreement. All notices shall be mailed or delivered by electronic transmission or via overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. **Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record.** This Agreement may not be modified by course of performance. You authorize us to insert or correct missing information on this Agreement, including but not limited to agreement numbers, serial numbers and other Equipment information.

11. **WARRANTY DISCLAIMERS:** WE ARE RENTING THE EQUIPMENT TO YOU AS-IS. YOU HAVE SELECTED SUPPLIER(S) AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. IN THE EVENT WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE DOES NOT TAKE RESPONSIBILITIES FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. **YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON, INCLUDING ALL INSTANCES WHERE THE TERM OF A FINANCED ITEM OR ASSOCIATED SERVICE MAY NOT BE COTERMINOUS WITH THE TERM OF THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.** SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

12. **LAW; JURISDICTION/VENUE; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state of the principal place of business of Owner or, if assigned, the assignee's principal place of business. You consent to the jurisdiction and venue of any state or federal court in the state of the Owner or, if assigned, where its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

13. **MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for the use of the Equipment, accessories, maintenance by Supplier(s) during normal business hours, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer. Paper and staples must be separately purchased by you. The per page/print charge and overages per page/print charge are based upon an 8 1/2" x 11" letter size page, print with an average 5% image fill, or its equivalent. If we determine that you have used 15% more consumable supplies than normal (as determined by the manufacturer's specifications) to produce pages/prints, you agree to pay us an amount from time to time which may be necessary to offset such increased usage. If necessary, the maintenance and supply portion of this Agreement may be assigned by us. We may charge you a monthly supply freight fee to cover our costs of shipping supplies to you. You agree to pay all amounts owing under this Agreement regardless of any claim you have against Supplier relating to the maintenance and supplies, which are being provided to you pursuant to a separate arrangement with Supplier ("Arrangement"). Supplier will be solely responsible for performing all services and providing all supplies under the Arrangement. Services may be delivered by Supplier's affiliates and/or subcontractors, at Supplier's sole discretion. You agree not to hold Owner (if different from Supplier) or any assignee of this Agreement responsible for Supplier's obligations under the Arrangement. As a convenience to you, we may provide you with one invoice covering amounts owing under this Agreement and the Arrangement. Each month, you are entitled to produce the minimum number of pages/prints shown on page 1 for each applicable page/print type. Regardless of the number of pages/prints made, you will never pay less than the minimum Payment. You agree to provide periodic meter readings on the Equipment. You agree to pay the applicable overage charge for each metered page/print that exceeds the applicable minimum number of pages/prints. Pages/prints made on equipment marked as not financed under this Agreement will be included in determining your page/print and overage charges. At the end of the first year of this Agreement, and once each successive 12-month period thereafter, the Payment and the overage charges may be increased by a maximum of 20% of the existing payment or charge and where a contract is subject to flat rate pricing, modify the Payment accordingly based on Customer's usage during the previous 12-month period.

14. **METER; ELECTRIC SERVICES:** Most equipment will be connected to a remote transmission tool which will report the number of images made on the Equipment each month and upon which monthly invoices will be based. If a remote transmission tool is not installed and otherwise upon request, you will provide us, by telephone, e-mail or fax with the actual meter readings three days prior to your due date. We may estimate the number of images used if such meter readings are not received from you by us within 2 days. The estimated charge for excess images shall be adjusted upon receipt of actual meter readings. If you are unable to maintain remote transmission, we reserve the right to charge you a per device fee for such affected Equipment due to the increased service visits that will be required in order for Supplier to: (x) obtain such information, (y) provide such transmissions and/or (z) provide such maintenance services and supplies that otherwise would have been provided remotely and/or proactively. If you elect to not install a remote transmission tool, a manual meter collection fee as outlined on the Supplier's currently published fee schedule shall apply. You agree to provide adequate space without charge for the Equipment, adequate electricity (including, if necessary, a dedicated 110 or 220 volt line), an electrical surge suppressor with a UL-1449 rating or better, and reasonable storage for supplies to be used with the equipment.

NON-APPROPRIATIONS AMENDMENT

AGREEMENT NO.

CUSTOMER INFORMATION

FULL LEGAL NAME

STREET ADDRESS

CITY

STATE

ZIP

This is an amendment, dated and effective as of _____, to the Agreement number listed above (the "Agreement"), between the above referenced Customer and _____ ("Lessor"). All capitalized but undefined terms used in this Amendment shall have the meanings set forth in the Agreement.

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties agree to amend the Agreement as follows:

Non-Appropriation. Your obligation to remit the Payments and any other amounts due under the Agreement is contingent upon approval of the appropriation of funds by your governing body. In the event funds are not appropriated for any forthcoming fiscal period equal to amounts due under the Agreement, and you have no other funds legally available to be allocated to the payment of your obligations under the Agreement, you may terminate the Agreement effective on the first day of such forthcoming fiscal period ("Termination Date") if: (a) you have used due diligence to exhaust all funds legally available, and (b) we have received written notice from you at least 30 days before the Termination Date. At our request, you shall promptly provide supplemental documentation as to such non-appropriation. Upon the occurrence of such non-appropriation, you shall not be obligated for payment for any forthcoming fiscal period for which funds have not been so appropriated, and you shall promptly return the Equipment as set forth in this Agreement.

IN WITNESS WHEREOF, Customer and Lessor have caused this Addendum to be executed by their duly authorized representatives.

LESSOR

SIGNATURE

PRINT NAME / TITLE

DATED

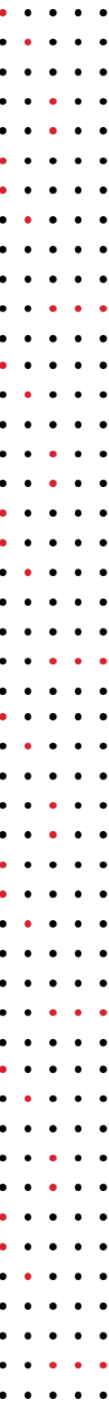
CUSTOMER (as referenced above)

SIGNATURE

PRINT NAME / TITLE

DATED

Additional Offerings and Capabilities



A Fast, Friendly, and Capable Artificial Intelligence (AI) Assistant

Say hello to Solver – our AI Chatbot.

We've all been there. You need instant support with a product or service without having to wait for an engineer. Or, you simply require quick access to resources and information. Solver, our new conversational AI chatbot, delivers what you need – quickly, accurately, and with a personal touch.



COMPREHENSIVE ANSWERS AT YOUR FINGERTIPS

With Solver, we've combined cutting-edge generative AI with technical expertise to create a powerful self-help solution. Simply ask Solver your question, and you'll get an instant, relevant answer tailored to your problem or opportunity. It's a faster, more efficient way to resolve issues and keep your operations running smoothly. And, if things get complicated, our Xerox representatives will be available to assist you personally.

18 countries. Six languages.
Available 24/7. Designed for you.
Simple, fast, and knowledgeable.
Let's get your questions answered with Solver – our AI Chatbot.

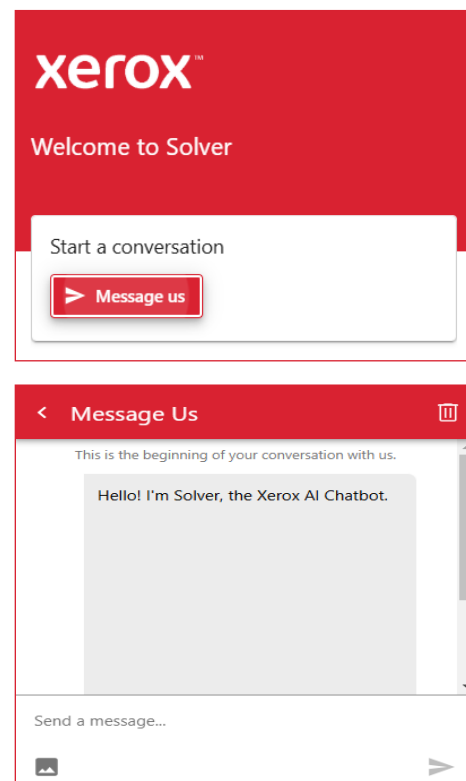
Solver can:

- Recognize context, pull the right information, and localize it in your language
- Provide instant instructions and knowledge for fast technical support to resolve a variety of simple issues
- Help order, track, trace, or recycle supplies
- Retrieve materials like installation instructions or troubleshooting
- Find easy-to-follow information on hardware and print drivers
- Refer you to a live agent when needed or requested
- Respond in English, Portuguese, Italian, German, French, and Spanish

AVAILABLE NOW, READY TO ACCESS

Available in 18 countries, Solver is ready and waiting for your questions. You can visit xerox.com, log into the Xerox® Fleet Management Portal, or access Solver through the Xerox® Easy Assist App.

LET'S TAKE A CLOSER LOOK



Find out more at xerox.com

Xerox® Managed Print Services

UNMATCHED COMMERCIAL PRINTING SOLUTIONS FOR ANY BUSINESS.

Xerox® Managed Print Services goes above and beyond by including comprehensive security, analytics, digitization, and cloud technologies and software to deliver a more seamless work experience across paper and digital platforms.

Create the synergy your workplace needs to succeed in today's rapidly evolving environment by going beyond managed print services with a solution-driven comprehensive analysis of all your workflows to identify bottlenecks and find opportunities to digitize and automate processes.



How Can Managed Print Services Transform Your Office?



Security

Comprehensive security built in and Xerox® ConnectKey® Technology



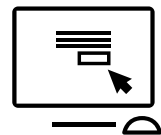
Cloud and Mobility

Scalable, low-touch IT infrastructure and advanced capabilities and solutions



Analytics

Insight and data for a more connected and intelligent workplace



Digital Transformation

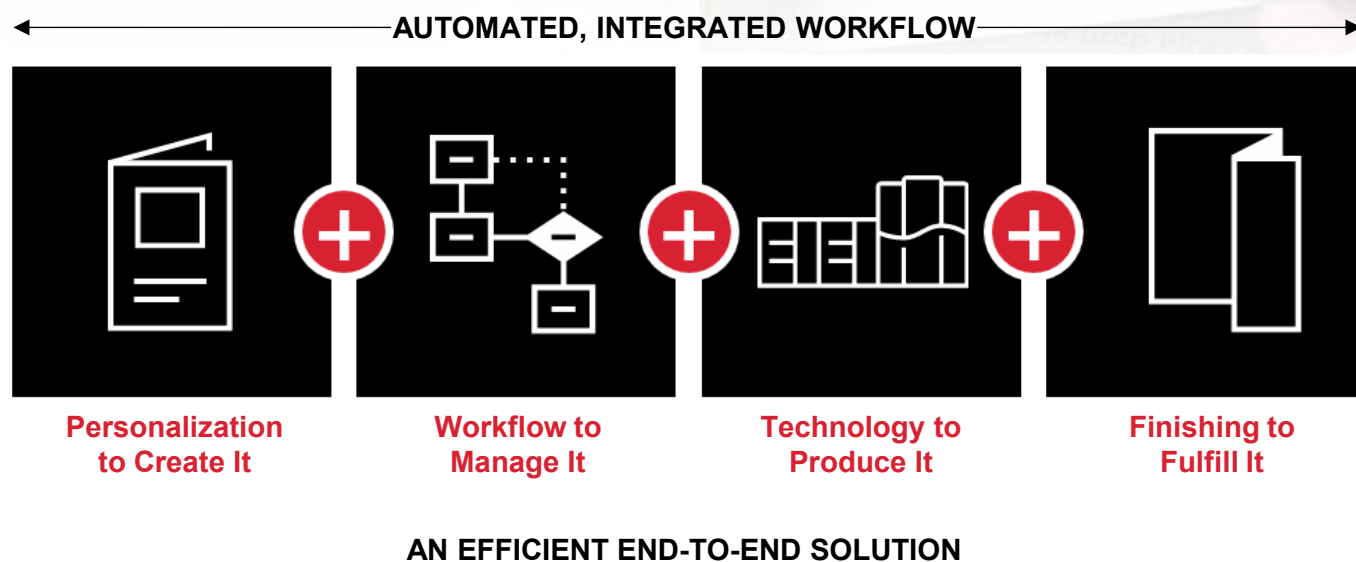
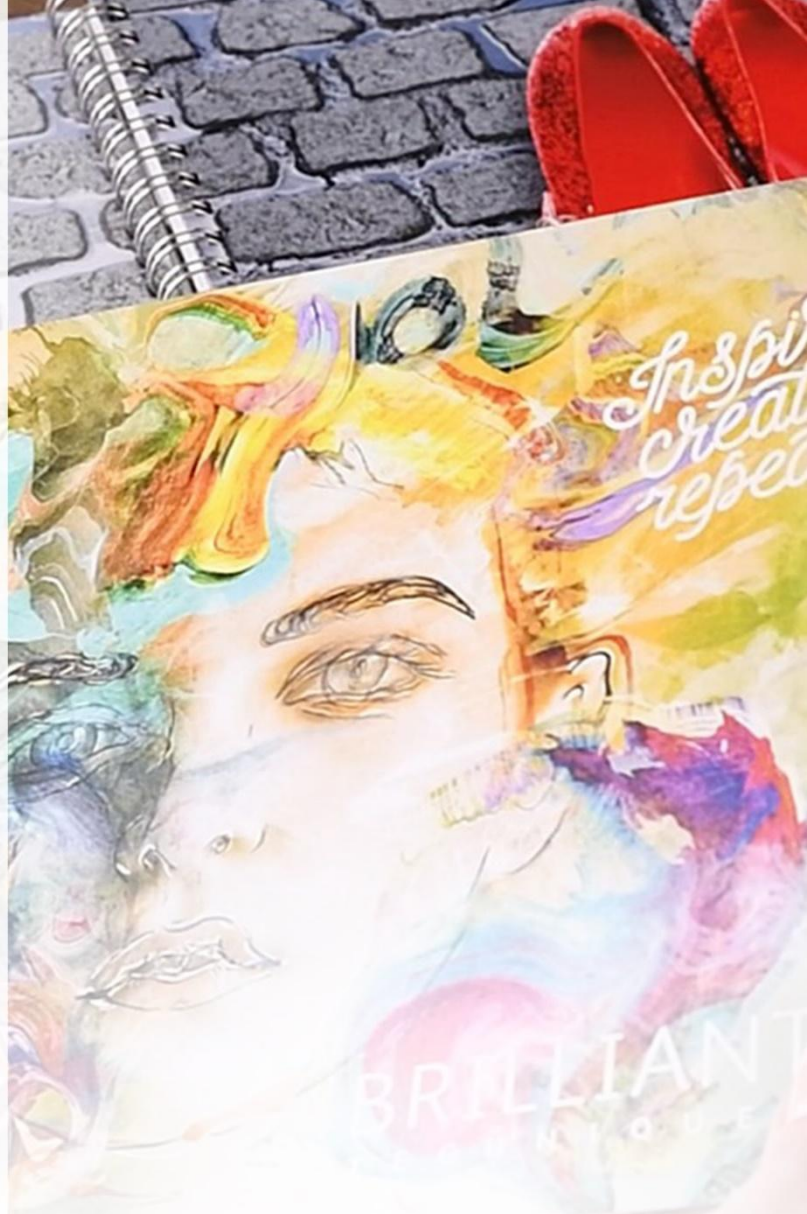
Optimize and automate processes for seamless collaboration and increases productivity

Xerox Production Printing

UNMATCHED COMMERCIAL PRINTING SOLUTIONS FOR ANY BUSINESS.

Dream it, then print it. Xerox Production Printing delivers unmatched image quality and automation while opening doors to new revenue streams with the ability to print on packaging and utilize gold, silver, white and clear inks with CMYK+ technology.

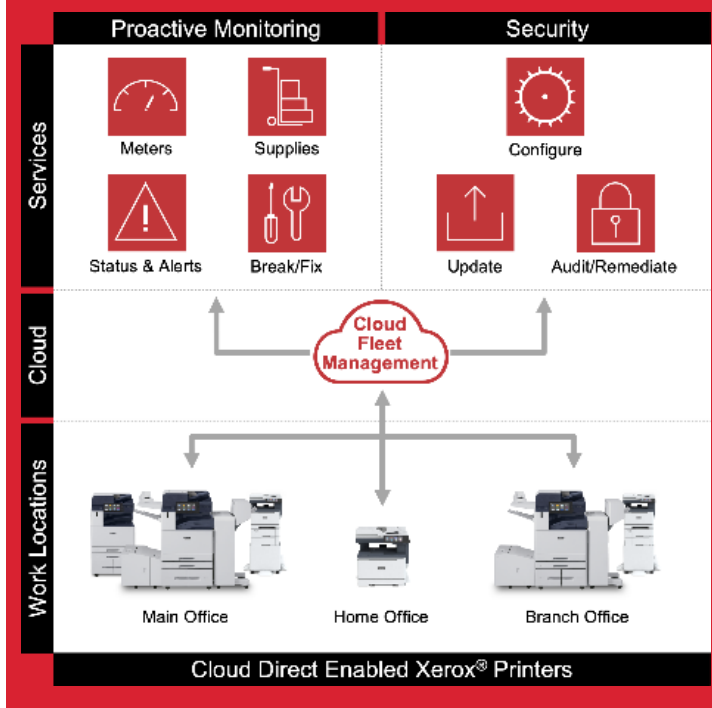
Production technology can help **deliver the brilliant color and quality your customers expect**. The unique capabilities of Xerox digital printing solutions can help you captivate and meet the changing needs of your customers.



Xerox® Workplace Cloud Fleet Management Solution

Zero-footprint printer management means no-hassle printer management.

Ready for zero-footprint printer management?



Implement a cloud solution for fleet management, printer security and sustainability with Xerox Workplace Cloud Fleet Management Cloud Direct Printers.*

Proactive monitoring

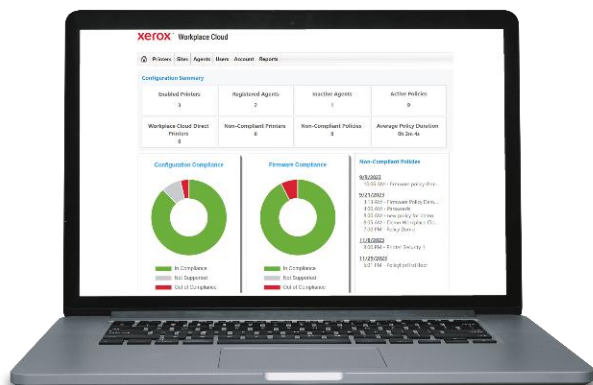
- Automatically monitors all printers for meter counts, low toner events and printer alerts
- Proactively resolves 80% of incidents
- Flags issues to alert service support when necessary
- Fleet management dashboard makes data easier to visualize and act on

Enables Xerox® Printer Security Audit Service

- Remote Device Configuration (passwords, firmware and security related configuration)
- Supports security policy enforcement by automatically remediating non-compliant devices
- Intuitive, interactive security dashboard puts insights at your fingertips

*Requires device agent for discovery only.

Simplify IT and focus on strategic priorities.



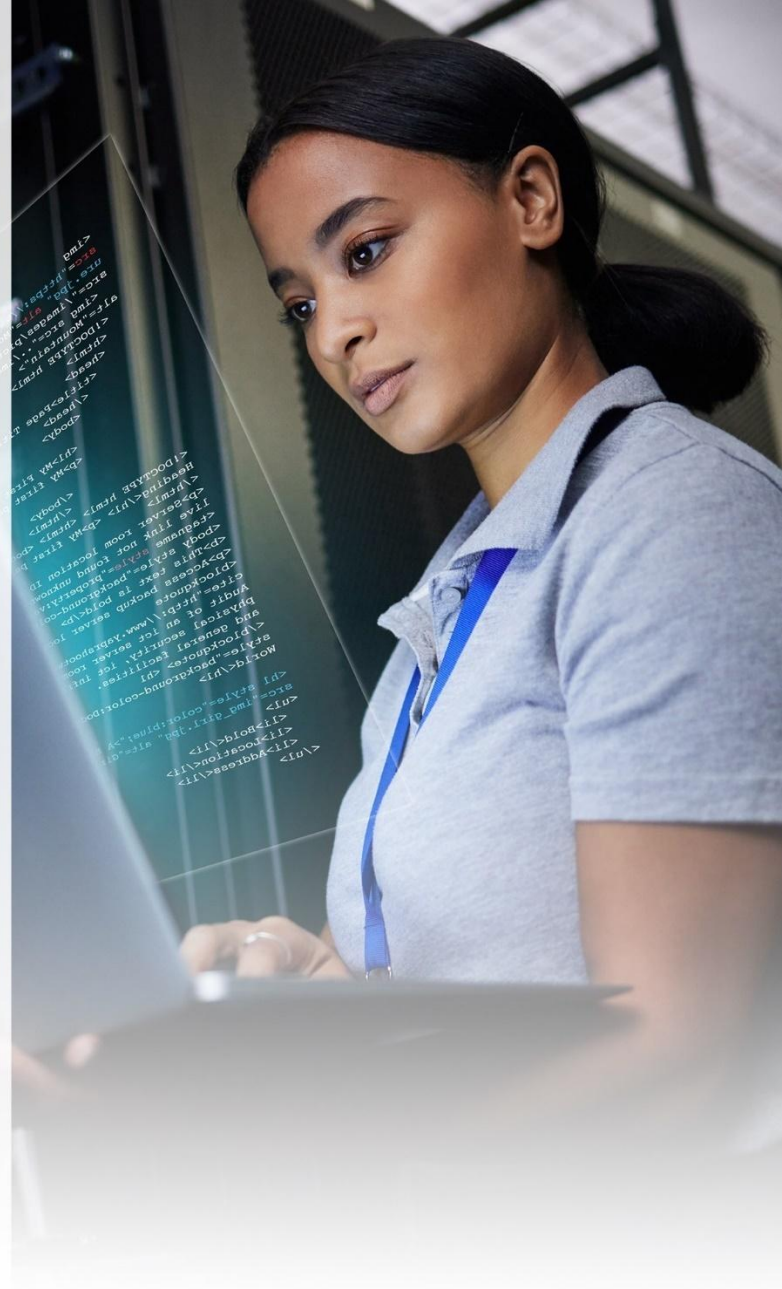
- **Reduce the burden on your IT staff**
Eliminate the hassle of managing software that resides on your network
- **Scale at the speed of organizational needs**
Enable hybrid work by securely managing printers anywhere on the globe
- **Support a Zero Trust security strategy**
Mitigate threats to devices, protect corporate data and improve compliance
- **Integrate seamlessly with your entire Xerox® Managed Print Services tool suite**
Gain actionable insights from Xerox® MPS Advanced Analytics, such as fleet health, sustainability performance, and detection of digital transformation opportunities like automation of repetitive document-centric tasks
- **Sustainable savings**
Efficiency drivers such as greater workload flexibility, better server utilization rates and an energy-saving infrastructure help to reduce environmental impact and costs

Xerox® IT Services

**WHATEVER YOUR NEED,
WE'VE GOT IT COVERED.**

We make things with IT in mind. **Future-proof your organization**, while driving the digital transformation you need now. Automate processes and protect your infrastructure with leading-edge technology, services and solutions for IT departments big and small.

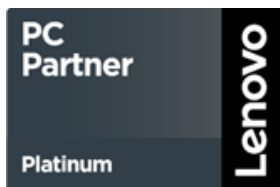
We are all living and working in the most advanced digital age yet, and that means information technology is more important than ever before. We go beyond delivering top-quality printers and scanners by offering secure and reliable IT services for small businesses and medium-size businesses.



Partnering with the Best in the Business

Bringing you award-winning technology with superior support.

We offer 24/7/365 IT support services for your business with a personalized suite of IT solutions. Our offerings range from technology procurement and managed IT services to cloud migrations and critical information security management.



Xerox® Robotic Process Automation Service

PUT MUNDANE, REPETITIVE TASKS ON AUTOPILOT.

Time is money — that's why every minute counts. Workflows that rely solely on paper and people demand the ease of Robotic Process Automation (RPA). By **automating manual tasks across business processes**, Robotic Process Automation lets you do more in less time and with fewer resources.

It doesn't matter what size your business is, or what industry you're in. If you have processes, we have bots to automate them. And getting started is easy. We can help you create a made-to-fit solution that makes your business smarter, safer and stronger.



Ready to Go

Hit the ground running with an extensive pre-loaded catalog for SMBs.



Fast Deployment

5–8 weeks for most implementations and hosted on Xerox cloud or on-premise.



Full Service Offer

Single provider one-stop-bot-shop designed for SMBs.



ROI Calculator

See your savings. Input costs and hours spent on tasks and check ROI with the bot.



Simplified Pricing

Annual license fee per bot tailored to your business needs.



Operational Efficiency

Cost savings of up to 30% and invaluable time savings that boost productivity.



Discover the power of Xerox® Device Agent.

Painlessly detect and monitor all your office and multifunction print devices with one tool.



The Xerox® Device Agent features a built-in alert detection system and has the capability to send an e-mail message to an appropriate user when certain conditions exist in the monitored devices. It also provides clear and concise status of all networked printers.

KEY CAPABILITIES

- **Discover** Xerox® and non-Xerox® Printers and Multifunction Printers.
- **Printer identity** (i.e., model, serial number, manufacturer, etc.) Printer properties (i.e., input trays, output bins, serial number, etc.) Monitor printers and MFPs for status and alert conditions.
- **Printer status** including overall state, detailed status, UI messages, etc. Notify users via e-mail when faults occur.
- **Proactive Automatic Supplies Replenishment** and consumable capacity levels including; toner, fusers, drums, toner waste bottles, print cartridge and additional device unique parts.

- Provides fleet data to our Fleet Management Portal Tool.
- Supports TCP/IP protocol suite (SNMP, TCP, UDP, IP, NIC details).
- The application supports industry-SNMP MIBs for network printers; however, the amount and type of management that it can provide is dependent on the printer's level of conformance to those standards.

Xerox® Device Agent Application Basic Requirements

- PC or Server connected on the same network as the Printer/MFD
 - PC running on Windows 10, or 11
 - Windows server running on 2016-2022
 - 1.7 GHz Processor or better & 2.5 GB of RAM or higher
- .Net Framework 4.8 or greater (Full Version) Installed
- Admin access on the PC/Server where the application will be installed
- Ports 80 or 443 for outbound communication
- Port 161 (SNMP Protocol) traffic must be routable across the LAN or WAN

Firewall Settings

XEROX® DEVICE AGENT

- office.services.xerox.com
- transactions.services.xerox.com
- ws.services.xerox.com

DEVICE DIRECT

*.support.xerox.com

XEROX® FLEET MANAGEMENT PORTAL

Xerox® Fleet Management Portal uses the data being monitored by Xerox® Device Agent to provide our customers with an intuitive, easy-to-use information portal, which provides our customers with an interactive dashboard for monitoring networked devices equipment status, consumable status, and meter readings for an entire fleet. Through the Fleet Management Portal users can order supplies, report technical incidents, and check on service order updates.

For additional information please download the:
[Xerox Device Agent Security & Evaluation Guide](#)



Lexmark CX951se

Versatile. Simple. Sustainable.



Lexmark CX951se

With the new CX951se color A3 multifunction printer, you get reassuring versatility, exceptional sustainability, and surprising simplicity from such sophisticated technology. Boost your productivity with vivid prints — up to 35 pages per minute*. Intuitively navigate the 10-inch (25 cm) color touchscreen, and save time with single-pass two-sided scanning. Effortlessly create everything your business requires, and custom configure your multifunction printer with interchangeable options tailored to your needs.

Versatile: Easy to Use

Create everything your business requires and anything you can imagine — from standard office documents to marketing brochures, booklets and posters — with broad media size support, high-volume printing, and exceptional paper handling and finishing capabilities.

Print vivid, colorful visualizations, charts and documents with professional color features (including PANTONE® calibration) and a full range of media sizes so you can effectively communicate your ideas.

Easily incorporate your multifunction printer into your workspace with a versatile, configurable design that saves space without sacrificing performance.

Boost your productivity with our rich suite of cutting-edge software and solutions with broad capabilities including scanning paper files directly into your cloud-based storage systems and automatically translating documents into 100+ languages.

Further your organization's digital transformation with direct integration into your critical workflows and core business systems using these IoT-enabled devices.



Simple: Easy to Manage

Quickly do what you need to do using an intuitive operator panel and easy-to-follow navigation.

Easily maintain your devices with one-handed toner replacement, easy-to-reach serviceable areas, and alerts that are simple to understand.

Enjoy the peace of mind of knowing you are protected by the industry's most comprehensive security portfolio, right out of the box.

Keep your business running with exceptional reliability, industry-leading durability, and long-lasting toner and supplies.

Rest easy that every aspect of your device is made to work together seamlessly thanks to Lexmark's core technology ownership.

Sustainable: Easy to feel good about

Feel good about your purchase and help meet your own sustainability goals with our world-class practices and independent third-party certifications.

Do your part for the planet with our industry-leading use of post-consumer recycled materials and our award-winning cartridge recycling program.

Save energy — and money — with technology that exceeds strict global standards for energy efficiency.

Minimize your impact on the environment with a company that focuses on sustainability throughout the product lifecycle from design through use, end of life and beyond.

This is a Class A device according to international electromagnetic emissions standards (i.e. FCC Rules, EN 55022/EN 55032, etc.). Class A products are intended for use in non-residential/non-domestic environments. Use of a Class A product in residential/domestic environments may cause interference to radio communications and require corrective measures.

* Print speeds measured in accordance with ISO/IEC 24734 (ESAT). For more information see: www.lexmark.com/ISOspeeds.

** Fax icon shown on the operator panel when Fax Server is enabled, Fax Over IP is configured, etherFAX is configured, or an optional Analog Modem is installed.

Lexmark CX951se



- | | | | |
|---|--|----|--|
| 1 | Multifunction product with 10-inch (25 cm) touch screen
31.9 x 23.3 x 26.0 in.
809 x 592 x 660 mm | 10 | Paper Transport
5.6 x 16.2 x 18.3 in.
143 x 412 x 466 mm |
| 2 | 500-Sheet output bin
Dimensions included as part of base model | 11 | Folding Paper Transport
7.2 x 24.1 x 21.9 in.
184 x 612 x 555 mm |
| 3 | 150-Sheet multipurpose feeder
Dimensions included as part of base model | 12 | 500-Sheet Staple Finisher
5.9 x 21.5 x 20.6 in.
150 x 546 x 523 mm |
| 4 | 550-Sheet tray
Dimensions included as part of base model | 13 | Offset Stacker
4.2 x 16.5 x 19.3 in.
107 x 420 x 489 mm |
| 5 | 550-Sheet Tray
6.4 x 23.1 x 25.6 in.
163 x 587 x 649 mm | 14 | 1250-Sheet Staple 2/3 Hole Punch Finisher
39.2 x 22.6 x 24.0 in.
995 x 575 x 610 mm |
| 6 | 2 x 550-Sheet Tray
12.4 x 23.1 x 25.6 in.
314 x 587 x 649 mm | 15 | 2250-Sheet Booklet Staple 2/3 Hole Punch Finisher
39.2 x 25.6 x 24.1 in.
995 x 650 x 613 mm |
| 7 | 2000-Sheet Tandem Tray - Letter
12.4 x 23.1 x 25.6 in.
314 x 587 x 649 mm | | |
| 8 | Cabinet
9.7 x 23.1 x 26.0 in.
247 x 587 x 660 mm | | |
| 9 | 1500-Sheet High-Capacity Tray
11.4 x 13.5 x 21.4 in.
290 x 342 x 545 mm | | |
- Standard
- Optional

You can install one 550-Sheet tray or one Special media tray.

You can install one 2x550-Sheet tray, one 2,000-Sheet tandem tray or one Cabinet, but you must also install one 550-Sheet tray or Special media tray above it.

You can install one 1,500-Sheet high-capacity tray, but you must install one 2x550-Sheet tray or one 2,000-Sheet tandem tray beside it.

You can install one 500-Sheet staple finisher, one Offset stacker or one Folding paper transport unit.

You can install one Hole punch kit for 500-Sheet staple finisher, but you must install it with a 500-Sheet staple finisher 2025. MFPs manufactured prior to May 2025 need a top rear cover to complete installation. The Hole punch kit requires firmware version 25 or later.

You can install one 1,250-Sheet staple hole punch finisher, one 1,250-Sheet staple finisher, or one 2,250-Sheet booklet staple hole punch finisher, but you must also install a Paper transport unit or Folding paper transport unit, one 550-Sheet tray, and one 2x550-Sheet tray or one 2,000-Sheet tandem tray or one Cabinet. The 1,250-Sheet staple finisher requires firmware version 25 or later.

Product Specifications		Lexmark CX951se
Printing		
Display	Lexmark e-Task 10.1-inch (25.6 cm) color touch screen	
Print Speed	Up to: Black: 35 ppm ¹ (Letter) / Color: 35 ppm ¹ (Letter)	
Time to First Page	As fast as: Black: 7.1 seconds / Color: 8.2 seconds	
Print Resolution	Black: 1200 x 1200 dpi, 4800 Color Quality / Color: 4800 Color Quality, 1200 x 1200 dpi	
Memory	Standard: 4 GB / Maximum: 4 GB	
Hard Disk	Intelligent Storage Drive included; Magnetic Hard Disk (optional)	
Recommended Monthly Page Volume	4000 - 20000 pages ²	
Maximum Monthly Duty Cycle	Up to: 100 000 pages per month ³	
Copying		
Copy Speed	Up to: Black: 35 cpm ¹ (Letter) / Color: 35 cpm ¹ (Letter)	
Time to First Copy	As fast as: Black: 9 seconds / Color: 10.1 seconds	
Scanning		
Scanner Type / ADF Scan	Flatbed scanner with automatic document feeder / DADF (single pass Duplex)	
A4/Ltr Duplex Scan Speed	Up to: Black: 200/200 sides per minute / Color: 200/200 sides per minute	
A4/Ltr Simplex Scan Speed	Up to: Black: 100/100 sides per minute / Color: 100/100 sides per minute	
ADF Paper Input Capacity	Up to: 200 pages 20 lb or 75 gsm bond	
Supplies ⁴		
Laser Cartridge Yields	up to: 46,900 ⁵ -page Color (CMY) Cartridges / up to: 47,700 ⁵ -page Black Cartridge	
Imaging Unit Estimated Yield	Up to: 225,000 (black) and 250,000 (color) pages, based on 5 average letter/A4 size pages per print job and ~ 5% coverage for CS/CX96x, CX83x, CX95x, and MX95x printer series, or based on 3 average letter/A4 size pages per print job and ~ 5% coverage for all other printers	
Cartridge(s) Shipping with Product	5,000 ⁵ -page Black and Color (CMYK) Toner Cartridges ⁵	
Paper Handling		
Included Paper Handling	500-Sheet Output Bin, 550-Sheet Tray, 150-Sheet Multipurpose Feeder	
Optional Paper Handling	2,250-Sheet Booklet Staple Hole Punch Finisher, 500-Sheet Staple Offset Finisher, Folding Paper Transport Unit, 1,250-Sheet Staple Hole Punch Finisher, Offset Stacker, 1,500-Sheet High-Capacity Tray, Paper Transport Unit, 2000-Sheet Tandem Tray, Cabinet, 2 x 550-Sheet Tray, 550-Sheet Tray	
Paper Input Capacity	Up to: Standard: 700 pages 20 lb or 75 gsm bond / Maximum: 4750 pages 20 lb or 75 gsm bond	
Paper Output Capacity	Up to: Standard: 500 pages 20 lb or 75 gsm bond / Maximum: 2650 pages 20 lb or 75 gsm bond	
Media Types Supported	Vinyl Labels, Labels, Card Stock, Plain Paper, Envelopes, Glossy Paper, Refer to the Paper & Specialty Media Guide	
Media Sizes Supported	A6, Oficio, 12 x 18", 7 3/4 Envelope, JIS-B4, 9 Envelope, JIS-B5, A3, Ledger, A4, Legal, SRA3, A5, Hagaki Card, Letter, B5 Envelope, C4 Envelope, Statement, C5 Envelope, Executive, DL Envelope, Folio, 10 Envelope	
General Information		
Standard Ports	Gigabit Ethernet (10/100/1000), Front USB 2.0 Specification Hi-Speed Certified port (Type A), 802.11a/b/g/n/ac + Apple iBeacon, USB 2.0 Specification Hi-Speed Certified (Type B)	
Optional Network Ports / Optional Local Ports	MarkNet N8230 Fiber Ethernet Print Server / Internal 1284-B Bidirectional Parallel, Internal RS-232C serial	
Noise Level	Operating: 46 dBA (Print) / 47 dBA (Copy) / 42 dBA (Scan)	
Specified Operating Environment	Altitude: 0 - 2896 Meters (9,500 Feet) / Humidity: 15 to 80% Relative Humidity / Temperature: 10 to 32.2°C (50 to 90°F)	
Size / Weight	H x W x D: 31.9 x 23.3 x 26.0 in. / 180.2 lb.	
ENERGY STAR Typical Electricity Consumption	TEC: 0.55 kilowatt-hours per week	

All information is subject to change without notice. Lexmark is not liable for any errors or omissions.

¹ Print and copy speeds measured in accordance with ISO/IEC 24734 and ISO/IEC 24735 respectively (ESAT). For more information see: www.lexmark.com/ISOspeeds.

² "Recommended Monthly Page Volume" is a range of pages that helps customers evaluate Lexmark's product offerings based on the average number of pages customers plan to print on the device each month. Lexmark recommends that the number of pages per month be within the stated range for optimum device performance, based on factors including: supplies replacement intervals, paper loading intervals, speed, and typical customer usage. ³ "Maximum Monthly Duty Cycle" is defined as the maximum number of pages a device could deliver in a month using a multishift operation. This metric provides a comparison of robustness in relation to other Lexmark printers and MFPs. ⁴ Product functions only with replacement cartridges designed for use in a specific geographical region. See www.lexmark.com/regions for more details. ⁵ Average continuous black or continuous composite CMY declared cartridge yield up to this number of standard pages in accordance with ISO/IEC 19798.

This is a Class A device according to international electromagnetic emissions standards (i.e. FCC Rules, EN 55022/EN 55032, etc.). Class A products are intended for use in non-residential/non-domestic environments. Use of a Class A product in residential/domestic environments may cause interference to radio communications and require corrective measures.

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This product includes software developed by the OpenSSL Project for use in the Open SSL Toolkit (<http://www.openssl.org/>).

www.xerox.com/lexmarkprinters



Lexmark CX963se

Versatile. Simple. Sustainable.



Lexmark CX963se

With the new CX963se color A3 multifunction printer, you get reassuring versatility, exceptional sustainability, and surprising simplicity from such sophisticated technology. Boost your productivity with vivid prints — up to 55 pages per minute*. Intuitively navigate the 10-inch (25 cm) color touchscreen, and save time with single-pass two-sided scanning. Effortlessly create everything your business requires, and custom configure your multifunction printer with interchangeable options tailored to your needs.

Versatile: Easy to Use

Create everything your business requires and anything you can imagine — from standard office documents to marketing brochures, booklets and posters — with broad media size support, high-volume printing, and exceptional paper handling and finishing capabilities.

Print vivid, colorful visualizations, charts and documents with professional color features (including PANTONE® calibration) and a full range of media sizes so you can effectively communicate your ideas.

Easily incorporate your multifunction printer into your workspace with a versatile, configurable design that saves space without sacrificing performance.

Boost your productivity with our rich suite of cutting-edge software and solutions with broad capabilities including scanning paper files directly into your cloud-based storage systems and automatically translating documents into 100+ languages.

Further your organization's digital transformation with direct integration into your critical workflows and core business systems using these IoT-enabled devices.



Simple: Easy to Manage

Quickly do what you need to do using an intuitive operator panel and easy-to-follow navigation.

Easily maintain your devices with one-handed toner replacement, easy-to-reach serviceable areas, and alerts that are simple to understand.

Enjoy the peace of mind of knowing you are protected by the industry's most comprehensive security portfolio, right out of the box.

Keep your business running with exceptional reliability, industry-leading durability, and long-lasting toner and supplies.

Rest easy that every aspect of your device is made to work together seamlessly thanks to Lexmark's core technology ownership.

Sustainable: Easy to feel good about

Feel good about your purchase and help meet your own sustainability goals with our world-class practices and independent third-party certifications.

Do your part for the planet with our industry-leading use of post-consumer recycled materials and our award-winning cartridge recycling program.

Save energy — and money — with technology that exceeds strict global standards for energy efficiency.

Minimize your impact on the environment with a company that focuses on sustainability throughout the product lifecycle from design through use, end of life and beyond.

This is a Class A device according to international electromagnetic emissions standards (i.e. FCC Rules, EN 55022/EN 55032, etc.). Class A products are intended for use in non-residential/non-domestic environments. Use of a Class A product in residential/domestic environments may cause interference to radio communications and require corrective measures.

* Print speeds measured in accordance with ISO/IEC 24734 (ESAT). For more information see: www.lexmark.com/ISOspeeds.

** Fax icon shown on the operator panel when Fax Server is enabled, Fax Over IP is configured, etherFAX is configured, or an optional Analog Modem is installed.

Lexmark CX963se



- | | | | |
|---|--|----|--|
| 1 | Multifunction product with 10-inch (25 cm) touch screen
33.8 x 23.3 x 26.0 in.
858 x 592 x 660 mm | 10 | Paper Transport
5.6 x 16.2 x 18.3 in.
143 x 412 x 466 mm |
| 2 | 500-Sheet output bin
Dimensions included as part of base model | 11 | Folding Paper Transport
7.2 x 24.1 x 21.9 in.
184 x 612 x 555 mm |
| 3 | 150-Sheet multipurpose feeder
Dimensions included as part of base model | 12 | 500-Sheet Staple Finisher
5.9 x 21.5 x 20.6 in.
150 x 546 x 523 mm |
| 4 | 550-Sheet tray
Dimensions included as part of base model | 13 | Offset Stacker
4.2 x 16.5 x 19.3 in.
107 x 420 x 489 mm |
| 5 | 550-Sheet Tray
6.4 x 23.1 x 25.6 in.
163 x 587 x 649 mm | 14 | 1250-Sheet Staple 2/3 Hole Punch Finisher
39.2 x 22.6 x 24.0 in.
995 x 575 x 610 mm |
| 6 | 2 x 550-Sheet Tray
12.4 x 23.1 x 25.6 in.
314 x 587 x 649 mm | 15 | 2250-Sheet Booklet Staple 2/3 Hole Punch Finisher
39.2 x 25.6 x 24.1 in.
995 x 650 x 613 mm |
| 7 | 2000-Sheet Tandem Tray - Letter
12.4 x 23.1 x 25.6 in.
314 x 587 x 649 mm | | |
| 8 | Cabinet
9.7 x 23.1 x 26.0 in.
247 x 587 x 660 mm | | |
| 9 | 1500-Sheet High-Capacity Tray
11.4 x 13.5 x 21.4 in.
290 x 342 x 545 mm | | |
- Standard
- Optional

You can install one 550-Sheet tray or one Special media tray.

You can install one 2x550-Sheet tray, one 2,000-Sheet tandem tray or one Cabinet, but you must also install one 550-Sheet tray or Special media tray above it.

You can install one 1,500-Sheet high-capacity tray, but you must install one 2x550-Sheet tray or one 2,000-Sheet tandem tray beside it.

You can install one 500-Sheet staple finisher, one Offset stacker or one Folding paper transport unit.

You can install one Hole punch kit for 500-Sheet staple finisher, but you must install it with a 500-Sheet staple finisher 2025. MFPs manufactured prior to May 2025 need a top rear cover to complete installation. The Hole punch kit requires firmware version 25 or later.

You can install one 1,250-Sheet high-capacity tray, one 1,250-Sheet staple finisher, or one 2,250-Sheet booklet staple hole punch finisher, but you must also install a Paper transport unit or Folding paper transport unit, one 550-Sheet tray, and one 2x550-Sheet tray or one 2,000-Sheet tandem tray or one Cabinet. The 1,250-Sheet staple finisher requires firmware version 25 or later.

Product Specifications		Lexmark CX963se
Printing		
Display	Lexmark e-Task 10.1-inch (25.6 cm) color touch screen	
Print Speed	Up to: Black: 55 ppm ¹ (Letter) / Color: 55 ppm ¹ (Letter)	
Time to First Page	As fast as: Black: 7.1 seconds / Color: 8.2 seconds	
Print Resolution	Black: 1200 x 1200 dpi, 4800 Color Quality / Color: 4800 Color Quality, 1200 x 1200 dpi	
Memory	Standard: 4 GB / Maximum: 4 GB	
Hard Disk	Intelligent Storage Drive included; Magnetic Hard Disk (optional)	
Recommended Monthly Page Volume	7000 - 50000 pages ²	
Maximum Monthly Duty Cycle	Up to: 270 000 pages per month ³	
Copying		
Copy Speed	Up to: Black: 55 cpm ¹ (Letter) / Color: 55 cpm ¹ (Letter)	
Time to First Copy	As fast as: Black: 8.5 seconds / Color: 9.5 seconds	
Scanning		
Scanner Type / ADF Scan	Flatbed scanner with automatic document feeder / DADF (single pass Duplex)	
A4/Ltr Duplex Scan Speed	Up to: Black: 240/240 sides per minute / Color: 240/240 sides per minute	
A4/Ltr Simplex Scan Speed	Up to: Black: 120/120 sides per minute / Color: 120/120 sides per minute	
ADF Paper Input Capacity	Up to: 300 pages 20 lb or 75 gsm bond	
Supplies ⁴		
Laser Cartridge Yields	up to: 46,900 ⁵ -page Color (CMY) Cartridges / up to: 47,700 ⁵ -page Black Cartridge	
Imaging Unit Estimated Yield	Up to: 225,000 (black) and 250,000 (color) pages, based on 5 average letter/A4 size pages per print job and ~ 5% coverage for CS/CX96x, CX83x, CX95x, and MX95x printer series, or based on 3 average letter/A4 size pages per print job and ~ 5% coverage for all other printers	
Cartridge(s) Shipping with Product	15,000 ⁵ -page Black Toner Cartridge ⁵ , 12,000 ⁵ -page Color (CMY) Toner Cartridges ⁵	
Paper Handling		
Included Paper Handling	500-Sheet Output Bin, 550-Sheet Tray, 150-Sheet Multipurpose Feeder	
Optional Paper Handling	2,250-Sheet Booklet Staple Hole Punch Finisher, 500-Sheet Staple Offset Finisher, Folding Paper Transport Unit, 1,250-Sheet Staple Hole Punch Finisher, Offset Stacker, 1,500-Sheet High-Capacity Tray, Paper Transport Unit, 2000-Sheet Tandem Tray, Cabinet, 2 x 550-Sheet Tray, 550-Sheet Tray	
Paper Input Capacity	Up to: Standard: 700 pages 20 lb or 75 gsm bond / Maximum: 4750 pages 20 lb or 75 gsm bond	
Paper Output Capacity	Up to: Standard: 500 pages 20 lb or 75 gsm bond / Maximum: 2650 pages 20 lb or 75 gsm bond	
Media Types Supported	Vinyl Labels, Labels, Card Stock, Plain Paper, Envelopes, Glossy Paper, Refer to the Paper & Specialty Media Guide	
Media Sizes Supported	A6, Oficio, 12 x 18", 7 3/4 Envelope, JIS-B4, 9 Envelope, JIS-B5, A3, Ledger, A4, Legal, SRA3, A5, Hagaki Card, Letter, B5 Envelope, C4 Envelope, Statement, C5 Envelope, Executive, DL Envelope, Folio, 10 Envelope	
General Information		
Standard Ports	Gigabit Ethernet (10/100/1000), Front USB 2.0 Specification Hi-Speed Certified port (Type A), 802.11a/b/g/n/ac + Apple iBeacon, USB 2.0 Specification Hi-Speed Certified (Type B)	
Optional Network Ports / Optional Local Ports	MarkNet N8230 Fiber Ethernet Print Server / Internal 1284-B Bidirectional Parallel, Internal RS-232C serial	
Noise Level	Operating: 51 dBA (Print) / 52 dBA (Copy) / 50 dBA (Scan)	
Specified Operating Environment	Altitude: 0 - 2896 Meters (9,500 Feet) / Humidity: 15 to 80% Relative Humidity / Temperature: 10 to 32.2°C (50 to 90°F)	
Size / Weight	H x W x D: 33.8 x 23.3 x 26.0 in. / 198.1 lb.	
ENERGY STAR Typical Electricity Consumption	TEC: 0.82 kilowatt-hours per week	

All information is subject to change without notice. Lexmark is not liable for any errors or omissions.

¹ Print and copy speeds measured in accordance with ISO/IEC 24734 and ISO/IEC 24735 respectively (ESAT). For more information see: www.lexmark.com/ISOspeeds.

² "Recommended Monthly Page Volume" is a range of pages that helps customers evaluate Lexmark's product offerings based on the average number of pages customers plan to print on the device each month. Lexmark recommends that the number of pages per month be within the stated range for optimum device performance, based on factors including: supplies replacement intervals, paper loading intervals, speed, and typical customer usage. ³ "Maximum Monthly Duty Cycle" is defined as the maximum number of pages a device could deliver in a month using a multishift operation. This metric provides a comparison of robustness in relation to other Lexmark printers and MFPs. ⁴ Product functions only with replacement cartridges designed for use in a specific geographical region. See www.lexmark.com/regions for more details. ⁵ Average continuous black or continuous composite CMY declared cartridge yield up to this number of standard pages in accordance with ISO/IEC 19798.

This is a Class A device according to international electromagnetic emissions standards (i.e. FCC Rules, EN 55022/EN 55032, etc.). Class A products are intended for use in non-residential/non-domestic environments. Use of a Class A product in residential/domestic environments may cause interference to radio communications and require corrective measures.

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This product includes software developed by the OpenSSL Project for use in the Open SSL Toolkit (<http://www.openssl.org/>).

www.xerox.com/lexmarkprinters



Prepared by:

SumnerOne
July 2026



913.599.0299



www.SumnerOne.com



Brooks Langrehr blangrehr@sumnerone.com
Bryan Loveridge bloveridge@sumnerone.com



8058 Flint St Lenexa, KS





Thank you for the opportunity to submit our proposal and be considered as your partner for the lease, service, and support of your multifunction device (MFD) fleet.

SumnerOne is distinguished by our unwavering commitment to customer service, operational flexibility, and long-term financial stability. We understand that every organization has unique requirements, and we are dedicated to delivering a tailored managed print solution that aligns with your operational goals, budget, and service expectations.

We appreciate your consideration and look forward to the opportunity to build a long-term partnership based on exceptional service, responsiveness, and measurable value.

What This Means for the City:

- **Personalized Solutions across all Interactions**— We customize our approach to align with your organization's goals, from special service requirements and cross-industry solutions to access to our overflow print center, we are nimble.
- **Access to Vetted Cooperative Contracts** – SumnerOne leverages multiple cooperative purchasing agreements that are fully vetted, listed on the state contract, and compliant with all cooperative and GPO mandates, ensuring a streamlined and cost-effective procurement process.
- **Family-Owned & Locally Invested** – As a long time Missouri-based, family-owned business, we prioritize agility, responsiveness, and community support.
- **Independent & Best-in-Class Technology** – We offer top-tier solutions from Konica Minolta, Kyocera, Canon, HP, Papercut, and more - ensuring you get the right fit, not a one-size-fits-all approach.
- **Transparent & Tailored Billing** – Customized invoices for both lease and service ensure clarity and convenience.
- **Ongoing Optimization** – We collaborate with the city throughout the contract to reposition devices as needed, maximizing efficiency and extending device lifespan.
- **Financial Strength & Flexible Leasing** – We provide in-house leasing with custom terms to suit your budget and operational needs, including coterminous additions and special considerations.

SumnerOne is more than just a vendor— we're a committed partner invested in the success of the City of Emporia. We look forward to continuing our partnership.

Sincerely,

The Entire SumnerOne Team

Official Print Partner of:



Emporia
PUBLIC SCHOOLS





SUMNERONE



One Team

Every member of our locally based, experienced team is as dedicated to your satisfaction.

One Partner

We can coordinate all of your document management needs, from copiers and printers to document storage and security

One Source

No one can make finding and leasing equipment easier. We own our own leases, so there are never hidden fees or surprise charges, and upgrading is straightforward and hassle-free.

One Call

If anything goes wrong, call us and we will be there. Our uptime guarantees are the best in the industry.

One Community

From community service to sustainability efforts, we know that our people and our efforts can make a difference.





1937

Bud Sumner starts with AB Dick as service technician.

1945

Bud returns to AB Dick after WWII and becomes Regional Sales Manager.

1955

Bud buys AB Dick Products of STL, Inc.

1972

Sumner Group Leasing is formed.

1981

Sumner Group, Inc. established as corporate office in St. Louis.

1988

Greater Kansas City Area office established.

1995

Columbia, MO office established.

2016

Highland, IL office established.

2017

Sumner Group, Inc. rebranded to SumnerOne. CBS, Western Imaging, and KKOS join the SumnerOne family.

2018

Drake Systems joins the SumnerOne family.

From mimeographs, to faxes, to today's digital age, we've been there.

We can trace our company's history back to 1937, when Bud Sumner joined the A.B. Dick Company, one of the industry's pioneers.

Albert Blake Dick bought patents from Thomas Edison in the 1880s and started a printing revolution in the form of the mimeograph. Printing using the accessible "mimeo" machine quickly became very popular.

Print technology dealerships sprang up around the country to serve businesses. Under Bud's leadership, the St. Louis arm of A.B. Dick grew 15-fold.

Here at SumnerOne, we've never bet our future on technology itself. If we had, we would be as obsolete as the mimeo. As our clients' needs have evolved, so have we.

Today, we support all aspects of digital document technology, production printing, and information security and collaboration.

We're constantly looking for new ways to help you share your ideas, whether they're captured on a printed document or hosted on a secure cloud.

Our family of companies is united by one goal:

to exceed your expectations by doing whatever it takes to ensure you're always getting the most from your investments in printing, IT, and document technology.





Turbo Charged Cooperative Pricing

SumnerOne is uniquely positioned as an independent dealership to offer multiple different brands and take advantage of established cooperative contracts for each.

That can provide the city with the piece of mind that all recommendations come with the best pricing we can offer through vetted GPO contracts.



GREENBUSH
THE EDUCATION SERVICE CENTER





True In-House Leasing – One Source

It is standard in our industry for dealers, no matter how large or who is listed at the top of the agreement, to fund all their leases through a third-party financial institution. **We don't do that.**

SumnerOne has managed our own leases for more than 40 years. This provides our clients with a safer choice when compared to third-party leasing. We offer the accountability, support, and flexibility that your organization deserves.

When you choose SumnerOne, you can rest easy knowing the same company that leases the solution to you is also fully responsible for its performance and your satisfaction.



SumnerOne First Party Leasing

Accountability

Our clients benefit from knowing the same company they pay lease payments to is also the same company that is responsible and accountable for its reliability and everyday performance.

Flexible Upgrade Options

Technology changes fast. You need to partner with a firm that can protect you from outdated technology and allow you to upgrade into equipment that best fits your needs.

No Surprise Fees

With SumnerOne, we'll work with you to return your equipment at no cost within our leasing territory. Since we hold the lease, your equipment is returned directly to our local warehouse.





SumnerOne's True In-House Leasing means that the City of Emporia will only receive one single monthly invoice, bundling lease contract payables with maintenance contract service payables.

Invoice will be sorted by model first, then information such as Equipment ID, SN, and Address/location, and usage in the period will be listed under each model.

A group summary of payables by location can be added at the bottom of each invoice, that separates the invoice by city location if requested. **We regularly create customized billing spreadsheets to suit our client's requests.**

All contract and invoicing terms outlined in this RFP are acceptable through negotiation. No exceptions are being presented. The City retains ownership of all internal storage media for devices at Police, Court Services, and Fire Department upon removal or contract end.



SUMNERONE

8030 Flint Bldg 26, Lenexa, KS 66214 | 913.752.2200 | SumnerOne.com

Please Remit Payment to: P.O.Box 5180 St. Louis, MO 63139-0180

CONTRACT INVOICE

Invoice Number:: 4200694
Invoice Date:: 02/17/2025
Invoice Total:
Balance Due:
Account No: 50TL03

Bill To: TAB-USA LLC
1501 Shepherd Rd
Liberty, MO 64068
US

Customer: TAB-USA LLC
1501 Shepherd Rd
Liberty, MO 64068

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT

Account No		Invoice Number:		Due Date		Invoice Total		Balance Due			
50TL03		4200694		03/19/2025		[REDACTED]		[REDACTED]			
Contract Number		Contract		Contract Amount		P.O. Number		Start Date		Payment Terms	
S1CN32428-01				[REDACTED]				05/16/2024		Net 30	
Contract Remarks											

Summary:

Contract base rate charge for the 02/16/2025 to 03/15/2025 billing period

Contract overage charge for the 11/16/2024 to 02/15/2025 overage period

*Sum of equipment base charges **See overage details below

Detail:

Equipment included under this contract

Kyocera/TA-4054CI

Number	Serial Number	Base Charge			Location					
KC13113	19Z3X10359	[REDACTED]			TAB-USA LLC 1501 Shepherd Rd Liberty, MO 64068 Suite 105 front door					
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage	
Color	Color	3,041	5,293		2,252	1,500	752	[REDACTED]	[REDACTED]	
B/W	B/W	4,415	6,787		2,372	7,500	0	[REDACTED]	[REDACTED]	

Would you like to pay via ach? Contact us at accounting@sumnerone.com to get started. How about receiving your invoices via email or accessing our online portal? Contact admins@sumnerone.com today. Thank you for your business!

Invoice SubTotal	
Tax:	
Invoice Total	
Balance Due:	

Please Remit Payment to: SumnerOne P.O. Box 5180 St. Louis, MO 63139-0180

Page 1 of 1





Neutralizing Your Carbon Footprint

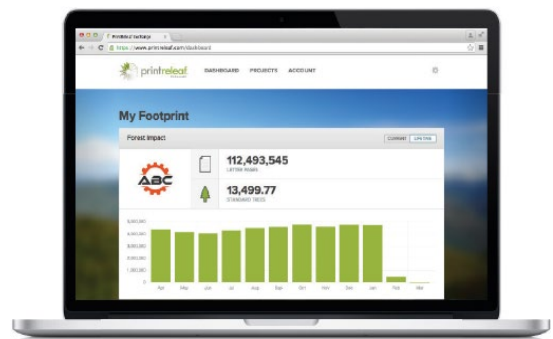
SumnerOne has partnered with PrintReleaf to empower businesses to replace their paper consumption associated to print automatically by planting trees across a global network of reforestation projects.



Our Global Reforestation Impact

Madagascar	60,662
Dominican Republic	25,333
Mexico	13,874
USA - California	7,695
Ireland	4,578
France	4,001
Tanzania	3,047
USA - South Dakota	1,631
India	580
Canada	298
Brazil	69
Total Trees	121,768

- One tree is planted for every 8,333 pages printed (one adult tree typically yields 8,333 sheets of paper)
- Control your reforestation location(s) via your PrintReleaf Dashboard and receive updates on your continued impact.
- New jobs added in communities where reforestation occurs
- Automated marketing of your contribution to social media channels
- End-to-end automation for the entire offering





clean planet PROGRAM



Konica Minolta's Clean Planet Program ensures a simple and convenient, yet reliable and environmentally sound disposal of toner cartridges and bottles, imaging units, waste toner bottles, developer units and drums – and make a valuable contribution towards the protection of our environment!

HP Planet Partners is our repurpose and recycling program for HP end-of-life equipment and printing supplies. Once you're done with your HP products, we can help repurpose or recycle them.



HP PLANET PARTNERS



ECO footPRINT™ TONER RECYCLING PROGRAM

Kyocera's ECO footPRINT™ Toner Recycling Program sponsors the program at no cost to customers. It's their way of saying thank you for helping us uphold our commitment to working in harmony with our environment.



Our Independence Means Your Freedom

Manufacturer	Gross Spend	Central Region	National Ranking
Canon (APP Dealer- Top 25 Dealers 5+ years)	\$14.3M	Top 10%	18th
Konica Minolta	\$9M	8 th	19 th
Kyocera (Platinum Dealer)	\$15M	1st	3rd (#1 largest Kyocera Independent Dealership in USA)

Our decades-long commitment to fielding the strongest multi-vendor service team in the region means you have the freedom to adopt innovative technologies from different manufacturers without sacrificing a stable and responsive service relationship.





We're part of the daily fabric of our community.

SumnerOne is active in our community with a longstanding history of giving back to organizations through fundraisers and volunteering.

By partnering with SumnerOne, you can rest assured that you're working with an organization that is locally owned, that is headquartered here, and is committed to giving back to our community.



Recent contributions and community engagements:



Welcome to the one place where everything works.

www.SumnerOne.com

913.599.0299



Printers & Copiers



Multifunction Printers



Enterprise Content
Management



Managed Print Services



Large Format Printers &
Scanners



Mailing Solutions



Managed Voice Services



IT Security



Remote Work Solutions



Disaster Recovery



Production Print Solutions



Interactive Boards





SumnerOne is a service organization first—that’s why we are proud to have the largest and most experienced service team in the state of Kansas.

With 40+ highly trained technicians in the area, we can ensure that service requests are answered promptly and return calls are minimized.

To prevent extended downtime, technicians carry common parts and supplies in their vehicle. Rarely do they need to come back to the warehouse to grab a part to resolve a service ticket.

SumnerOne has a multi-million parts and supplies warehouse in KC & Wichita and part drops throughout the city. **SumnerOne does not have to order parts and supplies on an as-needed basis.**

If a device requires MAJOR corrective maintenance, or meets call-back criteria, the call will then be escalated to a field service supervisor. If the device still cannot be repaired at your location, then we will bring your device back to our facility and a loaner device that is like for like or better will be installed until your device can be fully repaired. If your device cannot be repaired, then the loaner device will become a permanent swap. This procedure is listed on our maintenance agreement contract under our **“no-lemon guarantee”**.

****If standard maintenance SLAs are not acceptable to the city, SumnerOne will work with Emporia to tailor terms and conditions to fit the city’s specific requirements. ****

SumnerOne KS Service Stats 2025:

12,543

In-person
service
calls

**4 Hour
Avr.
Response
Time**

**91% first
call
efficiency**

**94% NPS
Score**





Local Inventory & Supplies Keeps You Up and Running

SumnerOne has allocated a multimillion-dollar investment in equipment, components, and supplies distributed throughout six regional warehouses, to ensure prompt support for your business operations and minimize downtime.





SumnerOne will have staff members available to train city staff on hand at the initial installation covering basic usage of equipment. SumnerOne will also customize handouts and/or posters to place with the devices for basic usage, including how to login, release jobs and use basic functions at the device.

After the initial installation is completed, SumnerOne will have staff members available to train personnel in a group/webinar or auditorium setting. These can be scheduled over multiple days throughout the city with multiple sessions throughout the week. In addition to specific requests, these training sessions will cover:

- Power switch locations and usage
- Correctly logging into the device
- Understanding prompts for placement of documents
- Correct use of touch screen
- How to handle a misfeed
- How to restart/reset MFP How to clear paper jams
- How to submit a repair request to SumnerOne
- How to print from the driver, including common driver settings
- Understanding the basic features used in document and job creation
- Understanding the use of any finishing options available
- Additional questions asked by staff will be handled at the time of training



Andrew Zurrow
Equipment Trainer
30+ Year Experience
in Industry

This training usually lasts approximately 30 minutes depending on the number of operators. Ongoing training(s) related to usage of the devices are covered for the duration of your contract.

Additional training resources will be made available to the city in the form of written handouts, online training videos, dashboard FAQ, etc. SumnerOne will work with the city to customize training materials in any of the above mediums.



HOW-TO VIDEOS

**How to Troubleshoot
Printing Errors on Konica
Minolta BizHub Printer**

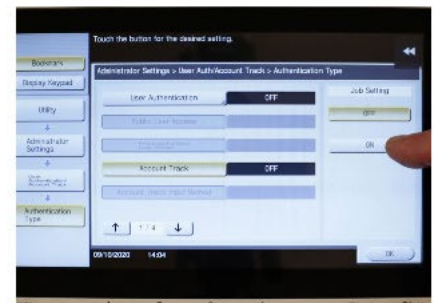
[Download Now](#)



HOW-TO VIDEOS

**How to Print Envelopes on a
Canon imageRUNNER
Advance Series**

[Download Now](#)



HOW-TO VIDEOS

**How to Set up Account
Codes on a Konica Minolta
Bizhub**

[Download Now](#)





So, you want to place a service call?

Service needs never come at opportune times, it's our goal to make sure that your staff knows how to contact our service team, and most importantly, that they are up and working as quick as possible.

Each city device is equipped with a SumnerOne tag that the city staff will need to reference when requesting service. It is located on a SumnerOne sticker beginning with "KS #####".

Referencing this ID number when requesting service matches your device in our system. Our team will dispatch the technician to the appropriate location and make notes regarding the service request for future information.

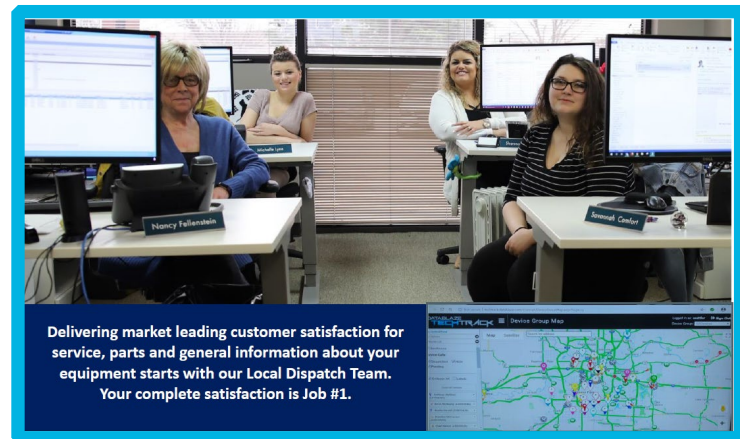
There are several simple ways that city staff can request service on their equipment. They are listed below:

By phone: City employees may place a service call at **888.253.0299**, which will connect them to one of our local KS dispatch members on the 1st or 2nd ring.

Our dispatch team is in Kansas and the city employee will be speaking with a local person right from the beginning of the call.

By email: City employees may contact our dispatch team via email, at **ksservice@sumnerone.com**. This inbox is monitored by our local dispatch team. Upon receipt, they will place your call immediately and reply to the employee that their call has been placed.

Online: City employees may also place a service call through our website at **sumnerone.com/contact-us**, select **"Service Request"** and fill out the following form. The employee filling out this form will get an email confirming that the call has been placed.





Running out of toner in the middle of a print job stinks—that's why SumnerOne uses:



Predictive InSight is a data collection agent designed for our industry that gathers real time stats like page counts, service alerts, and consumable levels on a per-machine basis.

Each city device will have its own page on the Predictive InSight platform that lists other key information such as equipment model, location, and local contact person.

Predictive InSight utilizes a learning algorithm that anticipates how many **days to empty** a toner is based on historical usage, ensuring that replenishment is sent out right on time.

3AP02537

iR ADVANCE DX C5750i (Canon)

Device Details

Device ID	1
Discovery Date	May 4, 2024 10:26:29 AM
Last Updated	Mar 3, 2025 4:08:12 PM
Serial Number	3AP02537
IP Address	10.64.24.23
Hostname	CanonA8D6A6
MAC Address	7438B7A8D6A6
Asset Number	KC7521
Sticker Number	?
MIB Description	iR-ADV C5750
Firmware	22.10
Location	AN=KC7521
Manufacturer	Canon
Model	iR ADVANCE DX C5750i (Auto-set)
SKU	4301C002AA
Monitor Status	Fully enabled (managed consumables)
Zone	New Devices
Delivery Location	50TGE
Consumable Key User	[As per zone]
Comment	

Custom Data

Request Threshold Override	
E-Auto Equipment ID	237822
E-Auto Equipment Number	KC7521
E-Auto Location Notes	LEGAL suite 220
E-Auto Ship To Location	
E-Auto Contract Type	COLOR BASE S/I
E-Auto Billing Code	Full Coverage With Toner Drums
E-Auto Exclude Meters	
E-Auto Contact Name	Sheri Lautt
E-Auto Contact Phone	913-340-9750
Supplies Network Opt Out	
Third Party Supplier	

Latest Page Counts

Mono Small	93,276
Color Small	112,131
Total Small	205,407
Mono Large	109
Color Large	714
Total Large	823
Mono (A4-equivalent)	93,494
Color (A4-equivalent)	113,559
Total (A4-equivalent)	207,053
Mono Pages	93,385
Color Pages	112,845
Total Pages	206,230
Scans	18,324
Engine Cycles	206,230
Last Updated	Mar 3, 2025 2:07:12 AM

Current Alerts

There are no current alerts for this device.

Current Consumables						
Description	Type	Color	Current Level	Est. Days Left	Est. Pages Left	Last Updated
Canon GPR-55 Black Toner	Toner	Black	57%	321	46,623	Mar 3, 2025 4:08:12 PM
Canon GPR-55 Cyan Toner	Toner	Cyan	87%	939	153,450	Mar 3, 2025 4:08:12 PM
Canon GPR-55 Magenta Toner	Toner	Magenta	94%	1,457	222,850	Mar 3, 2025 4:08:12 PM
Canon GPR-55 Yellow Toner	Toner	Yellow	1% ⚠	12	1,614	Mar 3, 2025 3:08:12 PM
Waste Toner	Waste Collector	No color	64%	2,424	322,960	Mar 3, 2025 4:08:12 PM
Black Drum Unit	Imaging Drum	Black	36%	991	132,120	Mar 3, 2025 4:08:12 PM
Cyan Drum Unit	Imaging Drum	Cyan	66%	4,999	666,105	Mar 3, 2025 4:08:12 PM
Magenta Drum Unit	Imaging Drum	Magenta	68%	6,868	915,053	Mar 3, 2025 4:08:12 PM
Yellow Drum Unit	Imaging Drum	Yellow	62%	4,696	625,735	Mar 3, 2025 4:08:12 PM
Fuser Unit	Fuser	No color	31%	670	89,390	Mar 3, 2025 4:08:12 PM
ADF Maintenance Kit	Maintenance Kit	No color	81%	6,135	817,492	Mar 3, 2025 4:08:12 PM



SumnerOne will work with the City of Emporia procurement and technology departments to confirm the specific configurations of each model to be installed throughout the city and submit final contract for approval.

- **Equipment Procurement:**

- Once the contract is executed, SumnerOne will place the complete order for equipment with the manufacturer. Anticipated arrival less than 3 weeks.

- **Pre-installation planning:**

- Meet with the city's deployment team to understand policies, network requirements, building layouts, key contacts, necessary software updates and customize any desired settings, etc.
- Develop and present a detailed plan outlining timelines while taking city requirements into consideration.
- Allocate appropriate resources for the installation including delivery vehicles, moving equipment, delivery team, training personnel, etc.
- Work with the city's team on developing implementation schedule. Receive final approval from the city.

- **Equipment Staging and Preparation:**

- Setup, configure and test all equipment at our local facility prior to deployment. Preconfigured settings agreed to during the preinstallation meeting will be set up at this time. (Network information, card readers, etc.)
- Technical installation meeting identifying device settings to ensure minimal downtime during implementation.

- **Delivery Procedure:**

- Communicate with key personnel and end users at locations to confirm delivery in advance.
- Deploy a team of trained technicians to install the new copiers at designated locations throughout the city.
- Deploy certified remote technicians to assist with network implementation/PaperCutMF connectivity.
- Provide on-site training for staff on how to use the new copiers effectively and troubleshoot common issues.

- **Post Delivery:**

- Provide ongoing maintenance and support to ensure optimal performance of the new devices.
- Monitor and automatically replenish toner as required by the city through **Predictive Insights**.
- Maintain the terms and conditions of the contract for the term of the agreement.





Below dates are under the assumption that the bid is awarded in July 2026:

- **July 2026**
 - Optional demo of equipment and tour of SumnerOne facilities.
 - Contract negotiation.
 - Equipment orders placed
- **August 2026**
 - Preinstallation meeting
 - Present Installation plan to city
 - Receipt of equipment from manufacturer.
 - Equipment setup at SumnerOne.
 - Install testing device at city, if requested.
- **September 2026**
 - Completion of equipment configuration
 - Server/software updates at city
 - Validate successful test device configuration/settings
 - Equipment Implementation/ Removal of old devices.
 - Data destruction of old devices.
- **September/Ongoing 2026:**
 - Coordinate and complete initial training to city staff
 - Device moves
 - End user training
 - Fleet optimization
 - Quarterly Business Reviews, including uptime calculation and service concern. (Service credits are issued on a case-by-case basis)





Total Payment Breakdown

8 – Kyocera MZ4001ci

All devices - Dual Scan, Dual 500 Sheet Paper Trays, 1,000 Sheet Finisher, Analog Fax, OCR with searchable PDF, Microsoft Compatibility, Kyocera Cloud & Print Services



\$145.79 per month per device

2 – Kyocera MZ6001ci

All devices - Dual Scan, Dual 1,500 Sheet Paper Trays, 1,000 Sheet Finisher, Analog Fax, OCR with searchable PDF, Microsoft Compatibility, Kyocera Cloud & Print Services



\$165.40 per month per device





Total Payment Breakdown

**60 Month Lease:
\$1,499 per month**

Maintenance:

B/W Cost per copy Rate \$.0039 per B/W print/copy

Color Cost per copy Rate \$.03 per color print/copy

9.4 Pricing for Additional Devices

SumnerOne confirms that the equipment pricing, discount structure, and service rates proposed in this response will remain available for additional devices added during the first 36 months of the agreement.

The pricing provided in this proposal is based on a 60-month lease term. If additional devices are added after the initial installation but are required to co-terminate with the original lease end date, the remaining lease term will be shorter than 60 months. SumnerOne will work collaboratively with The City of Emporia to provide the most cost-effective financing option available for any equipment additions while maintaining the pricing and discount levels established in this proposal.



60-Month Total Cost of Ownership

City of Emporia, Kansas | SumnerOne Proposal

\$89,940

60-Mo. Equipment Lease

\$39,510*

60-Mo. Est. Service

\$129,450*

60-Mo. Total TCO

EQUIPMENT LEASE BREAKDOWN

Device	Qty	Monthly Rate	Mo. Subtotal	60-Mo. Cost
MZ4001ci (40 ppm Color)	8	\$145.79	\$1,166.32	\$69,979
MZ6001ci (60 ppm Color)	2	\$165.40	\$330.80	\$19,848
TOTAL FLEET (10 Devices)			\$1,499/mo.	\$89,940

SERVICE / MAINTENANCE (COST PER COPY)

Type	Rate	Est. Mo. Volume	Est. Mo. Cost	60-Mo. Cost
Black & White	\$0.0039	15,000 pages	\$58.50	\$3,510
Color	\$0.0300	20,000 pages	\$600.00	\$36,000
TOTAL SERVICE (EST.)			\$658.50/mo.	\$39,510

** Service costs are variable and depend on actual print volumes. Estimated volumes shown are illustrative (15,000 B/W + 20,000 color pages/month). All lease and maintenance terms subject to final contract.*

In-House Leasing. Local Service. 70 Years of Partnership.

SumnerOne provides direct in-house leasing and Kyocera-certified service support throughout the full contract term — no third parties, no handoffs.



Douglas County Kansas

- Starla Jones
 - softwareadmin@dgcoks.gov
 - 785-832-5180
- 75 Kyocera Managed Devices
- PaperCut MF Software
- Partner since Spring 2025



City Of Lawrence

- Michelle Ferguson
 - mferguson@lawrenceks.org
- 20+ Konica Minolta Managed Devices
- PaperCut MF Software
- Laserfiche Software
- Partner 10+ Years



City of Overland Park

- Shawna Holtgrew
 - Shawna.holtgrew@opkansas.org
 - 913-895-6070
- 20+ Konica Minolta Managed Devices
- Partner 15+ Years



City of Leawood

- Dylan Gentry- IT Director
 - dgentry@leawood.org
 - 913-339-6700
- 30+ Kyocera Managed Devices
- Partner since Spring 2024





A few of our municipal/government references





Kansas City Missouri Public Schools

- Ashley Blue-Director of Purchasing
 - ablue@kcpublicschools.org
- 150+ Kyocera MFPs
- Konica Minolta Production
- PaperCut MF Software
- Partner since 2024

KANSAS CITY
PUBLIC SCHOOLS



Shawnee Mission Public Schools

- Reed Beebe- Purchasing Manager
 - ReedBeebe@smsd.org
 - 913-993-6475
- Drew Lane- Director of Information Technology
 - DrewLane@smsd.org
- 220+ Konica Minolta MFPs
- PaperCut MF Software
- SumnerOne Managed Offsite Print Center
- Partner since 2024



Shawnee Heights USD 450

- Blair Anderson – Technology Director
 - andersonb@usd450.net
 - 785-730-5021
- 45+ Kyocera MFPs
- PaperCut MF Software
- Partner since 2017





Kansas City Kansas Public Schools

- Wayne Correll-Director of Purchasing
 - Wayne.correll@kckps.org
- 160+ Konica Minolta MFPs
- Konica Minolta and Kyocera Production
- HP Latex Large Format
- Partner for 20+ Years



Metropolitan Community College

- Ryan Acklin-Director of Systems Infrastructure
 - Ryan.acklin@mcckc.edu
 - 816-604-1312
- 150+ Konica Minolta MFPs
- PaperCut MF Software
- Konica Minolta and Canon Production
- Canon Wide Format
- Partner for 20+ Years



METROPOLITAN
COMMUNITY COLLEGE

Lawrence Public Schools

- Paula Murrish-Director of Facilities and Operations
 - pmurrish@usd497.org
 - 785-330-2706
- 100+ Konica Minolta MFPs
- PaperCut MF Software
- Konica Minolta, Canon and Kyocera Production
- HP Latex Large Format Printers
- Partner since 2019



LAWRENCE
Public Schools



• A few more of our Local District Partners



Emporia
PUBLIC SCHOOLS



EXCELSIOR SPRINGS
SCHOOL DISTRICT
Inspire, Empower, Challenge



SPRING HILL
SCHOOLS

LEARN • CREATE • ADAPT • SUCCEED



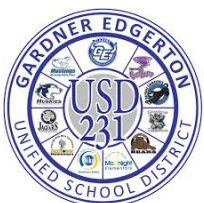
PAOLA
USD 368



ARCHIE
R-V School District
"Learning for Life"



SHAWNEE
HEIGHTS
UNIFIED SCHOOL
DISTRICT 450





• A Few of Our Higher-Education Partners



EMPORIA STATE
UNIVERSITY™



MIDAMERICA
NAZARENE UNIVERSITY



SAINT LOUIS
UNIVERSITY™



UMKC



JOHNSON COUNTY
COMMUNITY COLLEGE



Kansas City Kansas
Community College

KANSAS STATE
UNIVERSITY



St. Louis
Community
College



FORT HAYS STATE
UNIVERSITY



Washington University in St. Louis





TAKE NOTES



SUMNER ONE

Welcome to the one place where everything works.

The sky's the limit

EvolutionNext is our follow up to the Evolution Series. With award-winning reliability, advanced security, and versatile finishing options, our sustainable design will help your business thrive.



TASKalfa MZ4001ci



A3 color copy, print, scan, and optional fax in 1 device

Cloud connectivity out of the box

Up to 40 ppm and up to 274 ipm

True 1200 x 1200 dpi with advanced finishing



BASIC SPECIFICATIONS

Configuration: Color MFP - Print/Copy/Scan/Optional Fax
Speed: Letter: 40 ppm, Legal: 24 ppm, Ledger: 20 ppm (print only)

Warm Up Time: 14.4 seconds or less

First Page Out:

Copy: 4.5 seconds BW, 5.9 seconds Color

Print: 5.1 seconds BW, 6.5 seconds Color

Display: 10.1" Color Touch Screen Control Panel

Memory/Hard Disk Drive:

4G RAM/ 256GB SSD Standard, 1TB HDD (option)

Duplex: Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 - 256gsm)

Standard Output Tray: Statement - 12" x 18"/500-sheets; up to 12" x 48" Banner (single sheet)

Electrical Requirements: 120V, 60Hz, 12A; 220-240V, 50/60Hz, 7.2A

Typical Electricity Consumption (TEC):

120V: .52 kWh/Week and 220V: .50 kWh/Week

Dimensions: 23.7" W x 26.1" D x 31.1" H

Weight: 209.4 lbs

Maximum Monthly Duty Cycle: 150,000 Pages per Month

PAPER SUPPLY

Paper Capacity: Standard 1,150-sheets; Maximum 7,150-sheets

Standard Paper Sources: Dual 500-sheet Trays, 150-sheet MPT, Auto Selection/Switching

Standard Paper Size:

Tray 1 - 5.5" x 8.5" - 8.5" x 14" (statement to legal)

Tray 2 - 5.5" x 8.5" - 12" x 18", Custom Size

MPT: 5.5" x 8.5" - 12" x 18" (multiple); to 12" x 48" Banner (single)

Optional Paper Sources:

PF-7140 Dual 500-sheet Tray Option - 5.5" x 8.5" - 12" x 18"

PF-7150 Dual 1,500-sheet Tray Option - 8.5" x 11"

PF-7120 3,000-sheet Large Capacity Tray Option - 8.5" x 11"

Paper Weight:

Trays/MPT: 14 lb. Bond - 166 lb. Index (52 - 300gsm)

Input Materials: Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

SECURITY SPECIFICATIONS

Guarded Access: LDAP, IP Filtering, Secure Print Release, SMTP Authentication, Create Encrypted PDF, Failed Authentication Lockout, Card Authentication.

Protected Data Storage: SSD/HDD Overwrite, AES 256 Data Storage Encryption, Trusted Platform Module, IEC-15408, Common Criteria (validation pending), IEEE 2600 Certified, HCD-PP Certified.

Secure Communication: TLS v1.3, SMB 3.1.1, HTTPS, ECDSA, FIPS 140-3 Encryption, S/ MIME, IPsec with HCD-PP, IPPS Printing (Over TLS), SCEP Certificated Enrollment, OCSP/CRL Certificates, 802.1X Ethernet Certificates, SHA 2 384.

Advanced Management: 3 Preset Security Level Configurations, Remote Management of Fleet, SNMP v3 Monitoring, SIEM/Syslog Monitoring, Secure Boot Check, Run Time Integrity Checks, Allow List.

PRINT SPECIFICATION

Standard Controller: ARM Cortex-A53/1.6GHz

PCL6 (PCL XL/PCL 5c); PRESCRIBE, KPD3 (PostScript3 compatible) AES Support, PDF, XPS/OpenXPS, PPML, Microsoft WPP and Universal

Print/Print Resolution: Up to 4800 x 1200 dpi

Fonts: 93 Fonts (PCL6), 136 Fonts (KPD3), 4 Fonts (Calibri), 4 Fonts (Cambria), 1 Font Bitmap font, 79 Outline fonts

OS Compatibility: Windows: 10/11; Server 2016/Server 2019/Server 2022/Server 2025; Mac OS X v10.0 or later; Chrome OS

Mobile Printing: Apple AirPrint®, Mopria®, Kyocera Cloud Print and Scan (KCPS), KYOCERA Mobile Print, & KYOCERA MyPanel

Interfaces: Standard: 1000 Base-T/100-Base-Tx/10BASE-T (IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0, 1000Base-T/100Base-Tx/10BASE-T (IPv6, IPv4, IPsec), IEEE 802.3az; Other Standard: USB 2.0 (Hi-Speed USB), USB 3.0 (Super-Speed USB)
 Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz - IB-38 for 2.4GHz), 10/100/1000BaseTX (IB-53 for Dual NIC); IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface (supports up to 328.1 feet))

Network Print and Supported Protocols: HTTPS, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print

Drivers: KX Driver, PCL Mini Driver, KPD3 Mini Driver, Network Fax Driver, TWAIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Super Resolution, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver

Utilities: KYOCERA Net Viewer, KYOCERA Net Device Manager, Quick Setup, KX PRESCRIBE Macro Generator, ID Register, Software Management Service, Upgrade Studio, Web Package Maker, Removal Tool, PDF Direct Print, Command Center RX; Kyocera Net Manager (option)

SCAN SPECIFICATION

Scan Type: Color and Black & White Scanner

Scan Resolution: 600/400/300/200 dpi, 200 x 100 dpi, 200 x 400 dpi

File Formats: TIFF, JPEG, XPS, OpenXPS, PDF, Searchable PDF, MS Office File

Connectivity/Supported Protocols: 10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP, Hi-Speed USB 3.0

Scanning Functions: Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTPS over TLS, Scan-to-USB, WSD Scan, DSM/SANE Scan, TWAIN Scan, Specified Color Removal, Border Erase, Preview, PDF Digital Signatures
Original Size: Up to 11" x 17" (Glass)

Drivers: TWAIN/WIA/DSM-SANE Driver/WSD Scan

OPTIONAL DOCUMENT PROCESSORS₂

Acceptable Originals: 5.5" x 8.5" - 11" x 17"

DP-7150: Reverse Auto Document Processor/140-sheets
 Speed: Simplex: 80 ipm; Duplex: 48 ipm (BW/Color)
 Weight: Simplex: 13 lb. Bond - 90 lb. Index (35 - 160gsm)
 Duplex: 16 lb. - 32 lb. Bond (50 - 120gsm)

DP-7160: Dual Scan Document Processor/320-sheets
 Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)
 Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)
 Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

DP-7170 (with multi-feed and staple detection):

Dual Scan Document Processor/320-sheets
 Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)
 Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)
 Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

COPY SPECIFICATIONS

Copy Resolution: 600 x 600 dpi

Image Mode: Text, Photo, Text/Photo, Graphic/Map

Continuous Copy: 1 - 9,999

Additional Features: Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy

Job Management: 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy

Magnification/Zoom: Full Size, 4 Reduction, 4 Enlargement
 Preset Ratios, 25 - 400% in 1% Step Increments

Document Box: Custom/Job/USB Drive Box, Fax Box (w/option)

OPTIONAL FAX SPECIFICATIONS

Fax Type: Fax System (option)

Type/Data Compression: G3 Fax/MMR, MR, MH, JBIG

Transmission Speed/Modem Speed: Less than 3 seconds/33.6 Kbps

Fax Memory: Standard 170 MB

Driver: Network Fax Driver

Fax Functions: Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

SOLUTIONS AND SERVICES**Remote Management**

Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3rd party application integration, allowing you to focus solely on your business.

Printing Software

Cost Control & Security
 Cloud & Mobile
 Printer Management

Content Services

Scan & Connect
 Intelligent Process Automation
 Enterprise Content Management

IT Solutions

Technology Solutions
 Including solutions for Cloud and Data Centers
 Network Infrastructure
 Cybersecurity Solutions
 Collaboration Solutions

Consulting Services

Including IT Health Check
 CIO as a Service
 Healthcare Compliance
 Backup and Recovery Planning

Professional Services

Including Design and Architecture
 Project Implementation
 Project Management

Managed Services

Including Help Desk Services
 Retainer Services and On-site Support

Cloud Ready Services:

Kyocera Cloud Capture (KCC), Kyocera Cloud Information Manager (KCIM), Kyocera Cloud Print and Scan (KCPS)

Output & Finishing Options³

OPTIONAL 250 SHEET INNER SHIFT TRAY JS-7100

Stack Capacity: 250-sheets

Paper Size: 8.5" x 11" — 11" x 17"

Paper Weight: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100⁴

Stack/Staple Capacity: 500-sheets/50-sheets

Paper Size: 5.5" x 8.5" — 12" x 18"

Paper Weight: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

Edge Staple Position: 3 Positions: Front: 1 Staple,

Edge: 1 Staple, Face: 2 Staples

Optional Punch: PH-7100 2/3 Hole Punch Unit,

supports 5.5" x 8.5" — 12" x 18"; 14 lb. Bond — 166 lb. Index

Dimensions: 19.4" W x 21" D x 6.9" H

OPTIONAL 1,000 SHEET FINISHER DF-7120⁴

Stack/Staple Capacity: Main Tray: 1,000-sheets/50-sheets

(up to 24 lb. Bond [90gsm])

Paper Size: 5.5" x 8.5" — 12" x 18"

Paper Weight: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left,

Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit,

supports 5.5" x 8.5" — 12" x 18"; 14 lb. Bond — 166 lb. Index

(52 — 300gsm)

Dimensions: 21.6" W x 24.4" D x 41.3" H

OPTIONAL 4,000 SHEET FINISHER DF-7140⁴

Stack/Staple Capacity: Main Tray (A): 4,000-sheets;

Sub Tray (B): 200-sheets/65-sheets (up to 24 lb. Bond

[90gsm])

Paper Size: 5.5" x 8.5" — 12" x 18"

Paper Weight: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left,

Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit, Supports

5.5" x 8.5" — 12" x 18"; 14 lb. Bond — 166 lb. Index

Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)

Booklet Folder: supports 8.5" x 11", 8.5" x 14", 11" x 17"

Fold Booklet (staple): 16 lb. — 24 lb. Bond (60 — 90gsm)

20-sheets; 25 lb. — 28 lb. Bond (91 — 105gsm) 13-sheets;

Higher than 28 lb. Bond (Higher than 105gsm) 1-sheet

Fold Booklet (no staple): 16 lb. — 24 lb. Bond (60 — 90gsm)

5-sheets; 25 lb. Bond — 72 lb. Index (91 — 120gsm) 3-sheets;

32 lb. Bond — 110 lb. Cover (121 — 256gsm) 1-sheet

Trifold: supports 8.5" x 11" only: 16 lb. — 24 lb. Bond

(60 — 90gsm) 5-sheets; 25 lb. Bond — 72 lb. Index

(91 — 120gsm) 3-sheets

Optional Multi-Bin Mailbox MT-730(B): (DF-7140)

7 Trays; supports: 16 lb. Bond — 90 lb. Index (60 — 163gsm);

Stack Capacity per bin: 100-sheets: 5.5" x 8.5", 8.5" x 11";

50-sheets: 8.5" x 14", 11" x 17"

OPTIONAL 4,000 SHEET FINISHER DF-7150⁴

Stack/Staple Capacity: Main Tray (A): 4,000-sheets;

Sub Tray (B): 200-sheets/100-sheets (up to 20 lb. Bond

[80gsm])

Paper Size: 5.5" x 8.5" — 12" x 18"

Paper Weight: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left,

Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit,

supports 5.5" x 8.5" — 12" x 18"; 14 lb. Bond — 166 lb. Index

(52 — 300gsm)

Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-9100: (DF-7150)

Booklet Folder: supports 8.5" x 11", 8.5" x 14", 11" x 17"

Fold Booklet (staple): 14 lb. — 24 lb. Bond (52 — 90gsm)

20-sheets; 25 lb. — 28 lb. Bond (91 — 105gsm) 13-sheets;

Higher than 28 lb. Bond (Higher than 105gsm) 1-sheet

Fold Booklet (no staple): 14 lb. — 24 lb. Bond (52 — 90gsm)

5-sheets; 24 lb. Bond — 28 lb. Index (91 — 105gsm) 3-sheets;

28 lb. Bond — 140 lb. Index (106 — 256gsm) 1-sheet

Trifold: supports 8.5" x 11" only: 14 lb. — 24 lb. Bond

(52 — 90gsm) 5-sheets; 25 lb. Bond — 28 lb. Index

(91 — 105gsm) 3-sheets

ADDITIONAL OPTIONS

AK-7110 Bridge Unit Attachment Kit, JS-7100 Job Separator,
HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet
Fax Kit (A), Card Authentication Kit (B) Dual NIC (IB-53),
Extended Range Wireless LAN NIC (IB-51), Thin Print option
(UG-33), Printer Emulation option (UG-34), DT-730(B)
Document Tray, Scan Extension Kit (A) for Text
Searchable PDF; MS Office File, Keyboard Holder 10,
Numeric Keypad (NK-7130), Cabinet Stand, EFI Printing
System 17 - Fiery Controller

¹ Requires PF-7140

² Only 1 Document Processor can be installed

³ Only 1 Output Option can be installed

⁴ Requires Bridge Unit Attachment Kit (AK-7110)

Specifications and design are subject to change without notice.
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The sky's the limit

EvolutionNext is our follow up to the Evolution Series. With award-winning reliability, advanced security, and versatile finishing options, our sustainable design will help your business thrive.



TASKalfa MZ6001ci



A3 color copy, print, scan, and optional fax in 1 device

Cloud connectivity out of the box

Up to 60 ppm and up to 274 ipm

True 1200 x 1200 dpi with advanced finishing



BASIC SPECIFICATIONS

Configuration: Color MFP - Print/Copy/Scan/Optional Fax
Speed: Letter: 60 ppm, Legal: 36 ppm, Ledger: 30 ppm (print only)

Warm Up Time: 14.4 seconds or less

First Page Out:

Copy: 3.4 seconds BW, 4.4 seconds Color

Print: 3.8 seconds BW, 5.1 seconds Color

Display: 10.1" Color Touch Screen Control Panel

Memory/Hard Disk Drive: 4G RAM/ 256GB SSD Standard, 1TB HDD (option)

Duplex: Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 - 256gsm)

Standard Output Tray: Statement - 12" x 18"/500-sheets; up to 12" x 48" Banner (single sheet)

Electrical Requirements: 120V, 60Hz, 12A;

220-240V, 50/60Hz, 7.2A

Typical Electricity Consumption (TEC): 120V: .83 kWh/week; 220V: .79 kWh/week

Dimensions: 23.7" W x 26.1" D x 31.1" H

Weight: 209.4 lbs

Maximum Monthly Duty Cycle: 300,000 Pages per Month

PAPER SUPPLY

Paper Capacity: Standard 1,150-sheets; Maximum 7,150-sheets

Standard Paper Sources: Dual 500-sheet Trays,

150-sheet MPT, Auto Selection/Switching

Standard Paper Size:

Tray 1 - 5.5" x 8.5" - 8.5" x 14" (statement to legal)

Tray 2 - 5.5" x 8.5" - 12" x 18", Custom Size

MPT: 5.5" x 8.5" - 12" x 18" (multiple); to 12" x 48" Banner (single)

Optional Paper Sources:

PF-7140 Dual 500-sheet Tray Option - 5.5" x 8.5" - 12" x 18"

PF-7150 Dual 1,500-sheet Tray Option - 8.5" x 11"

PF-7120 3,000-sheet Large Capacity Tray Option - 8.5" x 11"

Paper Weight:

Trays/MPT: 14 lb. Bond - 166 lb. Index (52 - 300gsm)

Input Materials: Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

SECURITY SPECIFICATIONS

Guarded Access: LDAP, IP Filtering, Secure Print Release, SMTP Authentication, Create Encrypted PDF, Failed Authentication Lockout, Card Authentication.

Protected Data Storage: SSD/HDD Overwrite, AES 256 Data Storage Encryption, Trusted Platform Module, IEC-15408, Common Criteria (validation pending), IEEE 2600 Certified, HCD-PP Certified.

Secure Communication: TLS v1.3, SMB 3.1.1, HTTPS, ECDSA, FIPS 140-3 Encryption, S/ MIME, IPsec with HCD-PP, IPPS Printing (Over TLS), SCEP Certified Enrollment, OCSP/CRL Certificates, 802.1X Ethernet Certificates, SHA 2 384.

Advanced Management: 3 Preset Security Level Configurations, Remote Management of Fleet, SNMP v3 Monitoring, SIEM/Syslog Monitoring, Secure Boot Check, Run Time Integrity Checks, Allow List.

PRINT SPECIFICATION

Standard Controller: ARM Cortex-A53/1.6GHz

PDLs/Emulations: PCL6 (PCL XL/PCL 5c); PRESCRIBE, KPDL3 (PostScript3 compatible) AES Support, PDF, XPS/OpenXPS, PPML, Microsoft WPP and Universal Print

Print Resolution: Up to 4800 x 1200 dpi

Fonts: 93 Fonts (PCL6), 136 Fonts (KPDL3), 4 Fonts (Calibri), 4 Fonts (Cambria), 1 Font Bitmap font, 79 Outline fonts

OS Compatibility: Windows: 10/11; Server 2016/Server 2019/Server 2022/Server 2025; Mac OS X v10.0 or later; Chrome OS

Mobile Printing: Apple AirPrint®, Mopria®, Kyocera Cloud Print and Scan (KCPS), KYOCERA Mobile Print, & KYOCERA MyPanel

Interfaces: Standard: 1000Base-T/100Base-Tx/10BASE-T (IPv6, IPv4, IPsec), IEEE 802.3az; Other Standard: USB 2.0 (Hi-Speed USB), USB 3.0 (Super-Speed USB)

Optional: IEEE 802.11a/b/g/n/ac (**IB-37** for 2.4/5GHz - **IB-38** for 2.4GHz), 10/100/1000BaseTX (**IB-53** for Dual NIC); IEEE 802.11b/g/n (**IB-51** for Wireless LAN Interface (supports up to 328.1 feet)

Network Print and Supported Protocols: HTTPS, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print

Drivers: KX Driver, PCL Mini Driver, KPDL Mini Driver, Network Fax Driver, TWAIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Super Resolution, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver

Utilities: KYOCERA Net Viewer, KYOCERA Net Device Manager, Quick Setup, KX PRESCRIBE Macro Generator, ID Register, Software Management Service, Upgrade Studio, Web Package Maker, Removal Tool, PDF Direct Print, Command Center RX; Kyocera Net Manager (option)

SCAN SPECIFICATION

Scan Type: Color and Black & White Scanner

Scan Resolution: 600/400/300/200 dpi, 200 x 100 dpi, 200 x 400 dpi

File Formats: TIFF, JPEG, XPS, OpenXPS, PDF, Searchable PDF, MS Office File.

Connectivity/Supported Protocols: 10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP, Hi-Speed USB 3.0

Scanning Functions: Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTP over TLS, Scan-to-USB, WSD Scan, DSM/SANE Scan, TWAIN Scan, Specified Color Removal, Border Erase, Preview, PDF Digital Signatures

Original Size: Up to 11" x 17" (Glass)

Drivers: TWAIN/WIA/DSM-SANE Driver/WSD Scan

OPTIONAL DOCUMENT PROCESSORS₂

Acceptable Originals: 5.5" x 8.5" - 11" x 17"

DP-7150: Reverse Auto Document Processor/140-sheets

Speed: Simplex: 80 ipm; Duplex: 48 ipm (BW/Color)

Weight: Simplex: 13 lb. Bond - 90 lb. Index (35 - 160gsm)

Duplex: 16 lb. - 32 lb. Bond (50 - 120gsm)

DP-7160: Dual Scan Document Processor/320-sheets

Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)

Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)

Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

DP-7170 (with multi-feed and staple detection):

Dual Scan Document Processor/320-sheets

Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)

Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)

Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

COPY SPECIFICATIONS

Copy Resolution: 600 x 600 dpi

Image Mode: Text, Photo, Text/Photo, Graphic/Map

Continuous Copy: 1 - 9,999

Additional Features: Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy

Job Management: 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy

Magnification/Zoom: Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 - 400% in 1% Step Increments

Document Box: Custom/Job/USB Drive Box, Fax Box (w/option)

OPTIONAL FAX SPECIFICATIONS

Fax Type: Fax System (option)

Type/Data Compression: G3 Fax/MMR, MR, MH, JBIG

Transmission Speed/Modem Speed: Less than 3 seconds/33.6 Kbps

Fax Memory: Standard 170 MB

Driver: Network Fax Driver

Fax Functions: Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

SOLUTIONS AND SERVICES**Remote Management**

Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3rd party application integration, allowing you to focus solely on your business.

Printing Software

Cost Control & Security

Cloud & Mobile

Printer Management

Content Services

Scan & Connect

Intelligent Process Automation

Enterprise Content Management

IT Solutions

Technology Solutions

Including solutions for Cloud and Data Centers

Network Infrastructure

Cybersecurity Solutions

Collaboration Solutions

Consulting Services

Including IT Health Check

CIO as a Service

Healthcare Compliance

Backup and Recovery Planning

Professional Services

Including Design and Architecture

Project Implementation

Project Management

Managed Services

Including Help Desk Services

Retainer Services and On-site Support

Cloud Ready Services:

Kyocera Cloud Capture (KCC), Kyocera Cloud Information Manager (KCIM), Kyocera Cloud Print and Scan (KCPS)

Output & Finishing Options³

OPTIONAL 250 SHEET INNER SHIFT TRAY JS-7100

Stack Capacity: 250-sheets

Paper Size: 8.5" x 11" – 11" x 17"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100⁴

Stack/Staple Capacity: 500-sheets/50-sheets

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Front: 1 Staple,

Edge: 1 Staple, Face: 2 Staples

Optional Punch: PH-7100 2/3 Hole Punch Unit, supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Dimensions: 19.4" W x 21" D x 6.9" H

OPTIONAL 1,000 SHEET FINISHER DF-7120⁴

Stack/Staple Capacity: Main Tray: 1,000-sheets/50-sheets (up to 24 lb. Bond [90gsm])

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left, Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit, supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

Dimensions: 21.6" W x 24.4" D x 41.3" H

OPTIONAL 4,000 SHEET FINISHER DF-7140⁴

Stack/Staple Capacity: Main Tray (A): 4,000-sheets; Sub Tray (B): 200-sheets/65-sheets (up to 24 lb. Bond [90gsm])

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left, Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit, supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)

Booklet Folder: supports 8.5" x 11", 8.5" x 14", 11" x 17"

Fold Booklet (staple): 16 lb. – 24 lb. Bond (60 – 90gsm)

20-sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13-sheets;

Higher than 28 lb. Bond (Higher than 105 gsm) 1-sheet

Fold Booklet (no staple): 16 lb. – 24 lb. Bond (60 – 90gsm)

5-sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3-sheets;

32 lb. Bond – 110 lb. Cover (121 – 256gsm) 1-sheet

Trifold: supports 8.5" x 11" only: 16 lb. – 24 lb. Bond

(60 – 90gsm) 5-sheets; 25 lb. Bond – 72 lb. Index

(91 – 120gsm) 3-sheets; 16lb. – 28 lb. Bond

Optional Multi-Bin Mailbox MT-730(B): (DF-7140)

7 Trays; supports: 16 lb. Bond – 90 lb. Index (60 – 163gsm);

Stack Capacity per bin: 100-sheets: 5.5" x 8.5", 8.5" x 11";

50-sheets: 8.5" x 14", 11" x 17"

OPTIONAL 4,000 SHEET FINISHER DF-7150⁴

Stack/Staple Capacity: Main Tray (A): 4,000-sheets;

Sub Tray (B): 200-sheets/100-sheets (up to 20 lb. Bond [80gsm])

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left, Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit, supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index

Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-9100: (DF-7150)

Booklet Folder: supports 8.5" x 11", 8.5" x 14", 11" x 17"

Fold Booklet (staple): 14 lb. – 24 lb. Bond (52 – 90gsm)

20-sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13-sheets;

Higher than 28 lb. Bond (Higher than 105 gsm) 1-sheet

Fold Booklet (no staple): 14 lb. – 24 lb. Bond (52 – 90gsm)

5-sheets; 24 lb. Bond – 28 lb. Index (91 – 105gsm) 3-sheets;

28 lb. Bond – 140 lb. Index (106 – 256gsm) 1-sheet

Trifold: supports 8.5" x 11" only: 14 lb. – 24 lb. Bond

(52 – 90gsm) 5-sheets; 25 lb. Bond – 28 lb. Index

(91 – 105gsm) 3-sheets; 16lb. – 28 lb. Bond

OPTIONAL INSERTER UNIT IS-7100

Paper Capacity: 250-sheets x 2 Trays

(based on 20 lb. Bond [80gsm])

Function: Feeds Front, Back Covers or Sheet Insertion

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Dimensions: 27.6" W x 24.2" D x 52.4" H

OPTIONAL Z-FOLD UNIT ZF-7100⁵

Fold Type Supported:

Z-Fold: 1-sheet folded (18 – 28 lb. Bond [64-105gsm])

Bi-Fold: 1-sheet folded (18 – 28 lb. Bond [64-105gsm])

Inner/Outer Trifold (based on 8.5" x 11R):

3-sheets (up to 20 lb. Bond [64-74gsm])

2-sheets (up to 24 lb. Bond [70-90gsm])

1-sheet (up to 28 lb. Bond [91-105gsm])

1-sheet (for all other size sheets)

Paper Sizes Supported:

Z-Fold: 8.5" x 11R" – 11" x 17"

Bi-Fold: 8.5" x 11" – 12" x 18"

Trifold: 8.5" x 11" – 11" x 17"

Dimensions: 8.2" W x 28.7" D x 38.5" H

ADDITIONAL OPTIONS

AK-7110 Bridge Unit Attachment Kit, AK-7120 Bridge Unit Attachment Kit (ZF-7100), JS-7100 Job Separator, HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet Fax Kit (A), Card Authentication Kit (B), Dual NIC (IB-53), Extended Range Wireless LAN NIC (IB-51), Thin Print option (UG-33), Printer Emulation option (UG-34), DT-730(B) Document Tray, Scan Extension Kit (A) for Text Searchable PDF; MS Office File, Keyboard Holder 10, Numeric Keypad (NK-7130), Cabinet Stand, EFI Printing System 17 - Fiery Controller

¹ Requires PF-7140

² Only 1 Document Processor can be installed

³ Only 1 Output Option can be installed

⁴ Requires Bridge Unit Attachment Kit (AK-7110)

⁵ Requires Bridge Unit Attachment Kit (AK-7120)

Specifications and design are subject to change without notice. For the latest on connectivity visit kyoceradocumentsolutions.us. TASKalfa, PRESCRIBE, Kyocera Net Manager, Kyocera Net Viewer, Kyocera Device Manager, PDF Direct Print, Command Center RX, and KX Driver are trademarks of The Kyocera Companies. Mac OS and AirPrint are trademarks of Apple, Inc. Mopria is a trademark of Mopria Alliance, Inc. Windows is a trademark of Microsoft, Inc. All other trademarks are the property of their respective owners.



Kyocera Document Solutions Partner

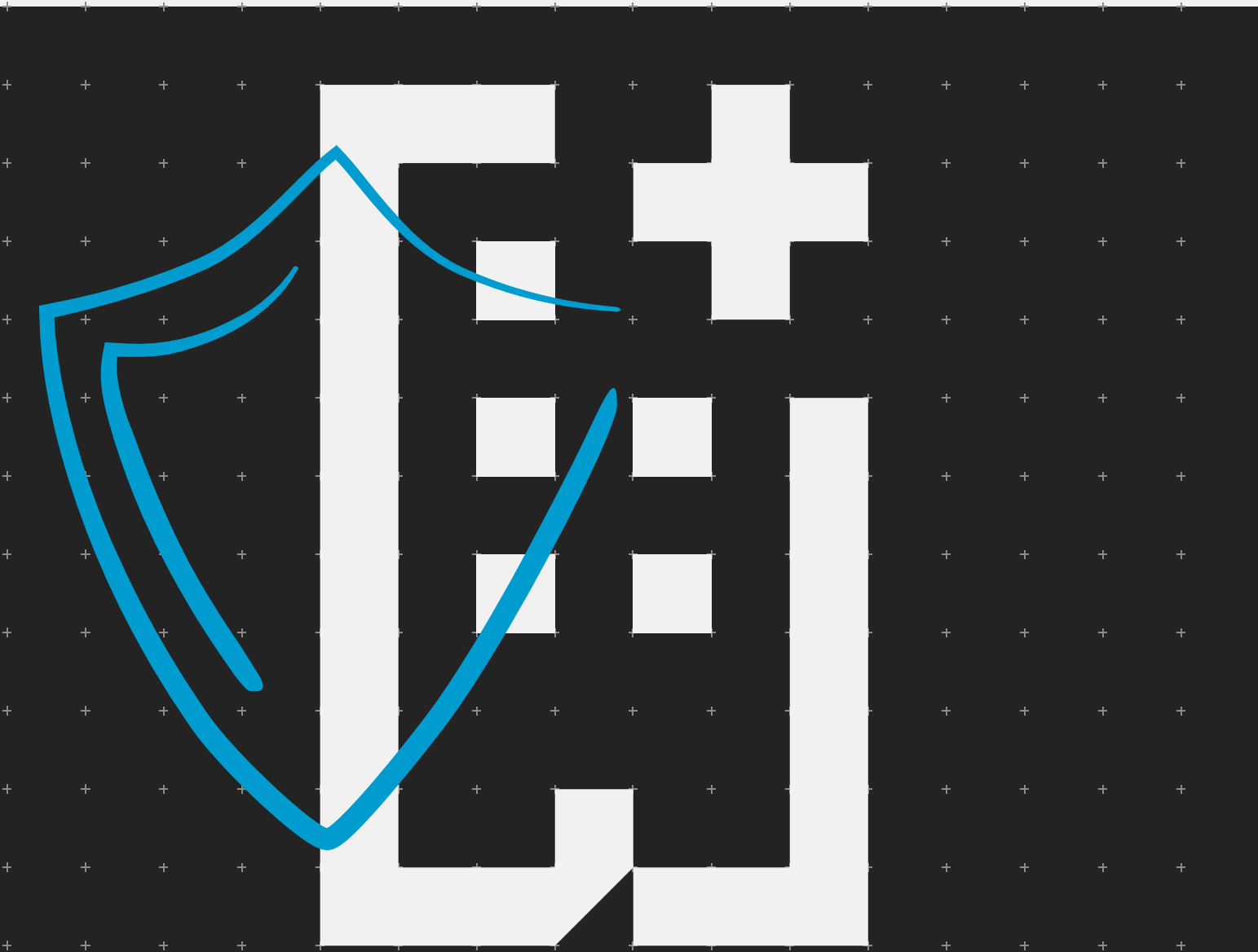
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Security is our signature feature.

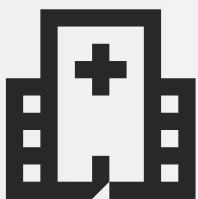
Discover how Kyocera helps to protect your data.



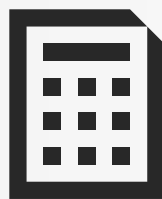
Why security matters for businesses

Data security is not just a priority but a necessity for businesses across all sectors. As we adapt to more digital workflows, safeguarding sensitive information is critical to maintaining trust, compliance, and operational integrity.

For organizations in regulated industries such as healthcare, accounting, and education, data security is particularly vital.



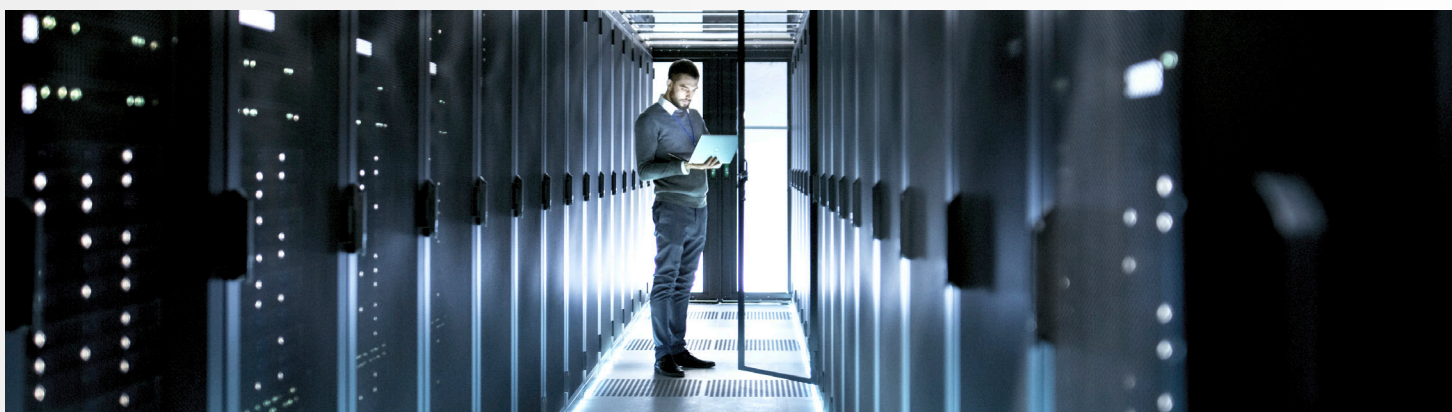
In healthcare, protecting patient records is both a legal requirement under laws like HIPAA and a moral obligation to ensure confidentiality by limiting access to authorized personnel only.



Accounting firms must secure financial information to comply with data protection regulations and prevent breaches that erode client trust by using advanced protocols like TLS 1.3 and SHA-2 384-bit encryption.



Educational institutions must safeguard student records, personal information, and intellectual property by ensuring all data is encrypted at the AES-256-bit level.



Data security is essential for protecting a company's **reputation** and ensuring **business continuity**. A data breach can lead to significant financial losses, legal repercussions, and a damaged brand image.

As cyberthreats become increasingly sophisticated, businesses must invest in more secure office technology and document management systems to protect their assets and client information.

At Kyocera, your security is our priority

Kyocera has been awarded the prestigious Keypoint Intelligence **Security Validation Testing seal and certificate** for our Evolution Series of ten A3 MFPs.

Keypoint Intelligence and its testing partner Accenture Security tested the devices through **automated cyberattacks** and hands-on **white hat hacking**.

Anthony Sci, President and CEO of Keypoint Intelligence, said after testing the TASKalfa 3554ci, **"Kyocera passed with flying colors."**

This prestigious recognition solidifies our position as a trusted and reliable office technology manufacturer that you can count on to deliver secure, robust devices.



How we protect your private data



Secure Device Setup

Devices are designed to offer 3 different K-level security configurations to ensure they are secure from day one and eliminate the risk of human error during implementation.



Remote Monitoring

Kyocera Fleet Services (KFS) allows customers to monitor and audit their environment to detect unauthorized access.



K-Level Security

Kyocera security firmware comes standard in all devices.



Access Permissions

Devices can be configured to block unauthorized users after a set number of failed attempts and log the user's IP address.



Data encryption

Copy, print, and scan functions employ ISO and FIPS certified 256-bit encryption and overwrite to comply with international data protection standards.



End-of-Life Data Sanitization

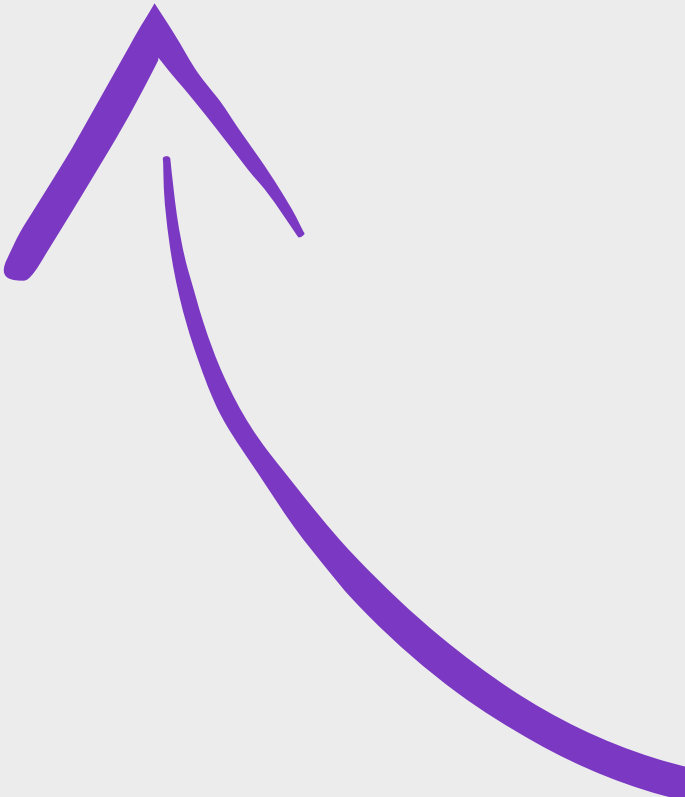
Kyocera devices have built-in erase capabilities and utilize end of life sanitization, so when your device is ready for upgrade and removal, the device is disabled from future access and no data is left behind.

It's time to take your data protection to the next level

Find out more about Kyocera's K-level security.

Equip your office with the technology it needs to keep your business data secure. **Speak to a Kyocera representative** today to discuss how our solutions can optimize your data compliance and cybersecurity.

Request a proposal



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Tel: 973-808-8444



kyoceradocumentsolutions.us

Kyocera's Software Portfolio

Ready-made solutions to optimize document workflows.



Index

1. Kyocera's Digital Toolkit	03
------------------------------	----

2. Printing Software	04
----------------------	----

+ Cost Control & Security	05
---------------------------	----

+ Cloud & Mobile	07
------------------	----

+ Device Management	08
---------------------	----

+ Output Management	09
---------------------	----

3. Content Services	10
---------------------	----

+ Scan & Capture	11
------------------	----

+ ECM Workflow	14
----------------	----

4. Get to know our essential solutions	15
--	----

Kyocera's Digital Toolkit

Kyocera's software solutions are designed to **propel businesses** into the digital age and help them reach new heights in productivity and efficiency.

From cost control and security to cloud-based document storage, **our solutions meet a wide range of business needs** and target the unique challenges today's professionals face.



Our software portfolio has been developed by both Kyocera and together with third-party solution providers — it unites Kyocera's technological expertise with our **dedication to customer-centric innovation**.

By combining our streamlined software solutions with our **industry-leading hardware**, professionals can optimize their document workflows and reap the full benefits.

Through this guide, you'll see some products marked with a . These are our leading solutions, the ones that we believe are essential starting points for any digital transformation journey. On page 15, you will find QR codes to discover each of them.





Printing Software

Kyocera's printing software works hand in hand with our hardware to streamline workflows and add an extra layer of efficiency and security. In addition, our software solutions allow

organizations to enable remote collaboration, manage multiple devices with ease, and accelerate digital transformation.

Cost Control & Security

Regain control over your printing costs by maintaining a clear view of your printing output and associated expenses. Our software also **enhances your document security** and **prevents data breaches** with built-in features such as identity authentication.

1 **Kyocera Cloud Print and Scan**

Kyocera's native cloud platform technology optimizes your print and scan environment. It also:

-  Hybrid workers can print from anywhere.
-  Eliminate on-site servers and associated costs.
-  Integrates with Microsoft Azure Active Directory and Kyocera Mobile Print.
-  Easily configured to work with existing third-party cloud storage platforms.
-  Print&Follow secure print release.
-  Chromebook Support.



2 **MyQ**

This business application streamlines fleet management for both Kyocera and non-Kyocera devices and helps you reduce waste and prevent data breaches. This software provides:

-  One solution to control print management, cost, and security.
-  Detailed reporting about device usage.
-  Intuitive dashboards for complete control.

3 Access Lock (Free HyPAS App)

This free solution lets you control and limit user groups' access to specific functions on your printer or copier for greater cost savings and security.

5 CentraQ

A solution tailored to smaller organizations that optimizes workflows with Print & Follow secure release. This software:

- \$ Minimizes the risk of unauthorized access to confidential documents.
 - ✓ Employs a secure job release functionality.
-

7 Kyocera Net Manager

Our intuitive administrative interface empowers users to:

- ✓ Securely and effectively manage user print policies.
 - ✓ Secure release with user authentication.
 - 📄 Create customizable reports.
 - 💧 Monitor color usage and costs with ease.
-

9 PreservDox

Store important business documents on your Kyocera MFP's hard drive for increased protection and document backup.

4 Card Authentication

Kyocera has partnered with Elatec and RF Ideas to create a secure solution that:

- 👤 Reduces the steps required for identity authentication.
 - ✓ Adds an extra layer of device security.
 - 📱 Uses your existing RFID employee ID badge and mobile device Bluetooth for identity authentication.
-

6 CentraQ Pro

Bring cost-effective print management to your organization by:

- 📱 Tracking the usage data of Kyocera devices in your network.
 - \$ Reducing your costs with advanced tracking and accounting capabilities.
 - ✓ Employs a secure job release functionality.
-

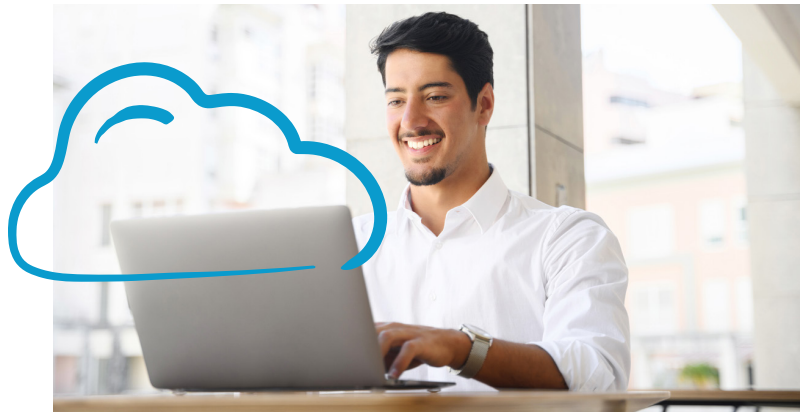
8 Tiered Color Monitor

A solution designed to get color printing under control. When Tiered Color Monitor is enabled on your device, you'll:

- 🖨️ Gain flexibility and control over your color printing.
- 🔍 Receive a visual snapshot of your current and past color usage.

Cloud & Mobile

It's time for your business to use the **power of the cloud**. Our software grants **secure access** to documents stored on the cloud, which also enables smooth and secure hybrid working at your organization.



1 Kyocera Cloud Connect (Free HyPAS App)

This software connects users to their OneDrive for Business, Box or Evernote cloud storage from their Kyocera MFP so they can scan and print documents from their existing cloud provider accounts.

2 MyQ Roger

This Smart Digital Workplace Assistant meets the challenges of the digital era by:

 Turning mobile devices into a digital office.

 Allowing you to handle documents anytime, anywhere with multitenant public cloud architecture.

3

Kyocera Mobile Print (Free via Apple Store/Google Play)

This free app makes it possible for users to:



Securely print documents, web pages, and images from anywhere with your mobile device.



Copy and print text from a clipboard.



Scan files and images from an MFP anywhere with your mobile device.



Say goodbye to the days of carrying cumbersome files home or asking a colleague to print a document for you.



Print from Dropbox, Evernote, OneDrive and Google Drive.



OCR capture is included to allow you to scan data on the move.

4

MyPanel (Free via Apple Store/ Google Play)

This mobile app (which is compatible with iOS, Android, and Windows Phones) allows you to use compatible Kyocera printing devices on your local Wi-Fi network.

Device Management

Managing multiple devices, plus software and supply needs, may be a headache for some IT administrators, but with our **device management software** it's never been simpler.



1 Kyocera Fleet Services

If you manage multiple devices, Kyocera Fleet Services' cutting-edge technology is the solution for you. This cloud-based solution maximizes your resources and optimizes your printing fleet by:

 Allowing our experts to conduct remote diagnostics to boost your uptime.

 Schedule and perform updates your devices to the latest firmware during off-peak hours.

 Taking care of print support needs so your IT department can focus on essential business.

3 Kyocera Net Viewer (Free utility)

This comprehensive device management tool allows administrators to monitor, maintain, and update all output devices locally and remotely.

2 Kyocera Device Manager (Free utility)

This server-based application allows you to:

 Monitor and manage multiple printing devices.

 Check your toner levels and ensure you always have the supplies you need.

 Arrange devices in groups.

It also sends automated alert messages and generates device reports.

4 Kyocera Exchange Online Connector

 Uses OAuth2 modern authentication with SMTP settings to send and receive emails and automatically print attachments and Internet faxes.

 Supports Microsoft 365, Outlook, Hotmail, and Live.com.

 Supports all Kyocera MFP/printers with mail reception.

Output Management

Boost your productivity and create optimized workflows consistently with Kyocera's output management software.



1 Fiery

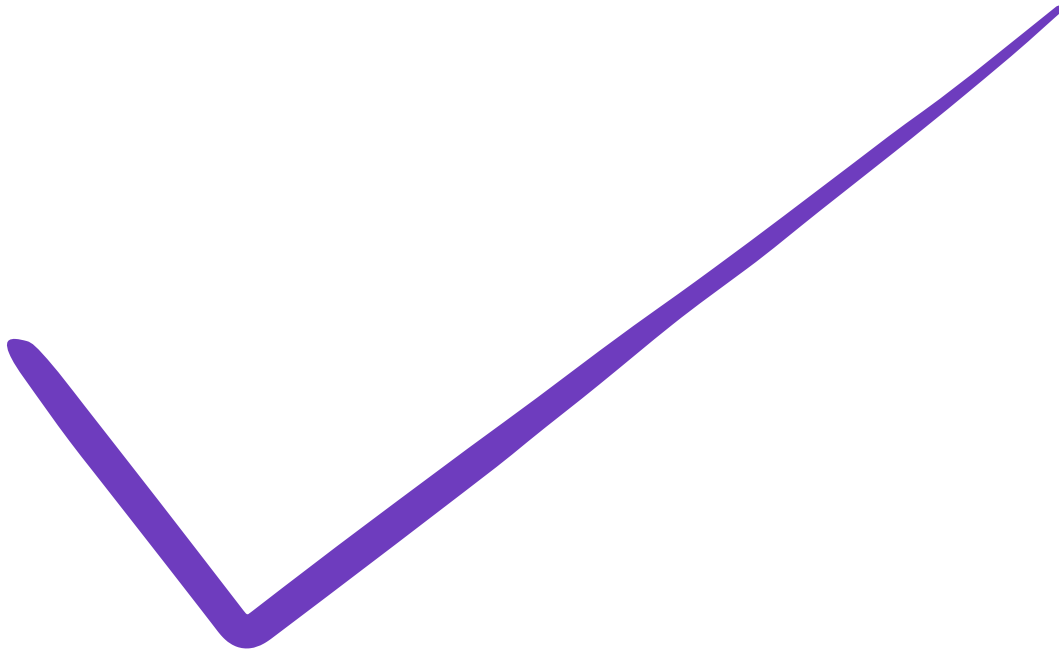
EFI Fiery provides users with an optimized Digital Front End (DFE) touchpoint to help your workflow processes run smoothly. The process of accepting print files, such as PDFs or PostScript files, and converting these into a format that the toner or inkjet print engine recognizes is made even smoother.

2 PRESCRIBE

 Create, store and print customized forms such as letterhead, Purchase Orders, Invoices directly from your Kyocera device.

 Download and print custom fonts.

 Generate and print custom barcodes
Store and print custom signatures.





Content Services

Kyocera's Content Services provide an intuitive way for you to incorporate your paper documents into your digital workflows and share files between colleagues.

Make data chaos a thing of the past — our software converts unstructured data into information your organization can use.

Scan & Capture

Get ahead in the digital age by using our Scan & Capture software to **digitize** huge piles of paper documents and **automate** time-consuming manual processes.



1



Kyocera Cloud Capture

-  Eliminates need for costly on-site servers and IT specialists, offering immediate deployment with 24/7 stability.
-  Direct scanning to cloud storage.
-  Full-text OCR, convert to searchable PDF, Microsoft Word, Excel and PowerPoint, manual indexing at MFP, correct page orientation, de-skew.
-  Integrates with KCIM to provide document management with advanced search capabilities.

2



DMConnect

This robust application allows you to:

-  Our 1D Barcode feature to eliminate manual entry.
-  Capture, store and share files securely in an instant.
-  An intuitive drag and drop user interface.
-  Automate document-driven processes and free up valuable time.
-  Use your Kyocera MFP to route documents into your Document Management System.
-  Automatically creates folder structures and names files.

3 DMConnect powered by OmniPage OCR

This software has all the features of DMConnect and adds the following:

-  Advanced full-text OCR.
 -  Excel, Word, PowerPoint, and WordPerfect conversion capabilities.
-

5 DMConnect Pro powered by Nuance

This solution has all the features of DMConnect powered by OmniPage and adds the following:

-  Forms recognition.
 -  Zonal OCR data extraction with validation.
 -  Validate the extracted data.
 -  2D barcode recognition and data extraction.
 -  A Data validation feature to review scanned information.
-

6 DMConnect User Licenses

View and access your documents, see pending tasks, and upload documents for processing with this browser-based portal.

-  Provides an Outlook plugin to quickly send email attachments into DMConnect workflows.
-  Right-click to send any document from your desktop into DMConnect workflow.

4 DMConnect Page Packs

Available in Basic 50K or Pro 50k and 250K page packs. Whether you opt for the 50,000- or 250,000-page license, you'll enhance your document workflow by:

-  Capturing electronic documents and data.
 -  Utilizes intuitive drag-and-drop hot folders.
 -  Converting documents to Excel, Word, PowerPoint, and Word Perfect.
 -  Using OmniPage OCR. (Only available with the Pro page pack option).
 -  Eliminating manual entry with 1D Barcode data extraction.
-

7 PinPoint Scan 3

Meet Kyocera's simplified and user-friendly scanning application. This HyPAS-powered solution enables you to:

-  Scan documents to folders on your PC or MAC, desktop applications, your Outlook account, and cloud storage platforms.
-  Boost your productivity by using the personalized scanning solution and pre-defined destination folders.
-  Keep your documents safe and secure with encryption and authentication with RFID cards/security badges.

8 AccuSender SendSecure

Connects Kyocera MFPs to OpenText's XMedius SendSecure file transfer platform and provides the following:

- ✓ Multi-factor Authentication.
-  Securely share large documents and folders containing multiple files.
-  End-to-end encryption.
- All interactions are tracked for audits and compliance with regulations such as HIPPA, FERPA, PCI, SOX and GDPR.

* An OpenText XMedius SendSecure account is required.

9 AccuSender Fax

You can leverage your existing network infrastructure by:

-  Sending documents through your corporate fax servers.
-  Attaching scanned paper documents as electronic messages.

10 Kyocera Cloud Access

Free Desktop App

-  Connects to third-party personal cloud storage service (Google Drive).
-  Access cloud integration functionality from the device panel without HyPAS.
-  Administrators can create up to 30 users within the application without any installation required by users.

11 OpenText Core Fax and XM Fax Connector

Previously XMedius Fax Connector

This Kyocera business application integrates your Kyocera MFPs with an existing OpenText Core Fax or XM Fax installation without any fax hardware or costly analog fax/phone lines. Users can:

-  Securely send faxes through OpenText Core Fax or XM Fax from their HyPAS-enabled MFP.
-  Access the company and personal address books stored within OpenText Core Fax or XM Fax
-  Easily add cover letters.

12 Square 9 Connector

Kyocera's Square 9 Connector empowers users with the ability to navigate their existing Square 9 platform, scan, index, search for and print their stored documents from their MFP's control panel.

13 OpenText Fax Connector

Previously RightFax

This application integrates Kyocera MFP's with an existing OpenText Fax installation allowing users to:

-  Send faxes through OpenText Fax directly from their HyPAS-enabled Kyocera MFP.
-  Consolidate all fax services on their network.



ECM Workflow

Kyocera's Enterprise Content Management (ECM) Workflow software provides a holistic way to **control your organization's digital content** and optimize your document management processes.



1 Kyocera Cloud Information Manager

-  Out-of-the-box preconfigured templates.
-  Supports up to 50 document classes.
-  New workflow templates can be created in-house as needed.
-  Robust document security keeps business information safe.

3 Square 9

Square 9 opens the door to digital transformation by allowing businesses to:

-  Capture, extract, and classify their information.
-  Streamline their digital workflows.
-  Boost productivity and security.
-  Enable remote working.

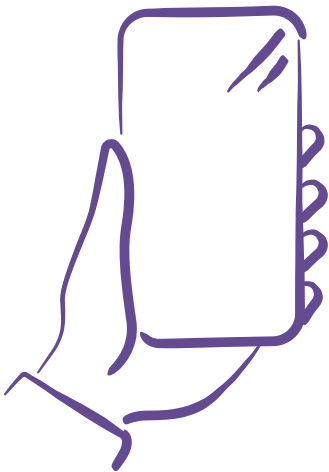
2 Hyland OnBase (via DataBank)

OnBase by hyland is a content services platform for enterprise that allows customers to:

-  Integrate with all other business software systems.
-  Manage documents and data from a all business systems in one application.
-  Improve document security.
-  Automate complex business processes.
-  Collaborate on content with others.
-  Apply record retention policies.

Get to know our essential solutions

From cloud printing and scanning to cost management, document capture, and secure digital transformation, **we're experts in all your document management needs.** Get to know our solutions here.



Kyocera Cloud Print and Scan (KCPS)



MyQ



Kyocera Cloud Capture (KCC)



DMConnect



PinPoint Scan 3



Kyocera Cloud Information Manager (KCIM)



Kyocera Document Solutions America, Inc. is a group company of Kyocera Document Solutions Inc., a global leading provider of total document solutions based in Osaka, Japan. The company's portfolio includes reliable and eco-friendly MFPs and printers, as well as business applications and consultative services that enable customers to optimize and manage their document workflow, reaching new heights of efficiency. With professional expertise and a culture of empathetic partnership, the objective of the company is to help organizations put knowledge to work to drive change.

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Move forward to the next stage with Kyocera's cloud print solution

Kyocera Cloud Print and Scan



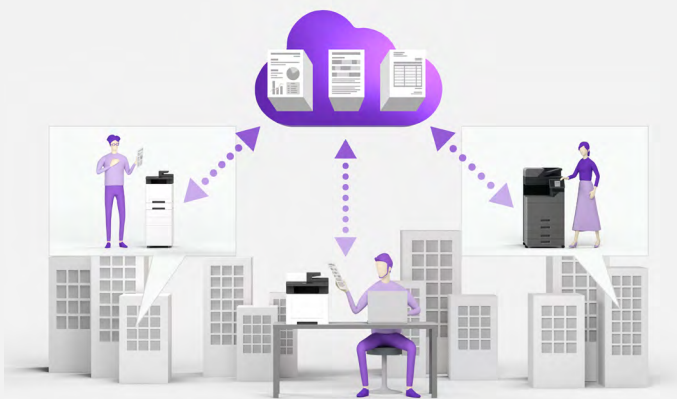
Kyocera Cloud Print and Scan

Manage the costs of your print environment and ensure the security of your documents from the Cloud.

Kyocera Cloud Print and Scan improves the visibility of print-related costs on Kyocera devices, and is aimed at companies striving to easily install and configure a print management solution, without adding the disadvantages of server related costs.

Print and Scan Anytime Anywhere

With registered device on Cloud or with the use of KYOCERA Mobile Print*, you can print at anytime, anywhere with your PC and mobile.



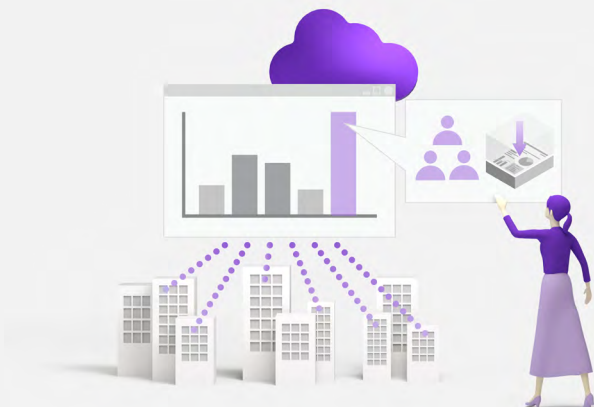
Security Management

Authentication is needed to release the document from MFP that can reduce the risk of unattendance printout.



Easy Print Management

Company can apply print management policy, control printing tasks and analyses the cost effectiveness with report.

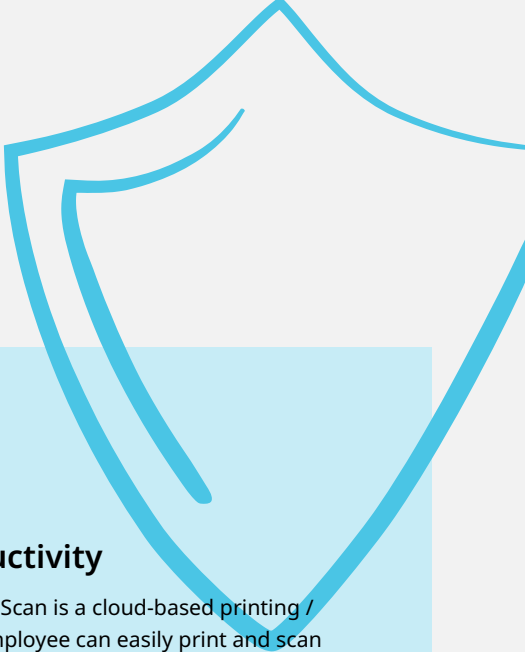


Low-cost, easy implementation with no management required

Eliminates the needs to implement and manage IT infrastructure.



*Free application for smart devices



Benefits for Cloud Solution:

Cost Saving / Pay-as-you-use

By using Kyocera Cloud Print and Scan, you are only paying for the Service (SaaS), and no other initial investment is needed.

Improved Productivity

Kyocera Cloud Print and Scan is a cloud-based printing / scanning application, employee can easily print and scan from the cloud anytime, anywhere.

Secure Protection

Using the Client Spooling function, the print job can stay within the customer network and can be released from any device – only the metadata will be stored in the Cloud (AWS).

Worry-free Maintenance

No need to maintain the hardware and software for this service.

Key Features



3rd Party Cloud Storage Integration

Print from or scan to connected 3rd party cloud storage: OneDrive™, Google Drive™, and Box™.



Entra ID (Formlery Auzre AD) and Google Workplace Authentication

User can use the Entra ID and Google Workplace Authentication to securely authenticate KCPS users



Scan to Me

Scanned documents will be securely sent to dedicated user only that can prevent the possibility of data leakage.



Security

Job release only after user authentication by user ID, card access or PIN code.



FAX Forwarding

Can check FAX which is received on MFP in the office by reference to 3rd party cloud storage in the mobile anytime, anywhere.



Unlimited Size Storage

KCPS allows user to store unlimited size of scanned documents with a certain period of time that can easily be retrieved and accessed.

Specification

Client Operating System:

- + Windows 10, 11
- + MacOS 10.15, 11-14 (*M1 chip is not supported)

Browser Support:

- + Google Chrome
- + Microsoft Edge (Chromium)
- + Safari

Chrome Extension:

- + Support Environment:
Only Chromebook
- Chrome OS: latest version

Device Compatibility:

- + Kyocera compatible HyPAS MFPs*

3rd Party Cloud Storage Support:

- + Google Drive™ / Google Drive for google workplace
- + OneDrive™
OneDrive for business
- + Box™
Box Enterprise / Enterprise plus
Box Business / Business plus
- + Share Point Online

*More information about compatible devices on www.kyoceradocumentsolutions.asia

Check out our website for more information about
[Kyocera Cloud Print and Scan](http://www.kyoceradocumentsolutions.asia)



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www.kyoceradocumentsolutions.asia



KONICA MINOLTA



PROPOSAL FOR:

City of Emporia

PRESENTED BY:

Annie Lee

Sr. Account Executive & Government Solutions

Konica Minolta Business Solutions U.S.A., Inc.

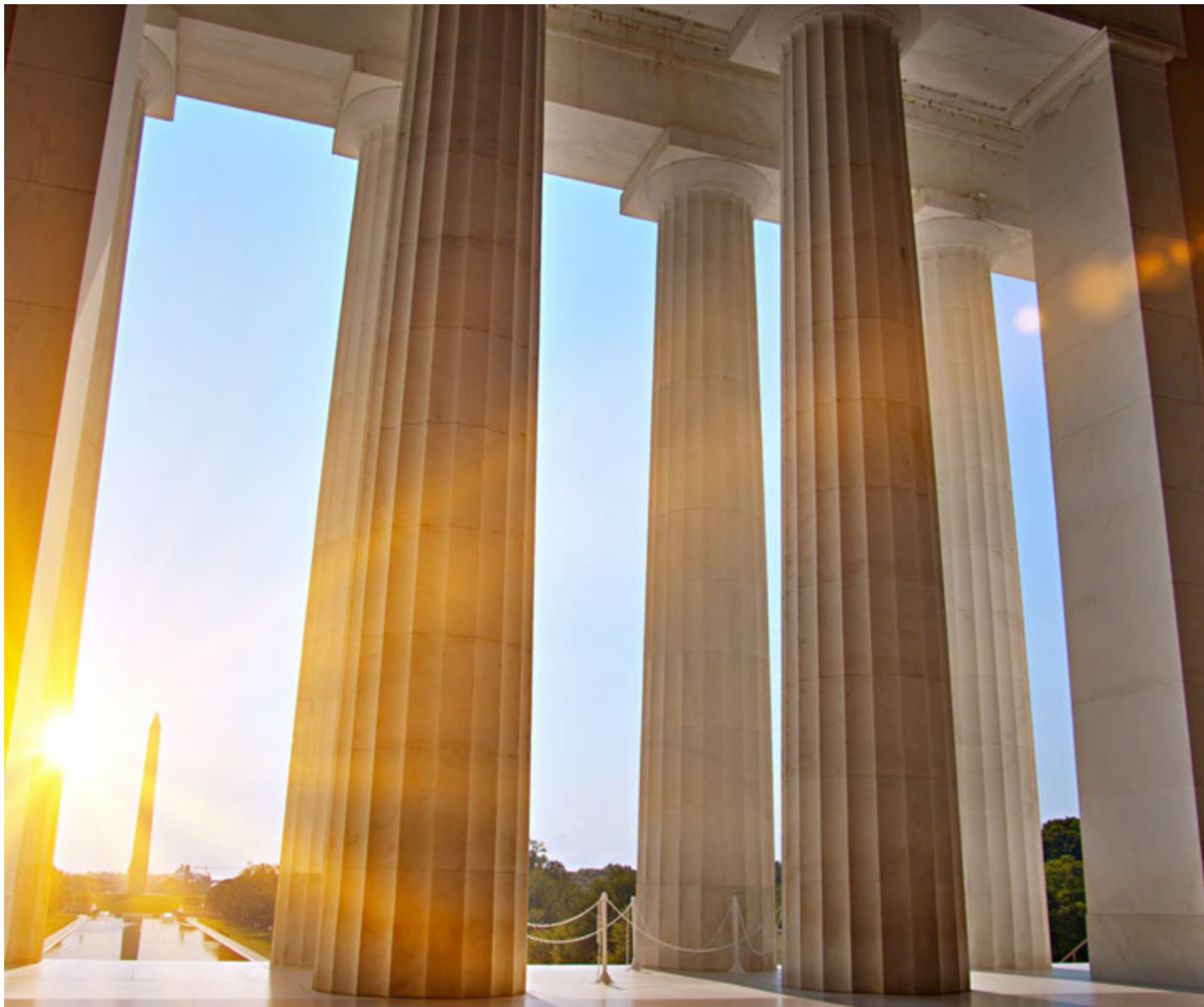
(P): 816-660-9070

(E): alee@kmbs.konicaminolta.us



Table of Contents

Executive Summary	Section 1
Account Management	
Price Proposal	Section 2
Equipment Specifications	Section 3
Bizhub Model Specifications	
Software & Integration Description	Section 4
PaperCut MF	
InterFax	
Service & Support Plan	Section 5
Service Program Summary & Detail	
Customer One Guarantee	
Bizhub vCare Plus	
Consult App Communication & Whitepaper	
MyKMBS.com Dashboards & Sample Reports	
Implementation & Sample Project Plan	
Fleet RMM	
Security Description	Section 6
Bizhub Secure	
Security SSD for bizhub i-Series	
References	Section 7
Exceptions & Clarifications	Section 8
Konica Minolta Sample Lease Agreement	
About Konica Minolta	Section 9
Creating New Value	
Evidence of Insurance	
Industry Recognition & Awards	



Section 1 - Executive Summary

Account Management Team



Executive Summary

Konica Minolta is honored to present our solution to support the City of Emporia's initiative to modernize its copier and multifunction device fleet. We understand the City's objectives of improving operational efficiency, strengthening document security, standardizing technology where practical, and providing a predictable cost structure supported by measurable service performance.

Drawing on decades of experience serving municipalities, government agencies, and public sector organizations, Konica Minolta delivers a secure, reliable, and scalable print and document management environment designed to meet the needs of multiple departments while supporting future growth and digital transformation initiatives.

Our proposed solution will replace the City's existing fleet with modern, energy-efficient bizhub® multifunction devices featuring advanced security capabilities, intuitive user interfaces, and high reliability. By standardizing hardware and service across City departments wherever operationally practical, we will simplify administration, improve employee productivity, and streamline ongoing support.

In addition to print and copy services, Konica Minolta will help the City of Emporia enhance document workflows through advanced scanning capabilities and seamless integration with Microsoft 365 applications, including SharePoint Online, OneDrive, Teams, and Outlook. These tools enable employees to securely capture, store, share, and retrieve information while reducing manual processes and supporting a more efficient digital workplace.

Konica Minolta's managed print services approach provides the City with a transparent and predictable total cost of ownership through straightforward pricing, proactive device monitoring, automated supplies management, and ongoing fleet optimization. This ensures budget predictability while maximizing the value of the City's technology investment.

Equally important, Konica Minolta is committed to accountability through clearly defined service level agreements, dedicated account management, proactive maintenance, and responsive local support. Regular performance reviews and measurable service metrics ensure the City receives consistent service quality and continuous improvement throughout the contract term.

As a trusted technology partner, Konica Minolta is committed to delivering a secure, standardized, and cost-effective solution that helps the City of Emporia improve operational efficiency, enhance citizen service delivery, and support its long-term technology goals.

Corporate Overview and Financial Stability

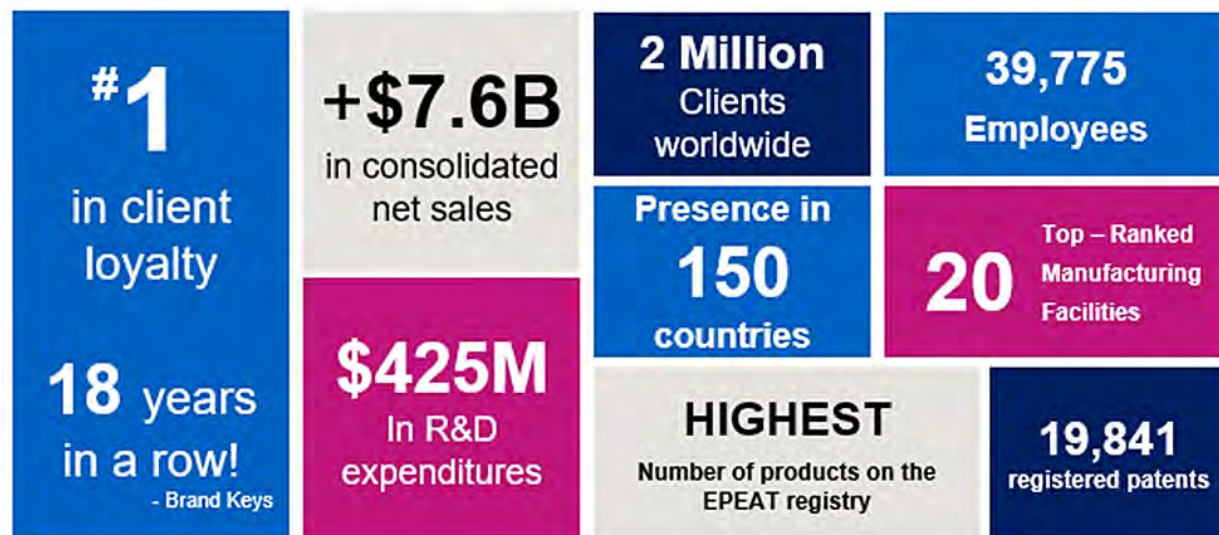
\$7B+ Global Supplier of Managed Print Services

Konica Minolta is a global organization with over \$7 billion in total revenue with 39,775 employees located in 150 countries. With over 2 million clients worldwide, we hold a leading global position in the office MFP (multifunction print) market. We are the world's leading designer and manufacturer of imaging technology, in addition to managed print services which include digital devices and software technologies that support the *Intelligent Connected Workplace* concepts.



Corporate Highlights Include:

Konica Minolta has received industry recognition by various industry groups including CRN's MSP 500 list nine times and The World Technology Awards recently named the company a finalist in the IT Software category. Konica Minolta has been recognized as the #1 Brand for Customer Loyalty in the MFP Office Copier Market by Brand Keys for 18 consecutive years! We recently received Keypoint Intelligence's BLI 2025 A3 Line of The Year Award, BLI 2021-2023 Most Color Consistent A3 Brand Award for our bizhub i-Series, BLI Pacesetter Award, and Konica Minolta's bizhub C360i, a new-generation MFP, was selected as a finalist for the globally authoritative design prize, International Design Excellence Award 2020 (IDEA 2020) and **we've recently announced that Konica Minolta has been named to the Forbes list of America's Best Employers 2025.**



Our **Corporate Vision** is to be an innovative corporation that continues to create inspiring products and services in the field of imaging. A global corporation that leads the market by advanced technologies and reliability.

Our **Mission** is to develop a long-term collaborative partnership where customer satisfaction is our primary objective. Our goal is to improve our client's user experiences- it is our priority to improve your user experiences in a sustainable way, particularly in the fast-changing print technology landscape.

Konica Minolta Experience Serving Municipal Government

Konica Minolta brings extensive experience supporting municipal governments with secure document management, managed print services, records retention, workflow automation, cybersecurity, and information technology solutions. Through its dedicated State and Local Government practice, Konica Minolta helps cities improve operational efficiency, reduce costs, enhance security, and provide better service to residents.

For the City of Emporia, Konica Minolta understands that departments must balance fiscal responsibility with the need to deliver responsive public services. City organizations manage significant volumes of documents and information across functions such as Finance, Human Resources, Municipal Court, Public Works, Utilities, Community Development, Parks and Recreation, and City Administration. Konica



Minolta's solutions are designed to streamline these operations while improving accessibility, accountability, and security of information.

Our experience working with local government agencies has demonstrated the importance of standardized document output, proactive device management, and secure access to information. Konica Minolta's Managed Print Services (MPS) programs help municipalities optimize print fleets, reduce operational costs, improve device uptime, and provide transparent reporting that supports budget planning and sustainability initiatives.

In addition to office technology solutions, Konica Minolta provides municipalities with:

- Enterprise multifunction printing and scanning solutions
- Managed Print Services and fleet optimization
- Electronic document management and records retention solutions
- Workflow automation and digital forms processing
- Secure cloud and mobile document access
- IT managed services and infrastructure support
- Cybersecurity monitoring, assessment, and training services
- Video surveillance and physical security solutions
- Professional implementation, training, and ongoing support services

These capabilities enable city departments to improve productivity while maintaining compliance with public records requirements, document retention policies, and security standards.

Konica Minolta also understands the procurement and accountability requirements unique to municipal government. Our team has extensive experience working within public-sector purchasing environments and leveraging cooperative purchasing contracts to simplify procurement while meeting competitive purchasing requirements.

For the City of Emporia, Konica Minolta will serve as more than a technology provider—we will be a strategic partner committed to supporting the City's operational objectives. Our approach combines nationally recognized expertise, local service resources, proactive account management, and a commitment to continuous improvement. By working collaboratively with City staff, we help ensure reliable operations, efficient document workflows, and technology solutions that support both employees and the citizens they serve.

Why Konica Minolta for the City of Emporia

- Proven experience serving state and local government agencies nationwide
- Comprehensive print, document, IT, and security solutions from a single provider
- Focus on cost containment, operational efficiency, and service excellence
- Dedicated local support backed by national resources and technical expertise
- Commitment to helping municipal organizations better serve residents through innovation and continuous improvement

Annie Lee

Account Executive

Konica Minolta Business Solutions U.S.A., Inc.



Account Management Team

The City of Emporia relationship with Konica Minolta will be supported by our dedicated Account Management team, headquartered in our Kansas City area sales and service branch office. This team will be responsible for overseeing the overall success of your program and ensuring the timely and effective implementation of our solutions.

To foster ongoing collaboration and transparency, Konica Minolta will coordinate Periodic Account Review (PAR) meetings at regular intervals throughout our partnership. These meetings will serve as a strategic forum to review current deliverables, assess performance, and discuss future initiatives. While we recommend conducting these reviews on a quarterly basis, they can be scheduled more frequently as needed during the term of the contract.

Customized fleet performance reports will be provided for evaluation, utilizing data collected through Konica Minolta's service and billing systems. The format and content of these reports will be tailored to meet the specific needs of the District and will be finalized upon contract award to ensure all relevant metrics are accurately captured and clearly defined.

This structured approach will enable the City stakeholders to effectively monitor our performance and evaluate the impact of our products and services across your fleet and document workflow environment.

Your Konica Minolta Account Management Team Support Includes:





City of Emporia Account Management Team



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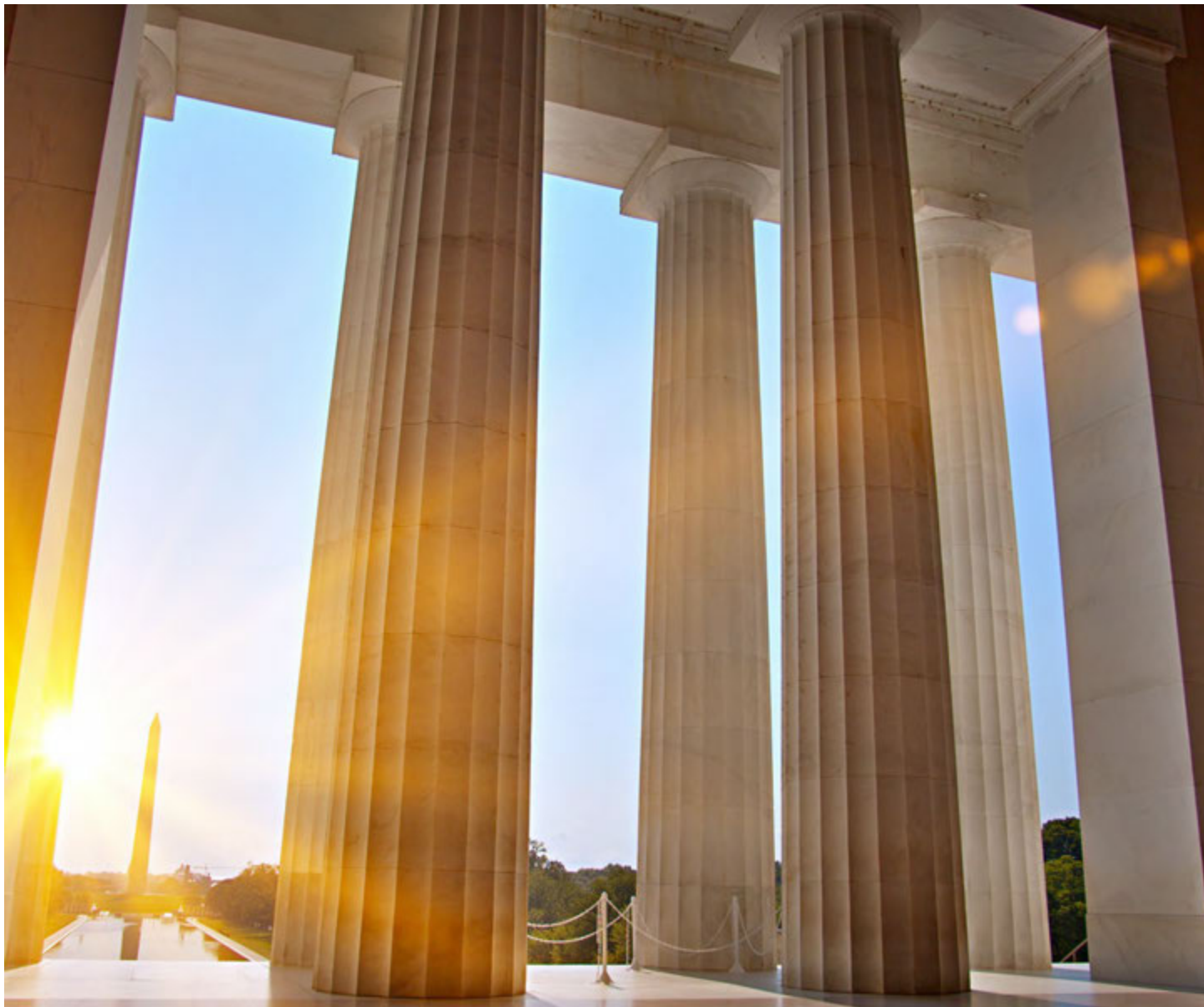
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Section 2 – Price Proposal

Konica Minolta Premier Finance (KMPF) Sample Lease Agreement



60-Month Lease Proposal City of Emporia, KS

Konica Minolta is pleased to provide the following 60-month lease proposal for the City of Emporia, Kansas.

Monthly Lease Payment Options

Option 1 – Includes Fax Kits & Paper Cut: \$1,562.00 per month

Option 2 – Includes Fax Solution & Paper Cut: \$1,619.92 per month

Service & Supplies

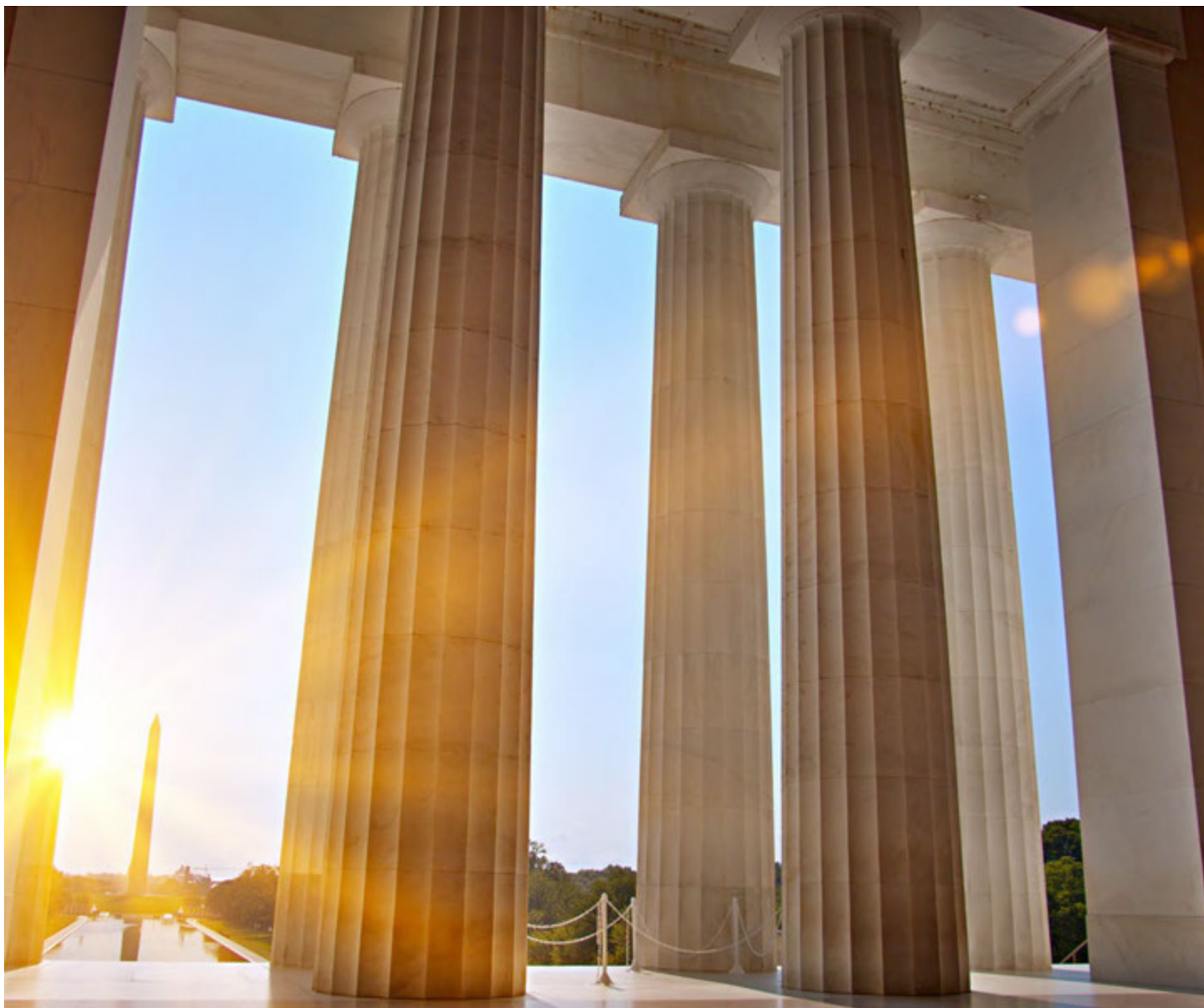
Color Prints: \$0.0350 per copy

Black & White Prints: \$0.0038 per copy

Included Configuration

- 8 bizhub C361i devices with 50-Sheet Staple Finisher
- 2 bizhub C551i devices with 50-Sheet Booklet Finisher and 2/3 Hole Punch
- Delivery, installation, and training included

The proposed pricing is based on the device quantities outlined. Should the quantity of any individual model vary by more than 10%, Konica Minolta reserves the right to adjust pricing accordingly.



Section 3 – Equipment Specifications

Bizhub Model Specifications



KONICA MINOLTA

bizhub i-SERIES IS SMARTER WORKING

RETHINK IT



bizhub C361i
Color A3 multifunctional



Giving Shape to Ideas

CUSTOMER BENEFITS



Intuitive operability

Operate the bizhub like a smartphone or tablet with fully customized user interface



Mobile connectivity

Print anytime from anywhere with Konica Minolta's innovative mobile technologies



Security

Secure network integration, data encryption, SSD overwrite, and advanced user authentication



Application ecosystem

Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



Productivity

Reliability, high-speed scanning and printing, combined with powerful finishing functions



Sustainability

Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

OPTIONS

1 ENHANCED FEATURES

- Barcode fonts
LK-106
- Unicode fonts
LK-107
- OCR A and B fonts
LK-108
- Document converter pack
LK-110v2
- ThinPrint® client
LK-111
- Antivirus
LK-116
- IP fax (T.38 fax)
LK-117 (TBD)



2 CONNECTIVITY

- Fax board
FK-514
- Fax board
FK-515
- Mount kit
MK-742
- Wireless LAN
UK-221
- USB I/F kit
EK-608
- USB I/F kit
EK-609
- Fiery controller
IC-420
- Interface kit
VI-516
- Interface board
UK-115
- ID Card Reader
AU-205H
- Mount kit
MK-735

3 OTHERS

- Working table
WT-506
- 10-Key pad
KP-102
- Security kit
SC-509
- Keyboard holder
KH-102
- Keyboard
External Keyboard

4 MEDIA INPUT

- 1 Universal tray
PC-116
- 2 Universal tray
PC-216
- Large capacity tray
PC-416
- Copier desk
DK-516
- Large Capacity tray
LU-302
- Banner tray
MK-730

5 MEDIA OUTPUT

- Job Separator
JS-506
- Inner Finisher
FS-533
- Punch kit
PK-519
- Staple finisher
FS-539SD
- Relay unit
RU-513
- Staple/booklet finisher
FS-536SD
- Relay unit
RU-513
- Punch kit
PK-524

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



Corner stapling



Two-point stapling



Two-hole punching



Three-hole punching



Duplex



Combined mixplex/mixmedia



Half-fold



Sheet insertion, report



Letter-fold



Booklet



Offset sorting



Banner printing

DESCRIPTIONS

ENHANCED FEATURES

LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110v2 Document converter pack	Generates various file formats incl. DOCX; XLSX and PDF/A
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LK-116 Antivirus	Bitdefender® Antivirus provides real time scanning of all input/output data
LK-117 IP fax (T.38) (TBD)	Fax over IP networks (T.38), requires fax kit

CONNECTIVITY

FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support
MK-742	Installation kit for FK-515
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection; Bluetooth
IC-420 Fiery controller	Professional color print controller
VI-516 Interface kit for IC-420	Fiery controller interface card
UK-115 Interface board for IC-420	Fiery controller interface board
AU-205H card reader	Various ID card technologies
MK-735 Mount kit	Installation kit for ID card reader

OTHERS

DF-632 Document feeder	Reversing automatic document feeder, capacity 100 originals
DF-714 Document feeder	Dual scan automatic document feeder, capacity 100 originals
WT-506 Working table	Authentication device placement
KP-102 10-Key pad	For use instead of touchscreen
SC-509 Security kit	Copy guard function (2 kits required for Dualscan ADF)
KH-102 Keyboard holder	To place USB keyboard
External Keyboard	Keyboard for alpha numeric data entry
FS-P04 Off-line stapler	20-sheet off-line stapling

MEDIA INPUT

PC-116 1 Universal tray	500 sheets, 5.5" x 8.5" to 11" x 17", 52-256 g/m²
PC-116 2 Universal tray	2x 500 sheets, 5.5" x 8.5" – 11" x 17" / 52-256 g/m²
PC-216 2 Universal tray	2x 500 sheets, 5.5" x 8.5" to 11" x 17", 52-256 g/m²
PC-416 Large capacity tray	2,500 sheets, 8.5" x 11" / 52-256 g/m²
LC-302 Large capacity tray	3,000 sheets, 8.5" x 11" / 52-256 g/m²
MK-730 Banner tray	Multipage banner feeding
DK-516 Copier desk	Provides storage space for print media and other materials

MEDIA OUTPUT

FS-533 Inner finisher	50-sheet stapling, 500 sheets max. output
PK-519 Punch kit for FS-533	2/3 hole punching, autoswitching
FS-539 Staple finisher	50-sheet stapling, 3,200 sheets max. output
FS-539SD Booklet finisher	50-sheet staple finisher; 20-sheet booklet finisher; 2,200 sheets max. output
PK-524 Punch kit for FS-536(SD)	2/3 hole punching; autoswitching
RU-513 Relay unit	For FS-539/SD installation, (Max. 100 sheets output capacity)
JS-506 Job separator	Separation of fax output; etc.

TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

Panel size/resolution	10.1" / 1024 x 600
System memory (standard/max)	8 GB
Solid State Drive	256 GB (standard)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n (optional)
Network protocols	TCP/IP (IPv4/IPv6); SMB; LPD; IPP; SNMP; HTTP(S); AppleTalk; Bonjour
Automatic document feeder (optional)	Up to 100 originals; A6–A3; 35–163 gsm; RADF or Dual scan ADF available
Paper input capacity (standard/max)	1,150 sheets / 6,650 sheets
Paper tray input (standard)	1x 500 sheets; 3.5" x 8.5" to 11" x 17"; custom sizes; 52–256 gsm 1x 500 sheets; 5.5" x 8.5" to 12" x 18"; custom sizes; 52–256 gsm
Paper tray input (optional)	2x 500 sheets; 5.5" x 8.5" to 11" x 17"; 52–256 gsm 1x 2,500 sheets; 8.5" x 11"; custom sizes; 52–256 gsm
Large capacity tray (optional)	1x 3,000 sheets; 8.5" x 11"; custom sizes; 52–256 gsm
Manual bypass	150 sheets; 3.5" x 8.5" to 12" x 18"; Custom sizes; Banner; 60–300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18"; 52–256 gsm
Finishing modes (optional)	Offset; Group; Sort; Staple; Punch; Half-fold; Letter-fold; Booklet
Output capacity (standard)	Max. 250 sheets
Output Capacity (optional)	Max. 3,300 sheets
Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 gsm)
Letter fold	Max. 3 sheets
Letter fold capacity	Max. 30 sheets; unlimited (without tray)
Booklet	Max. 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max. 100 booklets; unlimited (without tray)
Copy/print volume (monthly)	Max.¹ 175,000 pages
Toner lifetime	Black up to 28,000 pages CMY up to 28,000 pages

Imaging unit lifetime	Black up to 225,000/1,000,000 pages (drum/developer) CMY up to 105,000/1,000,000 pages (drum/developer)
Power consumption	110–120 V / 50/60 Hz; Less than 1.50 kW
System dimension (W x D x H)	24.2" x 27" x 31" (without options)
System weight	Approx. 187 lbs. (without options)

PRINTER SPECIFICATIONS (STANDARD)

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Print Speed letter (mono/color)	Up to 36/36 ppm
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating System	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.14 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile); Mobile Authentication and Pairing (iOS/Android) Optional: Google Cloud Print; WiFi Direct

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-420
Controller CPU	AMD GX-424CC @ 2.4 GHz
Memory/HDD	2 GB / 500 GB
Page description language	Adobe PostScript 3 (CPSI 3020); PCL 6; PCL 5c

SCANNER SPECIFICATIONS

Scan speed (mono/color)	Up to 100/100 ipm in simplex Up to 200/200 ipm in duplex
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX Optional: Searchable PDF; PDF/A 1a and 1b; Searchable DOCX/PPTX/XLSX
Scan destinations	2,100 (single + group); LDAP support

COPIER SPECIFICATIONS

Imaging technology	Laser
Toner technology	Simitri® HD polymerized toner
Copy/print speed letter (mono/color)	Up to 36/36 ppm
Copy/print speed 11"x17" (mono/color)	Up to 18/18 ppm
Autoduplex Speed letter (mono/color)	Up to 36/36 ppm
1 st copy out time letter	4.6/6.1 sec.
Warm-up time	Approx. 12 sec. in mono; 13 sec. in color ²
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1–9,999
Original format	3.5" x 8.5" to 11" x 17"; Custom sizes
Magnification	25–400% in 0.1% steps; Auto-zooming

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analog; i-Fax; Color i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,100 (single + group)

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

SYSTEM FEATURES

Security Functions (standard)	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL2; SSL3 and TLS1.0/1.1/1.2/1.3 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Secure print; Kerberos; Overwrite all data function; SSD Self-Encryption (AES 256)/ Storage lock password; Memory data auto deletion; Confidential fax receipt; Print user data encryption
Security Functions (optional)	Antivirus realtime scanning (Bitdefender®); Copy protection (Copy Guard, Password Copy)
Accounting (standard)	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition
Accounting Functions (optional)	ID card authentication (ID card reader); Authentication by mobile device (Android/iOS)
Software	Net Care Device Manager; Data Administrator; Web Connection; Log Management Utility

¹ Maximum monthly copy/print volume supported under standard vendor supplied service. Defines the upper end of the expected customer volume for the device. Customers should consider multiple machines if average monthly volume approaches duty cycle on a continual basis.

² Warm-up time may vary depending on the operating environment and usage.

- All specifications refer to letter-size paper of 80 gsm weight.
- The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (6% coverage of letter). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.
- All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

Intelligent Information Management (IIM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility

IT SERVICES

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects
Business Consulting Services

TECHNOLOGY

Office Multifunction Business Solutions
Commercial and Production Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services

For complete information on Konica Minolta products and solutions, please visit: [CountOnKonicaMinolta.com](https://www.koniaminolta.com)

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KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
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Item #: C361IS
6/24-Z



KONICA MINOLTA

bizhub i-SERIES IS SMARTER WORKING

RETHINK IT



bizhub C551i
Color A3 multifunctional



Giving Shape to Ideas

CUSTOMER BENEFITS



Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customized user interface



Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies



Security
Secure network integration, data encryption, hard drive overwrite, and advanced user authentication



Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



Productivity
Reliability, high-speed scanning and printing, combined with powerful finishing functions



Sustainability
Numerous eco features reduce energy consumption and costs

OPTIONS

1 ENHANCED FEATURES

- Barcode fonts
LK-106
- Unicode fonts
LK-107
- OCR A and B fonts
LK-108
- Document converter pack
LK-110v2
- ThinPrint® client
LK-111
- Antivirus
LK-116



2 CONNECTIVITY

- Fax board
FK-514
- Wireless LAN
UK-221
- USB I/F kit
EK-608
- USB I/F kit
EK-609
- Fiery controller
IC-420
- Interface kit for IC-420
VI-516
- Interface board for IC-420
UK-115
- Card authentication
ID card reader
- Mount kit
MK-735

3 OTHERS

- Working table
WT-506
- Offline Stapler
FS-P04
- 10-Key pad
KP-102
- Replacement SSD
EM-908
- Keyboard holder
KH-102
- Convenience Stapler
CS-2

4 MEDIA INPUT

- 1x Universal tray
PC-116
- 2x Universal tray
PC-216
- Large capacity tray
PC-416
- Large capacity tray
PC-417
- Copier desk
DK-516x
- Large capacity tray
LU-302
- Large capacity tray
LU-207
- Banner tray
MK-730

5 MEDIA OUTPUT

- Output tray
OT-513
- Job separator
JS-508
- Inner finisher
FS-533
- Attachment kit
MK-607
- Punch kit for FS-533
PK-519
- Staple finisher
FS-539
- Relay unit
RU-513
- Booklet finisher
FS-539SD
- Relay unit
RU-513
- Punch kit for FS-539/SD
PK-524
- Staple finisher
FS-540
- Relay unit
RU-513
- Booklet finisher
FS-540SD
- Relay unit
RU-513
- Punch kit for FS-540/SD
PK-526
- Post inserter for FS-540/SD
PI-507
- Job separator for FS-540/SD
JS-602
- Z-fold unit for FS-540/SD
ZU-609

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



Corner
stapling



Two-point
stapling



Two-hole
punching



Three-hole
punching



Duplex



Combined
mixplex/
mixmedia



Half-fold



Sheet
insertion



Letter-fold



Booklet



Offset
sorting



Z-fold



Banner
printing



Corner
Stapling
(offline)

ENHANCED FEATURES

LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110v2 Document file conversion	Supports Searchable PDF and OOXML (DOCX, XLSX, etc.) file formats
LK-111 ThinPrint client	Print data compression for reduced network impact
LK-116 Antivirus	Bitdefender® antivirus provides real time scanning of all incoming and outgoing data

CONNECTIVITY

FK-514 Fax board	Super G3 fax, digital fax functionality
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection, Bluetooth
IC-420 Fiery controller	Professional color print controller
VI-516 Interface kit for IC-420	Fiery controller interface card
UK-115 Mount kit	Fiery controller mount kit
AU-205H ID card reader	Supports various ID card technologies
MK-735 Mount kit	Installation kit for ID card reader

OTHERS

WT-506 Working table	Authentication device placement
KP-102 10-Key pad	For numeric entry instead of touchscreen
SC-509 Security kit	Copy guard function
EM-908 SSD	1 TB SSD to increase storage space
FS-P04	Offline Stapler
CS-2	Convenience Stapler
KH-102 Keyboard holder	To place USB keyboard
External keyboard	Keyboard for alpha numeric data entry

MEDIA INPUT

PC-116 1x Universal tray	500 sheets / 5.5" x 8.5" – 11" x 17" / 52–256 g/m ²
PC-216 2x Universal tray	2x 500 sheets / 5.5" x 8.5" – 11" x 17" / 52–256 g/m ²
PC-416 Large capacity tray	2,500 sheets / 8.5" x 11" / 52–256 g/m ²
PC-417 Large capacity tray	1,500 + 1,000 sheets / 5.5" x 8.5" or 8.5" x 11" / 52–256 g/m ²
LU-302 Large capacity tray	3,000 sheets / 8.5" x 11" / 52–256 g/m ²
LU-207 Large capacity tray	2,500 sheets / 8.5" x 11" – 12" x 18" / 52–256 g/m ²
MK-730 Banner tray	Multipage banner feeding
DK-516 Copier desk	Provides storage space for print media and other materials

MEDIA OUTPUT

OT-513 Output tray	Output tray used instead of finisher
JS-508 Job separator	Separation of fax output; etc.
FS-533 Inner finisher	50-sheet stapling, 500 sheets max. output
MK-607 Attachment kit	For FS-533 installation
PK-519 Punch kit for FS-533	2/4 hole punching, auto switching
FS-539 Staple finisher	50-sheet stapling / 3,200 sheets max. output
FS-539SD Booklet finisher	50-sheet stapling / 20-sheet booklet finisher / 2,200 sheets max. output
PK-524 Punch kit for FS-539/SD	2/3 hole punching, auto switching
FS-540 Staple finisher	100-sheet stapling / 3,200 sheets max. output
FS-540SD Booklet finisher	100-sheet stapling / 20-sheet booklet finisher / 2,700 sheets max. output
PK-526 Punch kit for FS-540/SD	2/3 hole punching, auto switching
RU-513 Relay unit	For FS-539/SD or FS-540/SD installation
JS-602 Job separator for FS-540/SD	Separation of fax output, etc.
PI-507 Post inserter for FS-540/SD	Cover insertion, post finishing
ZU-609 Z-fold unit for FS-540/SD	Z-fold for 11" x 17" prints

TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

System speed 8.5" x 11"	Up to 55/55 ppm (mono/color)
System speed 11" x 17"	Up to 27/27 ppm (mono/color)
Auto duplex speed 8.5" x 11"	Up to 55/55 ppm (mono/color)
1st page out time 8.5" x 11"	3.8/5.0 sec. (mono/color) ¹
Warm-up time	Approx. 15/17 sec. (mono/color) ¹
Imaging technology	Laser
Toner technology	Simitri® HD polymerized toner
Panel size/resolution	10.1" / 1,024 x 600
System memory	8 GB (standard/max.)
System hard drive	256 GB SSD (standard) / 1 TB SSD (optional)
Interface	10/100/1,000-Base-T Ethernet, USB 2.0, Wi-Fi 802.11 b/g/n/ac (optional)
Network protocols	TCP/IP (IPv4 / IPv6) / SMB / LPD / IPP / SNMP / HTTP(S) / Bonjour
Automatic document feeder	Up to 300 originals / 5.5" x 8.5" – 11" x 17" / 35–210 g/m ² / Dualscan ADF
ADF double feed detection	Standard
Printable paper size	3.5" x 5.5" – 12" x 18" / customized paper sizes / banner paper max. 47.2" x 11.7"
Printable paper weight	52–300 g/m ²
Paper input capacity	1,150 sheets / 6,650 sheets (standard/max.)
Paper tray input (standard)	1 x 500 / 3.5" x 5.8" – 11" x 17" / custom sizes / 52–256 g/m ² 1 x 500 / 5.5" x 8.5" – 12" x 18" / custom sizes / 52–256 g/m ²
Paper tray input (optional)	1 x 500 / 5.5" x 8.5" – 11" x 17" / 52–256 g/m ² 2 x 500 / 5.5" x 8.5" – 11" x 17" / 52–256 g/m ² 1 x 2,500 / 8.5" x 11" / 52–256 g/m ² 1 x 1,500 + 1 x 1,000 sheets / 5.5" x 8.5" or 8.5" x 11" / 52–256 g/m ²

Large capacity tray (optional)	1 x 3,000 / 8.5" x 11" / 52–256 g/m ² 1 x 2,500 / 8.5" x 11" – 12" x 18" / custom sizes / 52–256 g/m ²
Manual bypass	150 sheets / 3.5" x 5.5" – 12" x 18" / custom sizes / banner / 60–300 g/m ²
Finishing modes (optional)	Offset, Group, Sort, Staple, Staple (offline), Punch, Half-fold, Letter-fold, Booklet, Post insertion, Z-fold
Automatic duplexing	4.1" x 5.5" – 12" x 18" / 52–256 g/m ²
Output capacity	Up to 250 sheets / up to 3,300 sheets (standard/max.)
Stapling	Max. 100 sheets or 98 sheets + 2 cover sheets (up to 300 g/m ²)
Stapling output capacity	Max. 200 sets
Letter fold	Max. 3 sheets
Letter fold capacity	Max. 50 sets, unlimited (without tray)
Booklet	Max. 20 sheets or 19 sheets + 1 cover sheet (up to 300 g/m ²)
Booklet output capacity	Max. 35 booklets, unlimited (without tray)
Duty cycle (monthly)	Max. ² 200,000 pages
Toner lifetime	Black up to 28,000 pages CMY up to 28,000 pages
Imaging unit lifetime	Black up to 240,000/1,000,000 pages (drum/developer) CMY up to 165,000/1,000,000 pages (drum/developer)
Power consumption	110–120 V / 60 Hz, Less than 1.6 kW
System dimension (W x D x H)	24.2" x 27.1" x 37.8" (without options)
System weight	Approx. 220 lb (without options)

PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi, 1,200 x 1,200 dpi
Page description language	PostScript 3 (3016) Emulation PCL 6 (XL Version 3.0 Emulation) PCL 5e/c Emulation XPS Version 1.0
Operating systems	Server: Windows Server 2016 Windows Server 2019 Windows Server 2022 Client: Windows 10 Windows 10 / 11x64 Edition Windows Server 2016 / Server 2019 / Server 2022 macOS 10.14 / 10.15 / 11 / 12 / 13 Intel macOS 11 AppleM1 macOS 12 / 13 AppleM1 / AppleM2 Red Hat Enterprise Linux Google Chrome OS
Printer fonts	PCL: Western type: 80 outline fonts Japanese fonts: HG Mincho L / HGP Mincho L / HG Gothic B / HGP Gothic B Postscript 3 Emulation: Western type1 font: 137 outline fonts Japanese fonts: HG Mincho L / HG Gothic B
Mobile printing	AirPrint (iOS), Mopria (Android), Konica Minolta Print Service (Android), Konica Minolta Mobile Print (iOS/Android) Optional: Google Cloud Print, Wi-Fi Direct

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-420
Controller CPU	AMD GX-424CC @ 2.4 GHz
Memory/HDD	8 GB (8192MB) (standard)
Page description language	Adobe PostScript 3 (CPSI 3020), PCL 6, PCL 5c
Operating systems	Windows 7 (32/64), Windows 8.1 (32/64), Windows 10 (32/64), Windows Server 2008 (32/64), Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Macintosh OS X 10.10 or later, Linux

SCANNER SPECIFICATIONS

Scan speed	Up to 140/140 ipm in simplex (mono/color) Up to 280/280 ipm in duplex (mono/color)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me), Scan-to-SMB (Scan-to-Home), Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Scan-to-URL, TWAIN scan
File formats	TIFF, PDF, Compact PDF, JPEG, XPS, Compact XPS, pptx, docx, xlsx, Searchable PDF, PDF/A, Linearized PDF, Page setting (Single page (1-999 pages) / Multi page)
Scan destinations	2,000 destinations + 100 groups, LDAP support

COPIER SPECIFICATIONS

Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. 11" x 17"
Magnification	25-400% in 0.1% steps, Auto zoom

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analog, i-Fax, Color i-Fax, IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH, MR, MMR, JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,000 single + 100 groups

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public, Personal (with password or authentication), Group (with authentication)
Type of system boxes	Secure print, Encrypted PDF print, Fax receipt, Fax polling

SYSTEM FEATURES

Security	ISO 15408 HCD-PP Common Criteria (in evaluation), IP filtering and port blocking, SSL3 and TLS1.0/1.1/1.2 network communication, IPsec support, IEEE 802.1x support, User authentication, Authentication log, Secure print, Kerberos, Hard drive data encryption (AES 256), Confidential fax, Print user data encryption Optional: Antivirus scanning (Bitdefender®), Copy protection (Copy Guard, Password Copy)
Accounting	Up to 1,000 user accounts, Active Directory support (user name + password + e-mail + smb folder), User function access definition, Authentication by mobile device (Android) ID card authentication (ID card reader), Authentication by mobile device (iOS)
Software	Net Care Device Manager, Data Administrator, Box Operator, Web Connection, Log Management Utility

¹ Warm-up time may vary depending on the operating environment and usage.

² Maximum monthly copy/print volume supported under standard vendor-supplied service defines the upper end of expected customer volume for the device. Customers should consider multiple machines if average monthly volume approaches duty cycle on a continual basis.

- All specifications refer to 8.5" x 11" paper of 80 g/m² weight.
- The support and availability of the listed specifications and functionalities vary depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (5% coverage of 8.5" x 11"). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.



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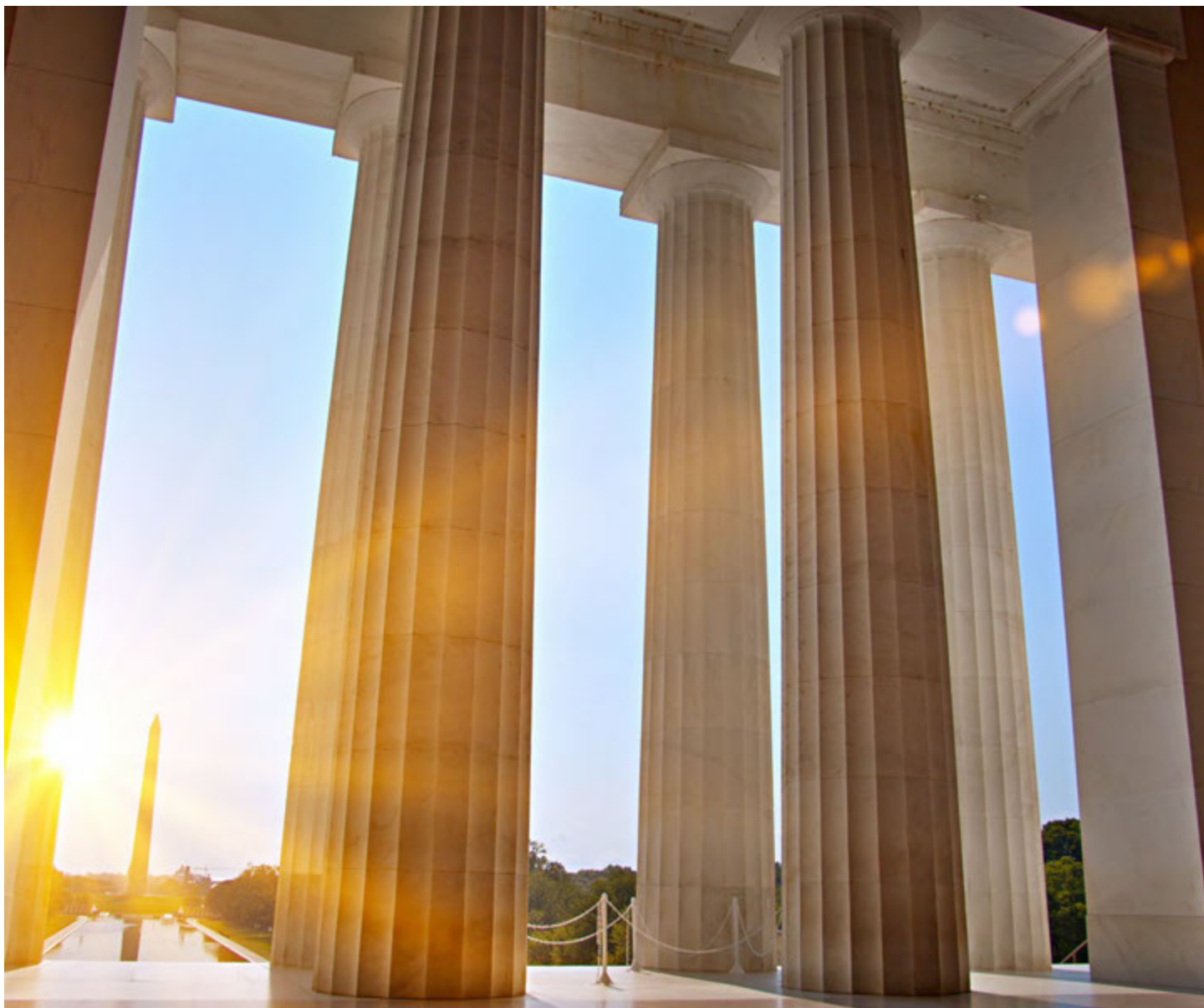
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Item #: C551i DATASHEET
6/2024-Z



Section 4 – Software & Integration Support

PaperCut MF
InterFax



Software & Integration Description

- Scan to Email, Network Folder, and Microsoft OneDrive/SharePoint/Teams
- OCR with searchable PDF and editable Microsoft Office formats
- Centralized device management
- Usage tracking and reporting by department or user

Recurring licensing fees for basic scanning and OCR functionality are not acceptable.

Konica Minolta's proposed PaperCutMF solution includes Scan to email, Scan to Network Folder, Microsoft 365 integration (including OneDrive, SharePoint, and Teams), OCR (Selfhosted) with searchable PDF and editable Microsoft Office Formats. It also has centralized device management, and usage tracking/reporting by department or user. OCR functionality is included as part of the proposed PaperCutMF solution and does not require recurring licensing fees for basic scanning or OCR capabilities.

PaperCut MF

Secure Print Release: Print jobs are held securely in a centralized queue and released only after user authentication (badge, PIN, or credentials) at the device, ensuring confidentiality and full auditability.

Centralized Print Queues: Print jobs are routed through centrally managed queues, enabling consistent control, reporting, and policy enforcement across all locations.

Follow-Me / Universal Queue: A shared "follow-me" queue allows users to submit jobs once and release them at any authorized device, improving mobility and reducing queue fragmentation.

Workload Segmentation: The architecture supports creation of dedicated queues for specific departments or operational environments (e.g., faculty, administrative, students), allowing:

- Separation of sensitive or high-volume workloads
- Controlled access to specific devices or queues

High Availability & Scalability:

Print servers and queues can be deployed in a distributed or redundant configuration to support high availability and performance across the City's locations.

Flexible Deployment Model:

Supports both on-premises and hybrid configurations, integrating with existing infrastructure while aligning with future cloud strategies.

Policy-Based Controls: PaperCut MF enforces configurable print policies, including:

- Default duplex and black-and-white printing
- Color usage restrictions
- Print quotas and cost tracking by user or department
- Rules-based controls (e.g., redirecting large jobs or restricting printing by device)

Reporting & Accountability:

All activity is tracked at the user and device level, supporting cost recovery, usage analysis, and compliance requirements.



Upland InterFAX Cloud Fax

Konica Minolta is recommending the use of the Upland InterFAX cloud fax service as an alternative to standard analog lines and fax cards. The use of cloud fax is the easiest way to move electronic faxing, without the high overhead and on-premise costs of traditional fax servers. Cloud fax drives cost savings, increased security, and convenience.

Interfax removes all analog or VoIP fax telephony-related costs allowing most customers to achieve immediate savings on telephony costs and ROI in one year, and an MFD equipped with Interfax does need to have a fax board option added to the equipment which reduces the overall cost of the device.

Interfax only requires a network connection to send fax allowing fax to go on any machine regardless of proximity to a telephone jack, and because the end user can upload directly to InterFAX from their workstations, any documents that are already electronic do not need to be printed to hardcopy to be sent as a fax. When faxes come into the system they can arrive as email attachments rather than prints allowing further reduction of print pages.

All transmission of the outbound and inbound faxes is secured with TLS encryption and protected via private and public keys and the InterFAX services have ISO 27001 certification.

Interfax uses a consumption-based per fax page billing module which is pooled to the accounts, so if one department uses a lot of fax and another only occasionally uses fax they balance out.

Interfax Fax supports your company's compliance procedures with regulations such as HIPAA or PCI DSS. Accurate fax reporting is built in giving further control of the environment and compliance.

Porting the existing Fax numbers is easy and low cost with Interfax, or new numbers can be provided for expansion locations. The best part is any issues with VOIP lines or the need for digital-to-analog conversion is eliminated.



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PRINT MANAGEMENT SOLUTIONS



Giving Shape to Ideas



POWERFUL PRINT MANAGEMENT

FOR PRINTERS AND MULTI-FUNCTION DEVICES

EASY PRINTING

MOBILE AND BYOD PRINTING

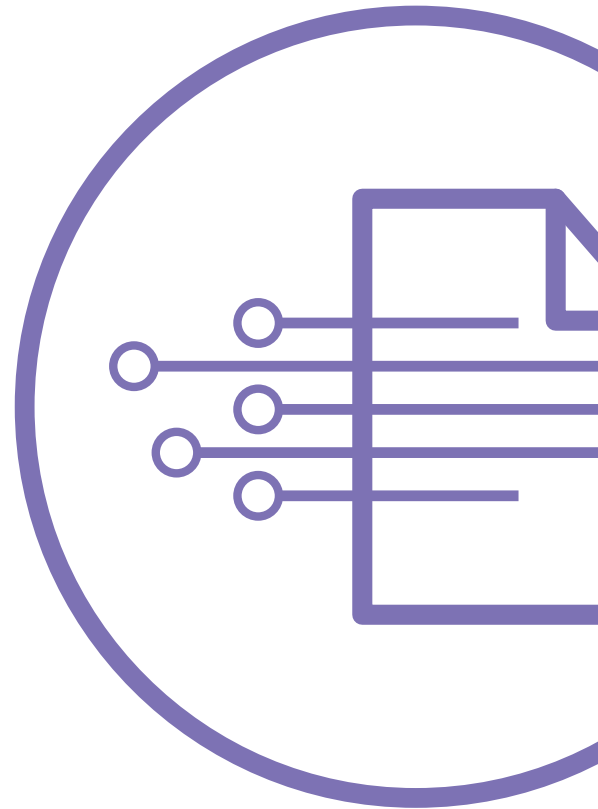
Managed and BYOD systems are all covered. Print from Chromebooks, Android, macOS, iOS and Windows devices.

AUTOMATED PRINT QUEUES

Push the right print queues and printer drivers to roaming users no matter where they go, all automatically.

CONVENIENT PRINT RELEASE

Print to one queue and pick up at any printer with the simple 'tap and release' workflow powered by Find-Me printing.





LATEST FEATURES

MOBILITY PRINTING

Mobility Print simplifies the printing process for bring your own devices (BYOD) and other end-user managed devices, such as smartphones, tablets, laptops or Chromebooks. End users can quickly discover and set up printers on their own, regardless of their operating system or the brand of printer. .

PRINT DEPLOY

With Print Deploy for PaperCut MF and NG, installing print queues and drivers goes from time-consuming and tedious to lightning-fast and fully automated. Your users can easily find and choose print queues to install for themselves (self-service) whilst having the flexibility to move around offices and have their printing, simply work.

FIND ME PRINT

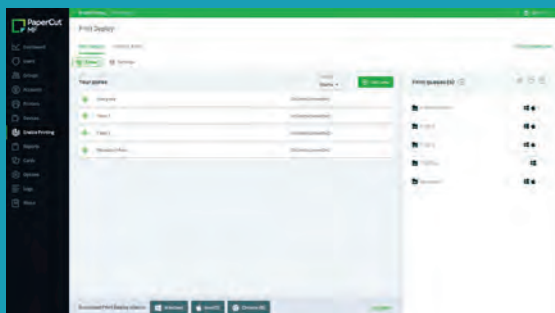
Simply, it's the ability for your users to send their print jobs to a single print queue from their computer or device, and release their jobs from whichever printer they're close to, whenever they want. Regardless of how many printers are in the organization, users print to just one print queue via a universal driver, or universal print queue as far as your users are concerned.

SOFTWARE THAT USES THE POWER OF YOUR DEVICES FOR EASY, SECURE AND WASTE-FREE PRINTING



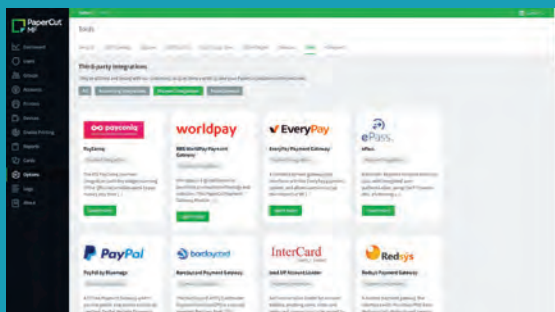
G SUITE & CHROMEBOOK

Empower easy printing from Chromebooks and quick access with “Sign In with Google”. The new integration offers easy user management.



INTEGRATED SCANNING

Administrators can assign user scan workflows to users and groups. Users get an integrated all-in-one interface along with pre-configured Scan Actions to on ramp into existing business systems.

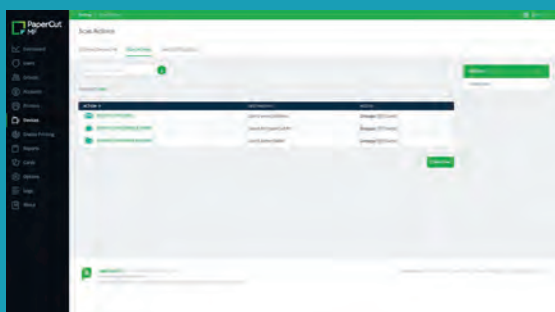


EPIC EHR INTEGRATION

Used with Epic print systems to capture user credentials and provide secure print release and find-me printing as well as all other PaperCut features.

DATA VISUALIZATION

You can now easily configure PaperCut’s Data Integration platform to export your usage data from PaperCut MF to your 3rd party Business Intelligence tool of choice.



SCAN TO CLOUD

Seamlessly scan to a range of cloud storage providers like Google Drive and SharePoint Online among others.

JOB TICKETING

Control and automate every kind of specialty printing – 3D printing, production printing, laser cutting, and anything else in a print room or Fabrication Lab – all in one place.

WAYS TO INTRODUCE CONTACTLESS PRINTING

A full-page background image showing two men in business suits walking on a wooden deck. The man on the right is holding a clipboard and looking down at it, while the man on the left is looking towards him. They are both wearing dark suits, white shirts, and ties. The setting appears to be an outdoor area with a concrete pillar visible on the right.

SWIPE-CARD AUTOMATIC RELEASE

If you're already using card readers to authenticate with PaperCut, you can simply enable a touch-free solution for your Find-Me print users. Enable the 'automatically release jobs upon login' option via the Admin web interface of PaperCut MF.

DELEGATED PRINT RELEASE

Delegated print release allows certain users to authorize releasing print jobs on another user's behalf. This option means a selected person can collect print jobs rather than numerous people heading in and out of the shared space.

MOBILE PRINT RELEASE

PaperCut's Mobile Print Release feature allows users to authenticate with their mobile devices. This can be optimized with a QR code for the truest touch-free option. This essentially turns your users' mobile devices into Release Stations where you can view all held jobs.

RELEASE STATIONS

This is similar to the delegated print release feature, in that you can set up your Release Station so that only Release Managers have access to interact with holding jobs.

ADMIN WEB INTERFACE

You can assign Admin Rights to users, which will give them access to the entire 'Printers' section. They then can access the 'Jobs Pending Release' page, cancel or print held jobs, and select which printer to release to.

USER WEB INTERFACE PRINT

This is a webpage on your network that users can access with their PaperCut account to select the printer to use.



PRINT FLEXIBILITY FOR THE HYBRID WORKSPACE

BYOD PRINTING ANYWHERE

With team members coming to and from the office, they're going to need the flexibility to hit print at home and collect their documents from the workplace. For simple print enablement, Mobility Print and its Cloud Print feature open up BYOD printing for flexibility between your home and office workspaces.

SETTING UP AND MANAGING PRINT QUEUES REMOTELY

Admins understand the pains of enabling printing for users. In the flexible workplace, you and your users will want to update and push print queues remotely without having to travel all the way to the office, or to your users' home. Print Deploy automatically gets the right print driver and right print queue to the right person in the right location, every single time.

OFFSITE PRINT TRACKING

With all those staff members coming and going between the office and home, and you being one of them, you're gonna want to be able to manage and track your printing wherever you are. With PaperCut, our Direct Print Monitor has got you covered. More specifically, there are three ways for you to track printing offsite: printing to a shared printer without a VPN connection; printing to a shared sprinter via a VPN connection; and printing to a home printer.



What does it mean for you?

What happens when you combine Google's intuitively powerful suite of tools with a market-leading print management tool to match? You get the easiest way to enable and control printing in any Google-powered school.



PAPERCUT MF TIPS FOR REMOTE PRINTING

- Just in case you haven't yet, set up Find-Me printing.
- Increase the default period for how long jobs are held before being deleted. This will allow users to print from home, and then arrive several days later to pick up their print jobs.
- Stop print jobs from being released when the printer is in error. This will prompt users to walk to a different printer to release their jobs if the one they are standing at has a fault. This will avoid users having to reprint their document.

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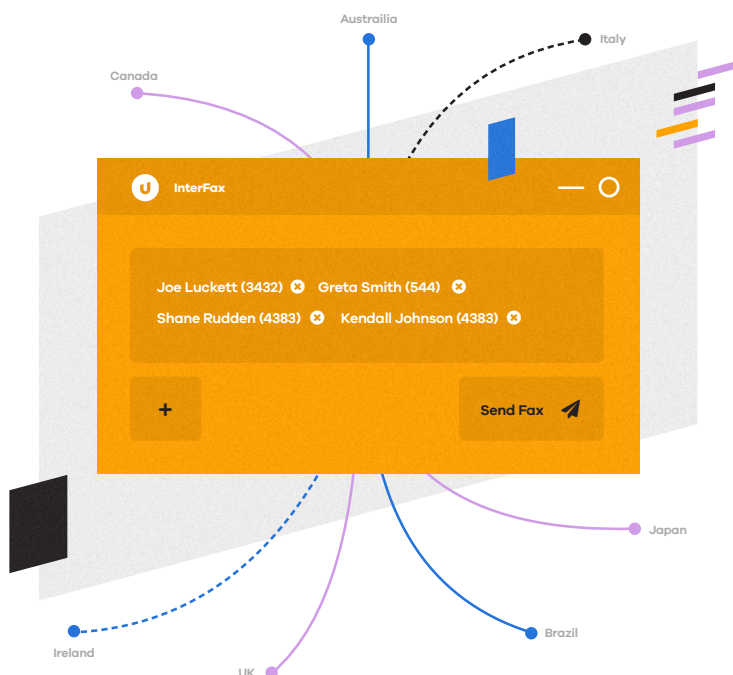
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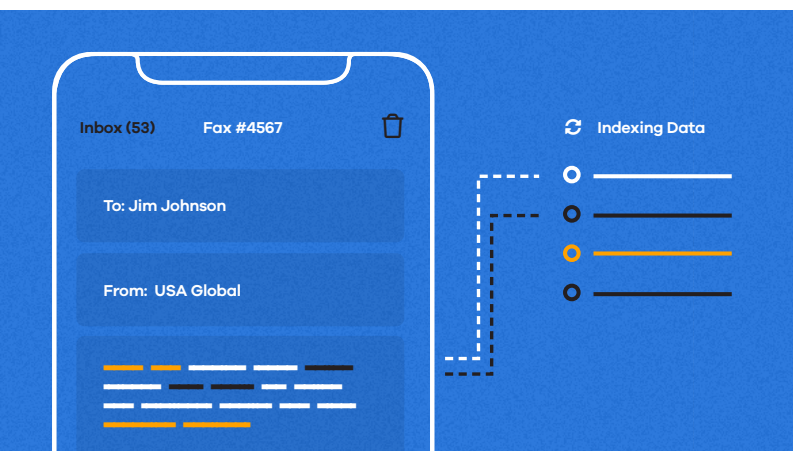
Item #: PaperCutMF
03/2021-Z

Cloud-based fax service for secure delivery

Transmit documents at volume to anywhere in the world, while adhering to global data security standards.



Get seamless, scalable cloud fax with a flexible API.

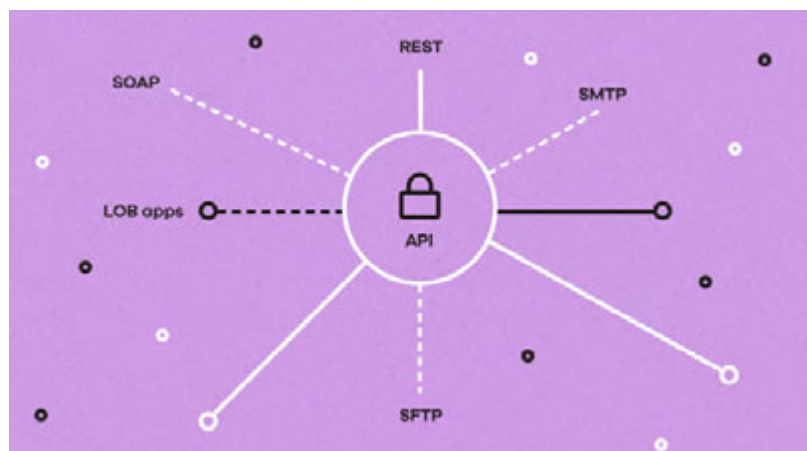


Use enterprise-grade fax from anywhere.

Send and receive faxes online through your email, the native web interface, mobile, Konica Minolta bizhub MFPs, and other scanning devices.

Fax at any volume from anywhere reliably and securely with the highest data protection and compliance across your business environment.

Use your Konica Minolta bizhub MFP with or without authentication to print incoming faxes, or send faxes using the Marketplace App.



Integrate cloud fax into your IT environment.

Use our developer fax API to fully integrate secure, auditable cloud fax, with no up-front investment or ongoing maintenance.

Integrate with leading CRM, ERP, and email platforms, including MS Outlook, Salesforce, SAP R/3, and more

Tailor to a variety of development environments such as REST, SOAP, and PHP

Enterprise-ready, right out of the box

Transition from on-premise fax to fully hosted cloud fax quickly and smoothly and get immediate access to the robust capabilities your business demands.

Robust security and encryption

- TLS encryption for incoming and outgoing faxes
- Authentication via private and public key signatures
- "Delete Fax After Completion" feature

Enterprise capabilities

- Unlimited allowed senders
- Bulk fax broadcasting to up to 20,000 recipients
- Automated activity reporting
- Full audit trail of sent and received faxes

Global support

- Support for international languages
- Localized support resources in multiple languages
- Compliance with global data sovereignty laws



Flexible controls

- Customizable fax headers and cover pages
- Granular user credentials and permissions
- Delivery confirmation policies
- Automatic retry attempt settings

Advanced fax features

- Mail merge features for lists and personalization
- Multiple destinations and deferred transmission
- Document resolution
- InterFAX Salesforce API

Konica Minolta bizhub Integration

- Scan-to-Fax with the InterFAX Marketplace App
- Print incoming faxes with or without authentication



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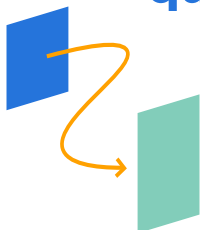


Data security and compliance

Upland InterFAX is eager to offer best-in-class cloud fax features to customers. Our goal is to ensure your critical data is safe, whatever your size, industry, or location.



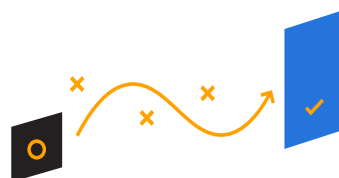
Fax at volume anywhere in the world — quickly, reliably, and securely.



Incoming fax encryption

Encrypts incoming faxes forwarded to you via email, TLS, or signed email (PKI), securing the contents while in transit from our servers to your computer.

- | Set up encrypted fax confirmation messages for both incoming and outgoing faxes.
- | Additional “delete fax after completion” feature ensures data privacy.
- | Employs active-active infrastructure, separate infrastructure, private queues, and dedicated servers.



Outgoing fax encryption

Accepts your outgoing fax documents via TLS, signed email (PKI), or TLS-secured email-to-fax, so the content of your outgoing mail is secure while in transit to your servers.

- | Obtain the InterFAX public key signature as a one-time initial action in order to encrypt your outbound messages for PKI.
- | Hardened IT infrastructure system reduces security risk.
- | Controlled delivery and data sovereignty ensures secure receipt within borders.

Protecting personal data

Personally identifiable information (PII) relates to an individual's private, professional, or public life: names, photos, email addresses, bank details, medical data, even a computer's IP address. The collection and storage of PII is essential in today's digital age since organizations use the data continuously in diverse ways. But you've got to ensure you have secure processes in place.

PCI DSS compliance

Payment Card Industry Data Security Standard (PCI DSS) requirements ensure that all companies processing, storing, or transmitting credit card information maintain a secure environment. If you send faxes that include full credit card numbers, you need to comply with PCI DSS. InterFAX PCI Compliant Fax is a premium security service offering the highest level of client data protection with PCI DSS Tier 1 certification. Faxes are sent through a hardened subsystem that has undergone rigorous compliance testing and enables PCI-compliant fax transmission and reception. InterFAX is the world's first fully certified inbound and outbound PCI DSS cloud fax service provider.

HIPAA and PHIPA compliance

The Health Insurance Portability and Accountability Act (HIPAA) in the United States and the Personal Health Information Protection Act (PHIPA) in Canada make it mandatory for healthcare providers and organizations to improve the efficiency of electronic transactions while ensuring the security and confidentiality of information. InterFAX utilizes security features such as full audit trailing, user authentication, deletion upon delivery, and TLS/PKI encryption, all of which are paramount to ensuring compliant environments.

ISO 27001 compliance

ISO 27001 is the internationally recognized and respected standard that determines if a company is following information security best practices. Very few companies achieve ISO 27001 certification, and InterFAX is proud to offer our customers the most rigorous, secure cloud fax service possible.



Additional security features

- Ability to hide destination fax numbers for an added layer of security
- TLS-enabled secured communication to our Web Service servers so sensitive fax data can be securely submitted
- User authentication enforces access roles with usernames and passwords
- Automatic fax removal of sensitive messages from our servers upon delivery
- Full audit trail of faxes sent and received, provided through our servers
- All servers are housed in secure environments, only accessible to approved personnel

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Fax Comparison

How does Cloud Fax stack up against the more traditional fax environments?

Fax Machine	Fax Server	 InterFAX
Limited to making one call (inbound/outbound) at any given time	Limited to making calls according to how many lines are connected	No limit on the number of outgoing/incoming faxes at any given time
Requires physical line, hardware (fax machine), ink, and paper	Requires physical lines, hardware (fax server)	No equipment required on client side
Requires purchasing a fax machine	Requires purchasing, configuring, and maintaining a fax server	No maintenance and no configuration — registration is done in minutes
No software required	Requires dedicated software (on server/client machines) to send/receive faxes	No software required
No redundancy (if machine breaks down, client loses capability to send/receive faxes)	Limited redundancy (in most cases, if there is a problem, client would not be able to send/receive faxes)	Full redundancy (internal problems in InterFAX do not affect client's ability to send/receive faxes)
To send a fax, the client must physically be at the fax machine with the printed paper	To send a fax, client must be in the network that is connected to the fax server	To send a fax, client can be in any location that can send an email to the InterFAX system
Client is charged a fee for the line to be able to send faxes	Client is charged a fee for the lines to be able to send faxes	Client is only charged for the cost of faxes sent and received
Received fax is printed next to the fax machine for all to see	Received fax is stored on the fax server and can be viewed by server administrators	Received fax is sent to a specific email address only
Dependent on local environment (power, availability of line, etc.)	Dependent on local environment (power, availability of line, etc.)	Not affected by local environment (faxes will be received regardless of situation at client location)



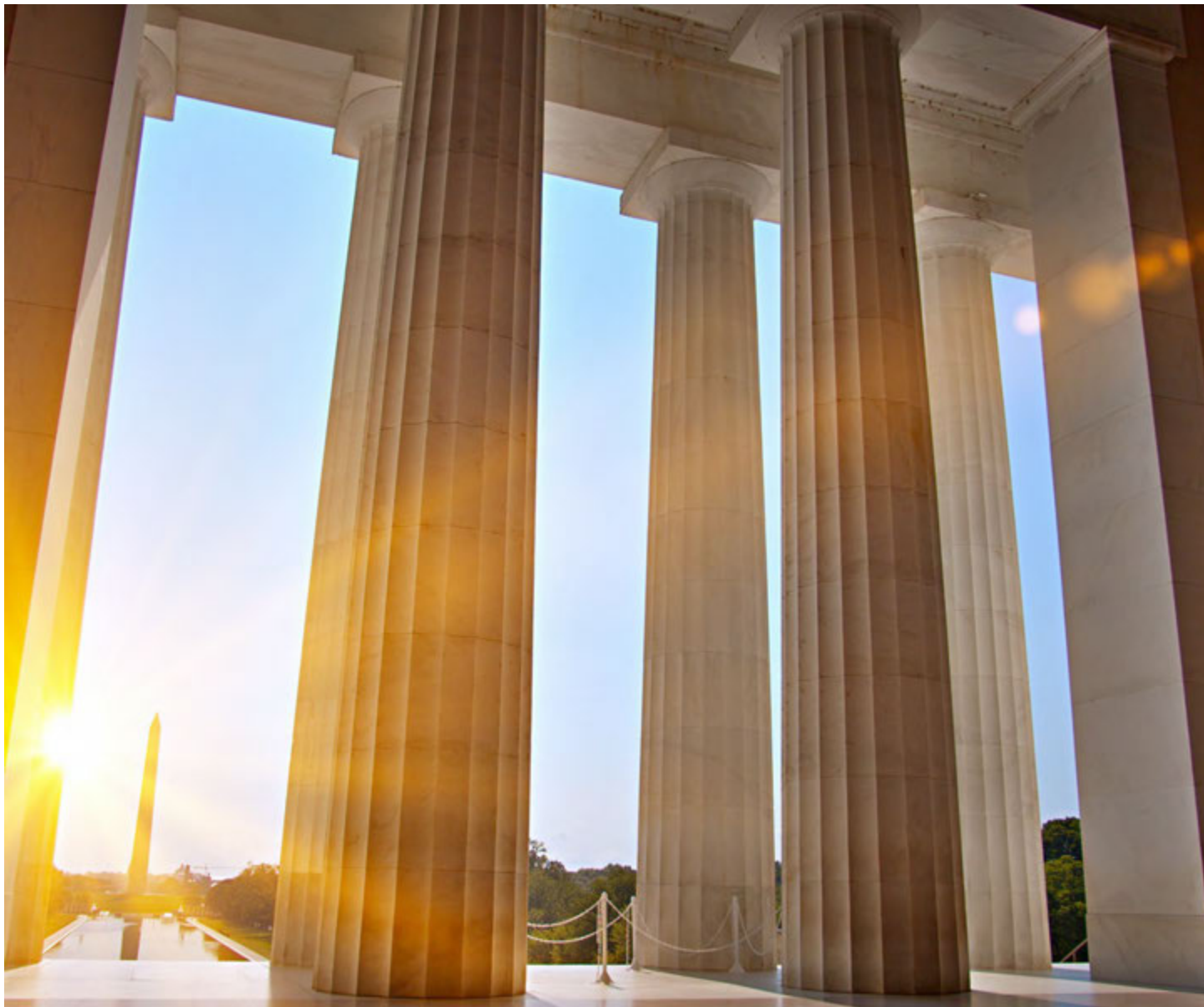
KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
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For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com



Section 5 – Service & Support Plan

Service Program Summary & Detail

Customer One Guarantee

Bizhub vCare Plus

Consult App Communication & Whitepaper

MyKMBS.com Dashboards & Sample Reports

Implementation & Sample Project Plan

Fleet RMM

Managed Print Services



Service and Support Plan

- New, current-production multi-function devices (no refurbished equipment)
Konica Minolta is offering only current production OEM multifunction devices from our own bizhub product line.
- All maintenance, service, parts, labor, and consumables (excluding paper)
Our proposed maintenance program includes: all maintenance, service, parts, labor, and consumables (excluding paper)
- Fleet monitoring, reporting, and usage analytics
bizhub vCare is our remote diagnostic software that allows our trained service technicians to monitor, manage and service your bizhub, bizhub PRO, bizhub PRESS multifunction products (MFP) and printers over the Internet with no disruption to your device or business. With vCare, there's less downtime and more productivity.

Providing transparent 24/7 client support, it allows our products to communicate to our central vCare diagnostic server for routine status updates, toner, supply levels and meter reads, as well as urgent operational diagnostic messages when service is required. Specifically:

- Current meter reading
- Monitors level of consumables
- Error code alerts
- Status of key components
- Improved first-service-call effectiveness, proactive service alert features, and intelligent supply management
- Check preventative maintenance
- Check multifunction products and accessories
- Review multifunction product's service history with specific break-fix code information
- Auto Toner Replenishment

The safe and easy way to get to know your print environment better.

CONSULTAPP
UNCOVER PRINT INEFFICIENCY



Konica Minolta Consult App — Data-Driven Print Environment Intelligence

The **Konica Minolta Consult App** is a **cloud-based print assessment and analytics platform** purpose-built to help organizations gain visibility and control over their entire print environment—including **Konica Minolta and third-party devices**. It enables consultants and sales engineers to



capture detailed fleet data, analyze usage trends, and deliver actionable recommendations that drive **cost savings, security, and sustainability improvements** across distributed offices.

Designed for today's hybrid workplace, the **Consult App** streamlines every stage of the assessment process—from **device discovery and meter collection** to **workflow analysis and executive-level reporting**. Its intuitive interface and intelligent data models ensure consistent, repeatable results, allowing customers to make informed decisions backed by **real-time, verified device insight**.

Once deployed, the Consult App automatically discovers network-connected printers and multifunction devices, securely gathering **Machine Information Base (MIB)** data such as:

IP and MAC address, manufacturer, model, and serial number
Firmware version and patch level
Meter reads (black-and-white and color)
Toner and non-toner supply levels
Maintenance kit status and device error codes
Device uptime, status, and asset identification

All data are encrypted in transit via **TLS v1.2 over HTTPS (port 443)** and transmitted only to **Konica Minolta's secure cloud infrastructure**. The application does **not collect or transmit print content or personally identifiable information (PII)**, ensuring full privacy compliance while delivering deep operational insight.

By transforming raw fleet data into actionable intelligence, the **Consult App** enables organizations to right-size their print infrastructure, improve service responsiveness, strengthen IT security posture, and reduce total cost of ownership—all within a **vendor-neutral, data-driven platform** built for continuous optimization.

With Consult App we can help you:

- Reduce costs
 - Increase efficiency
 - Streamline workflows
 - Promote sustainability
- **End-user and administrator training**
User training is one of the most important steps in ensuring a successful implementation of our devices and software. With each interaction you have with us - whether online, over the phone or in person; we want your experience to be exceptional. Our goal is to be your trusted partner, and we are committed to your success. We work hard to earn our clients' loyalty through every step of the relationship by providing you with a world-class experience exceeding your expectations. Through our experience we understand that no one size fits all. That's why Konica Minolta has created two separate ways to provide your workplace with User Training to fit your needs.

Level 1 – iTraining

- Online How-To Multi-Functional Printer/Copier Training videos are provided via <https://itraining.konicaminolta.eu/en/printing-systems.html>
- Online system introduction in which all important functions are explained in detail in clear video sequences.
- Self-paced and guided step-by-step using simple procedures to get to know your bizhub system in a simplistic manner.
 - o Product Overview
 - o Copy, Scan/Fax Functionality



- o Print applications
- o Paper jams/removal, replacing toner and staples

Level 2 – Virtual Training

- Live Stream/Virtual meetings hosted by one of our trained Customer Support Representatives
- Live interaction with End Users
- Training sessions will be tailored based on specific customer requirements. (They can also be recorded so that users can refer back if needed)
- Chapters at a Glance:
 - o Introduction
 - o Systems Overview
 - o General Information
 - o Printing Applications
 - o Standard Copy Functions (Basic Style)
 - o Advanced Copy Functions (Classic Style)
 - o Workflow Applications
 - o Remote Panel
- Removal and proper disposition of replaced equipment, if applicable
Removal of existing equipment is the responsibility of the current vendor.
- Response time: within four (4) business hours
Konica Minolta utilizes a centralized service call request process that will ensure timely response to all service requests. The service call process has been standardized through Konica Minolta's Global Client Services, staffed 24 hours a day, 365 days per year, with trained support professionals to ensure each client receives consistently high levels of service in a simple manner. All client locations are provided toll-free and web-based access to our customer service group, and users can initiate a service call either through the dedicated toll-free hotline or www.MyKMBS.com, our interactive fleet management site, from anywhere at any time.

Upon receipt of a service request, a client support representative enters all device and call related information into the Konica Minolta SAP Service Management system, which automatically creates a unique service ticket and immediately notifies the assigned Konica Minolta branch technician, or authorized dealer dispatcher, of a new service call. Within one hour of receipt of call, the Konica Minolta technician or dispatcher will contact the requestor to confirm call receipt and provide an estimated time of arrival. Upon completion of all service calls, the technician "closes" the call in SAP, which gathers details regarding the call, including response time, machine volume and service issue for future reporting.

- **Loaner device if repair exceeds forty-eight (48) hours**
City of Emporia's sole and exclusive guarantee shall be the Customer One Guarantee. Konica Minolta agrees to maintain the branded MFPs covered by this guarantee in good operating condition, providing necessary maintenance, service, and repairs as specified by the terms of the written maintenance agreement. For further detail, please refer to our Customer One Guarantee provided in our response.

If a problem has not been resolved after 2 business days or if the device can not be repaired onsite, the Konica Minolta technician will arrange for a longer device. If a problem continues to exist after thorough evaluation, the device will be replaced with a new or refurbished device as per our Terms and Conditions indicated in our Customer One Guarantee.



Vendors shall describe uptime calculations, reporting methodology, escalation procedures, and any proposed service credit structure. Repeated failure to meet SLA requirements may be deemed non-performance and grounds for contract termination.

We will coordinate Periodic Account Review (PAR) meetings that will take place on scheduled or pre-determined dates and times. The team will present fact-based reviews, observations, and insights to monitor and measure current solution results and identify additional opportunities for optimization. The meetings will cover strategic rather than tactical topics and to analyze, review and compare results against those goals set during the program initiation stage.

During the meeting we will present fleet reports for evaluation, based on data available through our service and billing systems and your requirements (service history, device volumes over time, device utilization) to accurately evaluate performance, the format of these reports, and the data to be included, will be determined to ensure all relevant data can be captured and accurately defined.

The Konica Minolta definition of uptime is based on full device availability producing quality output. Uptime Average is calculated as $[(\text{Availability Hours}) - (\text{Downtime})] / (\text{Availability Hours})$ with the device rounded down to the nearest whole number.

(i) "Availability Hours" - defined as the number of business hours per calendar month that the device is on-site, operating according to specifications, and fully available for use by the client. Business Hours are 8:00 a.m. and 5:00 p.m. local time, Monday through Friday, exclusive of holidays observed by Konica Minolta.

(ii) "Downtime" - defined as the number of business hours in any calendar month during which a device, maintained hereunder, is inoperative during the month and such inoperability is not due to abuse, misuse, fire, alteration or modification or using the devices in a manner other than its intended uses. Downtime is calculated from the point in time when the service request is received for device that cannot perform its functions until such time as the device is operating per our specifications. Downtime includes device-repair time and response time when the device is inoperative. Downtime excludes preventive maintenance, device move time, time consumed in producing usable copies, service interruptions due to client payment delays/non-payment, or maintenance service rendered due to user misuse.



Service Program

Contact:

Customer Service

- 24/7/365 Client Support & Supply Order Placement
- Toll-Free and Web-based accessibility

Commitment:

Guaranteed Service Standards

- Available 8:00am - 5:00pm Monday-Friday*
- After Hours programs available.
- Proactive preventative maintenance

bizhub MFDs:

- 1 hour guaranteed call back
- Minimum 98% average fleet uptime
- Guaranteed response times

bizhub Production Print

- 1 hour guaranteed call back
- Minimum 90% average fleet uptime
- Guaranteed response times

bizhub Printers

Third-party Printers on Managed Print Service Program

- Break/Fix-Trouble shooting via phone
- Next business day onsite service

Expert Support

Technicians

- Product Certified
- Certified on network and software applications
- Real time visibility into available stock
- Escalation support from engineers at Systems Solutions & Development (SSD)
- Continuous Training Program

Network / Solutions Professionals

- Support for networked multifunctional peripherals, applications & IT environments
- Certified System Support Engineers available via Web-based & Toll-Free
- Certified Microsoft Partner
- Virtual Onsite Support (VOS) for remote updates & troubleshooting

****except New Year's Day, July 4th, Memorial Day, Labor Day, Thanksgiving, Christmas***



Service Program

Konica Minolta is committed to providing to our clients a world class service program that complements our advanced product offerings. Our established nationwide program is effective, simple to manage, and efficient in delivering the end-to-end service that our clients rely on.

Guaranteed Service Standards

The Konica Minolta service program includes a variety of provisions designed to optimize the availability of your Konica Minolta devices. These service guarantees are based on the corporate service standard of a minimum 98% average fleet uptime. To achieve this standard, Konica Minolta is committed to a 4-hour average on-site response time for all client locations serviced by a branch or within 50 miles of an authorized dealer. Remote locations beyond this radius will have a technician on-site within an average of 6 hours from call placement. Upon arrival, the Authorized Technician will utilize their own "trunk stock" of inventory, which consists of most common replacement parts, to ensure first call repair. Normal service hours are from 8:00am to 5:00pm Monday to Friday, excluding holidays. Printers, requiring onsite service, are responded to on the next business day.

Proactive Preventative Maintenance

As a standard feature of all Konica Minolta service maintenance programs, Konica Minolta proactively provides all preventative maintenance for your installed base of Konica Minolta devices at no additional charge. During each service call, the technician will evaluate the usage of the device against prescribed preventative maintenance requirements and perform any scheduled maintenance. Konica Minolta also continually monitors the usage history of each device in your fleet to identify upcoming preventative maintenance schedules.

In addition, Konica Minolta products include a self-diagnostic feature that will display a service call on the device's LCD screen to notify users of the need for preventative maintenance. The user can then utilize this code to place a service call, which will initiate the dispatch of an authorized technician to perform the required maintenance, ensuring the increased reliability of your Konica Minolta fleet throughout its lifecycle.

Reliable, Centralized Service Dispatch Systems

Konica Minolta utilizes a centralized service call request process that will ensure timely response to all service requests. The service call process has been standardized through Konica Minolta's Global Client Services, staffed 24 hours a day, 365 days per year, with trained support professionals to ensure each client receives consistently high levels of service in a simple manner. All client locations are provided toll-free and web-based access to our customer service group, and users can initiate a service call either through the dedicated toll-free hotline or www.MyKMBS.com, our interactive fleet management site, from anywhere at any time.

Upon receipt of a service request, a client support representative enters all device and call related information into the Konica Minolta SAP Service Management system, which automatically creates a unique service ticket and immediately notifies the assigned Konica Minolta branch technician, or authorized dealer dispatcher, of a new service call. Within one hour of receipt of call, the technician or dispatcher will contact the requestor to confirm call receipt and provide an estimated time of arrival. Upon completion of all service calls, the technician "closes" the call in SAP, which gathers details regarding the call, including response time, machine volume and service issue for future reporting.

Fleet Management Reporting

Konica Minolta offers a unique web-based management-reporting tool, www.MyKMBS.com, which allows our clients to quickly and easily manage the devices in their fleet. MyKMBS offers the ability to place



service calls and order supplies online, as well as run ad hoc fleet management reports, which can include usage, uptime and other valuable data relevant to your fleet.

Additionally, it provides an outlet for Konica Minolta to communicate with its clients in a way never before possible. The site provides 24/7 real-time access to all of your device information and reporting needs. MyKMBS.com allows the client to view pertinent, consolidated information that would normally be provided on a manual case-to-case basis. All information provided is real time and accurate since the tool is linked directly to the Konica Minolta SAP operating system for seamless information flow. All reports include data on a rolling 90-day period, allowing our clients to view real-time information. In addition, all reports can easily be downloaded directly into Microsoft Excel, providing a simple method to sort and retain data.

Available reports include:

- **General Fleet Information** - Overview of your entire fleet, including device installation dates and service contract coverage dates.
- **Fleet Uptime Performance** - Uptime and response time statistics for the fleet, including average monthly copy volumes and average copies between calls.
- **Device by Location** - Customized inventory report detailing the location of all devices.
- **Open Service Calls** - View listings of all open service calls and monitor response times.

Konica Minolta also provides a '3-in-30 report', which tracks any device that required more than 3 legitimate service calls in a 30 day period. In such cases, the assigned Technical Manager is automatically alerted to escalate the service issue.

Advanced Communication in Konica Minolta's Direct Branches

Konica Minolta has made a substantial investment in technology solutions to facilitate the flow of information between Branch Field Service Technicians and the System Solutions Development Group (SSD). The Konica Minolta Branch Service Technicians utilize wireless connected laptops and direct-connect cellular phones to manage the service dispatch process and instantly access information required to maintain our devices. Through this system, each Branch Service Technician automatically receives new call notifications from Customer Service through an auto-page system, which is linked directly to their laptop and cellular phone. The technician prioritizes and self-dispatches all service calls, creating a full line of accountability for the devices in their assigned fleet, increasing our response time and in turn, the overall performance of your Konica Minolta fleet.

The technicians can also utilize these tools to easily access Konica Minolta's technical knowledge database, or the engineers of the SSD, to immediately obtain additional technical support and to promptly resolve all service issues. In addition, by entering call-related information through their laptops, replacement parts for either emergency shipment or to replenish the technician's "trunk stock" inventory, are automatically ordered through our advanced inventory management tool, linked to our SAP system. This investment also ensures that our field technicians have the resources necessary, while in the field, to properly maintain their assigned fleets and meet the high standards set forth by Konica Minolta

Konica Minolta Mobile Field Service

We support our field technicians by providing them with critical information, faster! All Konica Minolta technicians are equipped with a state of the art mobile technology platform designed specifically to support our service delivery process. The technician has access to real time call updates, and direct visibility into our extensive parts network. If necessary, they can perform part searches with real-time access to their own trunk-stock inventory, as well the local team warehouse and the Konica Minolta National Parts Distribution centers. Parts can be ordered directly from the device, and emergency orders



can be sent directly to the client site, maximizing uptime. The technician can view open service calls and has the ability to manage and transfer calls from the device, streamlining responsiveness. Copies of work orders can be e-mailed to one or more contacts, and Electronic Signature Capture on the devices ensures clear communication to clients and service teams.

Advanced Technical Support

Konica Minolta supports the in-field technical needs of our authorized technicians through our Systems Solutions and Development (SSD), a dedicated team of technical engineers. While first line technical support is provided by our factory-trained and certified technicians, SSD Technical Support remains available, through a toll-free hotline and interactive website, to support any escalated technical issues. When a technician requires additional technical support, to correct a devices or network issue, they can contact the SSD. The SSD engineers will walk the technician through various procedures to correct the issue. If the issue cannot be resolved remotely, SSD Technical Support will promptly initiate an on-site visit by an engineer, who will evaluate and correct the issue. This process ensures that no technician, and no Konica Minolta product, will be left unsupported in the field, further increasing the reliability of your Konica Minolta fleet.

Service Escalation

Konica Minolta utilizes a multi-phase escalation process designed to determine the root cause of any failure to achieve negotiated service standards. The process is enforced to initiate corrective actions, ensuring that any service failures are promptly rectified, and service is returned to acceptable levels.

- **First Level Support**

All first level technical support for our hardware and network printing functions will be provided by our manufacturer-trained and authorized Konica Minolta service technicians. Konica Minolta technicians will be available to provide on-site support to troubleshoot hardware, software, and network issues. Each technician is fully trained in all aspects of the Konica Minolta products they service, and many have additional network certifications, and servicing capability on third party products, to provide our clients with complete support. In addition, all certified technicians maintain direct access to Konica Minolta's Technical Support Team to assist in troubleshooting and issue resolution for our product.

- **Second Level Support**

The Konica Minolta Systems Solutions and Development Division (SSD) will provide second level support via direct communication with authorized technicians. The primary objective of the SSD is to provide technical and integration-support services to Konica Minolta branches to support the technical needs of our client base. Upon receipt of inquiry, the SSD evaluates the data it receives to determine trends regarding serviceability, reliability, operation, and safety. The service trend data is collected from sources that include the Customer Service group, voice mails, internet, and written communications from field personnel, field surveys, spare parts usage, and reports from on-site visits by Konica Minolta's personnel. If a particular trend is observed, the matter is referred to the appropriate department(s) for possible manufacturing changes, field service modification programs, and technical bulletins. Useful serviceability and reliability information, collected from the above sources, is immediately available to all authorized branch service technicians, ensuring they have ready access to all current data to assist in supporting the technical functionality of all devices installed throughout our clients' sites.

- **Third Level Support**

If the SSD is unable to resolve the issue in conjunction with the local systems engineer, the open issue will escalate to Konica Minolta Professional Services (KMPS) for third level review. KMPS is charted to provide a full spectrum of services to clients in North and South America. These services range from consultation and project management, to network design and integration. KMPS is also the manufacturer's on-site support for complex issues or anomalies in conjunction with the SSD. KMPS is staffed with engineers carrying various industry certifications including,



but not limited to, MCSE / MCSA / CNE / MCNE / CNI / CCNA / CDIA / SCO / Solaris and AS/400 Systems Manager. All data relating to the open issue is escalated to the applicable Konica Minolta engineer. Our engineers will respond on-site, upon review of the issue, with the required knowledge and expertise. We work with the SSD and on-site client service personnel to isolate client need, root cause and will implement the required solution set.

Customer Service

Konica Minolta's Customer Service provides a single point of contact, staffed by system engineers, to help you achieve maximum productivity from your networked multifunctional peripherals and applications.

Technical Expertise - Just a phone call away

All inquiries are handled by a skilled Systems Support Engineer dedicated to resolving issues quickly with no restrictions on contact frequency. The client simply contacts the group by one of three convenient methods:

- Toll free phone number
- Email
- Or by visiting <https://kmbs.konicaminolta.us/kmbs/support-downloads/global-client-services>

Access to a Team of Experts

Our highly tenured Systems Support Engineers hold certifications from industry recognized technology leaders such as Microsoft, Novell, Cisco, CompTIA+ and Apple. Konica Minolta Customer Service is also a Certified Microsoft Partner which is the highest level of partner certification awarded by Microsoft for technical competence and backed by client's testimonials.

One Single Point of Contact

Customer Service provides a single point of contact for key solutions to make you more productive by solving your instances far more quickly. Including, printing and finishing solutions, network infrastructure solutions, data management solutions, solutions that cover monochrome and color, hardware and software, networking and IT environments.

State-of-the-Art Lab

Konica Minolta Customer Service has a fully equipped state-of-the-art lab that utilizes with a wide range of multifunctional devices and servers capable of simulating the client's environment in real time.

Virtual Onsite Support (VOS)

With sophisticated remote capabilities, our Customer Service offers our clients remote Virtual Onsite Support (VOS). Virtual Onsite Support is a secure multi-party utility which enables the Konica Minolta System Support Engineer to easily access the client's workstation to troubleshoot, perform updates and install drivers. VOS is PC or MAC compatible and requires the client to have internet access.

Introducing the **ONE** GUARANTEE That Puts the Customer First.



KONICA MINOLTA

CUSTOMER **ONE** GUARANTEE

We believe the best customer experience comes from not only how our products perform and how easy they are to use, but also from giving our customers the peace of mind to know that our MFPs (Multifunction Products) are backed by one of the best guarantees in the industry. So when your new Konica Minolta branded MFP arrives, you'll know you are getting the latest technology, superior service and support, and a guarantee **direct from the manufacturer.**

“It Works or It Walks”

We are so confident in the quality of our products that we guarantee your Konica Minolta branded MFP will (1) meet factory specifications and (2) be compatible with your network, or we'll replace it with an equivalent model:

- First two years: replacement will be a **brand new MFP**
- After two years: replacement may be new or refurbished
- **Plus,** Konica Minolta will also provide a \$1,000 rebate towards your next Konica Minolta branded MFP leased through Konica Minolta Premier Finance (KMPF) as a way to say “we’re sorry for the inconvenience.”

We’ve Got You Covered

The best customer experience is one that avoids problems altogether, which is why we’ve established remote monitoring and a rapid response process in conjunction with your local sales representative.

- Our Solutions & Support team will proactively monitor our installed MFP’s performance, looking to identify potential issues before they become problems for our customers.
- Should a problem arise, our technical support, local service manager and advanced diagnostics team members are all empowered to authorize a replacement, allowing for a fast and easy resolution.

To learn more about the Konica Minolta **Customer One Guarantee**, contact your local sales representative.



Terms & Conditions

- Equipment must be under continuous maintenance coverage from the date of installation.
 - *Genuine Konica Minolta parts and consumables must be used and maintenance procedures must be performed according to published schedules.*
 - *Improper use, electrical power, customer abuse and/or negligence and acts of God are not covered under this program.*
- Equipment Replacement Guarantee
 - *If Konica Minolta or its authorized dealer is unable to service a Konica Minolta product in the customer's office, a loaner will be provided at no charge while in-shop repairs are performed.*
 - *If within the first two years after installation the equipment cannot be repaired to meet factory specifications, we will replace it with a brand new equivalent model.*
 - *After the first two years, if the equipment cannot be brought to original specification, we will replace it with an equivalent model that may be new or refurbished.*
 - *If the equipment is replaced, the customer will receive a \$1,000 rebate* towards the lease of a new Konica Minolta branded MFP, provided the new equipment is leased through KMPF.*
- Published Specifications include those listed on official Konica Minolta product literature for that model.
- Except as provided herein, Konica Minolta makes no other warranties whatsoever, expressed or implied, with regard to the products purchased, leased or rented by customer, the service, the software included with the product or its installation and maintenance and expressly excludes all other warranties including the implied warranties of merchantability and fitness for a particular purpose.
- Customer's exclusive remedy shall be replacement or repair of the product or non-conforming parts at the option of Konica Minolta as provided in this Customer One Guarantee. Neither Konica Minolta or its dealer shall be liable for any damages, including but not limited to damages due to loss of data or information of any kind, loss of or damages to revenue, profits or goodwill, damages due to any interruption of business, damage to customer's computers or networks, even if advised of the possibility of such damages. Customer expressly waives its rights to special, consequential, exemplary, incidental or punitive damages or monetary damages of any kind.
- Products purchased or installed over 5-years from Konica Minolta invoice date are not eligible for Customer One claims.
- Konica Minolta reserves the right to accept or deny Customer One claims based on product life attained and / or total copies on product(s).
- Customer One Guarantee only applies to the lease or purchase of **new** Konica Minolta branded equipment.
- Customer One Guarantee excludes desktop printers which has a standard warranty.

Network Environment

- The guarantee specifies that the network environment, including PC's and other access devices, remains the same as it was when the MFP was installed. Konica Minolta cannot guarantee the functionality of the MFP after customer network upgrades, software version & peripheral changes or the addition of non-approved 3rd party software. In this case, Konica Minolta will make every effort to work with you to ensure your MFP can function in the new environment up to and including requesting and implementing approved specification changes to the Konica Minolta firmware in order to function after the changes are completed.

*Rebate must be used within 36 months from date of equipment replacement.

KONICA MINOLTA



BIZHUB VCARE AND BIZHUB VCARE PLUS

THE ULTIMATE SERVICE PARTNER FOR YOUR BIZHUB DEVICES

Konica Minolta's bizhub multifunction printers (MFPs) are built to power through demanding tasks with ease. With our intelligent, remote first approach service solutions—bizhub vCare and bizhub vCare Plus—you get more than just performance. It elevates your productivity to new heights, while lowering your service costs.

bizhub vCare simplifies device service and support throughout its lifecycle, ensuring that when a bizhub needs attention, you have complete visibility into the issue, its status, and service history.

Intuitive on the Surface. Brilliant Underneath

bizhub vCare takes device management and maintenance off your plate, so you and your team can connect, create, and conquer your workday.

Service, at Swipe Speed: Let technicians “know before they go,” with precise error diagnostics, built for a generation that expects fast resolutions.

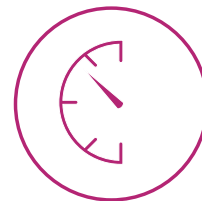
Alerts, for Every Need: No more manual tracking of supplies— bizhub vCare automatically monitors and sends alerts when supplies are running low.

Firmware, Always Up to Date: bizhub vCare Plus updates install automatically, keeping devices secure and running smoothly—no more service visits for firmware updates.

Hands-Free Meter Reads: Accurate, real-time data sent straight to billing. No more tracking or manual entries.

Predictive Maintenance: For production print platforms, CS Remote Analysis (CSRA) uses device data to predict issues with PdM scores and auto-fix quality issues with IQ-501 and AQA reports.

Touchless Deployment: Power on, connect, and walk away. It's that simple to deploy and configure multiple devices for faster installs and lower costs.



Trusted, Certified, and One-of-a-Kind Service Solution

bizhub vCare and bizhub vCare Plus are built for the most demanding environments, delivering top-tier security with secure communications and advanced protocols. Certified Secure by Miercom, an independent third-party network and security testing firm, it safeguards your operations through one-way communication and advanced HTTPS two-way protocols.

Beyond security, bizhub vCare and bizhub vCare Plus are also Certified Green technology reducing CO2 emissions by minimizing service visits to drive productivity and sustainability.



Go Beyond What's Possible with bizhub vCare Plus

Bizhub vCare Plus takes routine maintenance a step further with AI-driven automation and proactive remote monitoring to provide unparalleled support that prevents issues before they get in your way.

Both bizhub vCare and bizhub vCare Plus are cloud-based, engineered for maximum uptime and built for the future, so you can focus on closing that big deal, prepping for the next meeting, or handling whatever the day throws at you.

FEATURE	BIZHUB VCARE	BIZHUB VCARE PLUS
Certified Secure Communication	HTTPS one-way and HTTPS two-way communication encrypts shared data	HTTPS two-way communication with dual authentication and encryption
Troubleshooting Support	Cloud-based field service support	Cloud-based field service support
Real-time Remote Assistance	Remote access to MFP device panel for virtual support	Remote access to device panels without needing on-site support
Remote Self-Diagnosis	N/A	Automatically detects and troubleshoots issues, identifying faults and needed parts before an on-site visit (Available for production print devices only)
Fleet Management	N/A	Centralized remote firmware deployment and patch updates
Predictive Maintenance	N/A	Automate image registration and color control with IQ-501, and reduce downtime with AQA's automatic quality issue correction (Available for production print devices only)

Elevate Your Smart Technology with Intelligent Service

With the bizhub vCare solution, your MFP runs with consistent excellence, keeping your cost-of-copy low and profitability high. Discover what they can do for you—connect with your Konica Minolta rep today.



For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com

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KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446



Item#: vCareFlyer-Direct
03/25-CL



Consult App

The Safe, Easy and Better way to get to know your print environment!

In order to provide centralized fleet monitoring and management services, Konica Minolta remotely installs a non-invasive Data Collection Agent - CONSULT APP - a lightweight Windows service application that runs on-site at your locations.

The Application:

- Scans designated printer/MFP IP addresses
- Detects network print devices
- Securely transmits public MIB device information to Konica Minolta cloud based servers

Consult App Provides:

- Auto toner delivery alerting and critical error service point monitoring
- Automated meter reads for networked devices
- Extensive monitoring points generating valuable insight into device utilization trends
- Statistical data to apply analytics for fleet measurement and cost management for fleet right-sizing and replacement decision-making

The Benefits Consult App Provides:

Throughout the term of our contract, the Konica Minolta team will collect and review the centralized fleet data that is captured through the Consult App and analyze the operational health, utilization trends and identify areas of improvement as well as opportunities for cost savings. This data is utilized during our Periodic Account Review process to ensure that we are continually meeting your managed print services objectives.





Konica Minolta Consult App

Technical Specifications



KONICA MINOLTA

Table of Contents

Introduction	1
Konica Minolta Consult App Overview	2
Consult App Deployment Architecture	3
Data Protection Strategies	4
Network Traffic Patterns	5
Network Security and Automated Scanning	7
Virtualized Infrastructure	7
Infrastructure Patching and Vulnerability Assessment	7
Consult App Hardware Requirements.....	8
Software Requirements	8
Certification Statements	9
Federal Information Security Management Act (FISMA)	9
Gramm-Leach-Bliley Act (GLBA)	9
Health Insurance Portability & Accountability Act (HIPAA).....	9
Sarbanes-Oxley	9

Introduction

As part of our Managed Print Services program, Konica Minolta requires that our clients install the Konica Minolta Consult App during the assessment and on-boarding phase of the project. The Consult App is a lightweight Windows service application that runs on-site at the client location. It scans, collects and stores print device related information from your environment. Installation takes place through a pre-configured or an assisted process and takes less than five minutes to implement.

Once installed, the Consult App performs the following functions:

- Scans the network for connected output devices
- Detects network print devices and captures Machine Information Base (MIB) device centric data (make, model, serial number, volume, toner level, device error codes)
- Securely transmits the MIB device information to Konica Minolta secure cloud-based servers

This document discusses the Consult App network and information security. It gives an overview of the topology of the Consult App and the mechanisms in place to ensure data security and reliability. Konica Minolta is committed to providing software products that are secure for use in all network environments. Konica Minolta software products only collect critical device metrics necessary for managing a printing environment and do not discover, store, or transmit personally identifiable information (PII).

Konica Minolta Consult App Overview

The Consult App is installed to discover and collect information from network-connected output devices. No device information can be collected until it's installed. At a high level, the Consult App is comprised of two key components:

- The Consult App Agent is installed on the client's network and runs as a local service on a Windows Server 2008 R2, 2012, 2012 R2, 2016, Windows 7, 8, or 10 computer that has access to the local network environment.
- The Consult App Host Server stores, processes and distributes device-centric data for automated workflows to occur, such as auto toner delivery and critical service activities.

The Consult App Agent collects client device information (machine status, servicing and usage) and transmits the information to the Consult App Host Server. In some cases, multiple Consult App agents will be installed in an environment depending on the topology to ensure full coverage of all deployed output device assets.

No device information is transmitted to the Device Agent Control server until the device agent has been activated with a registration key.

The customer can revoke the application's ability to collect device information at any time by uninstalling the device agent through the Windows control panel.

The agent will attempt to collect the following information from devices that report themselves via SNMP as printing devices:

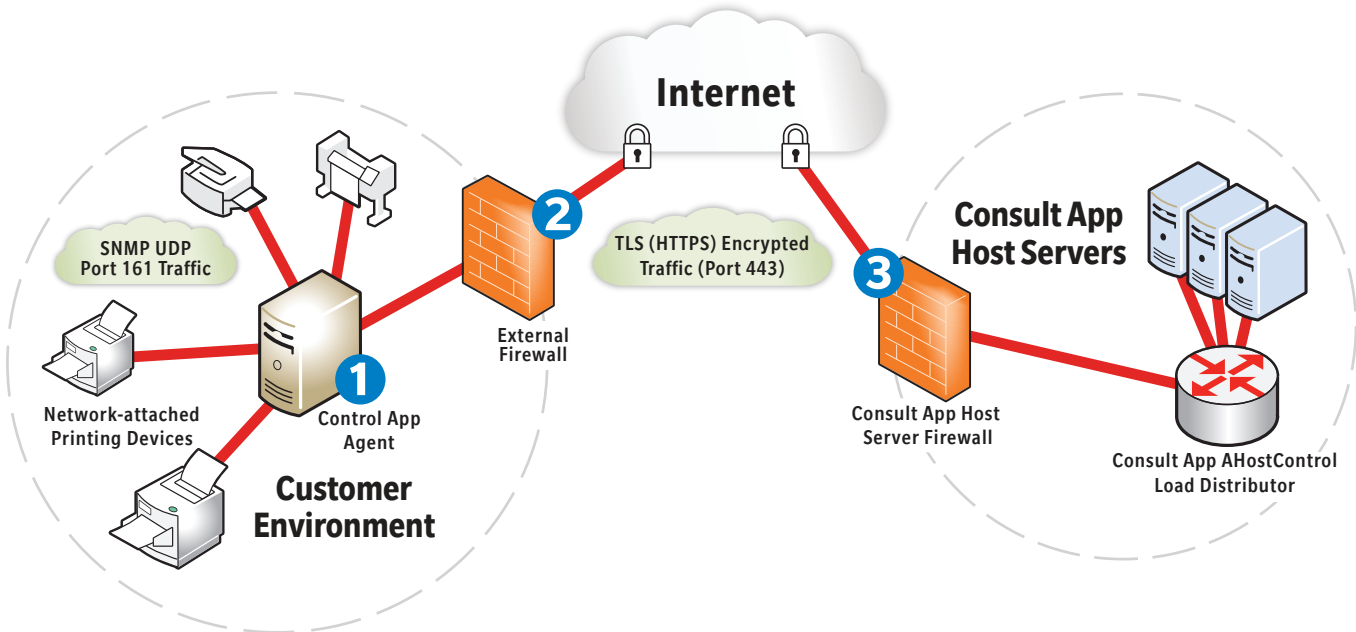
- IP Address
- Toner Cartridge
- Serial Number
- Device Description
- Maintenance Kit Levels
- Device Serial Number
- Non-Toner Supply Levels
- Meter Reads
- Asset Number
- Monochrome or Color Identification Location
- Display Reading
- MAC Address
- Device Status
- Manufacturer
- Model Number
- Error Codes
- Firmware Version/Patch Level
- Toner Levels

Not all devices will report all of these settings, but the agent will try to collect them if they are present.

Consult App Deployment Architecture

Consult App Secure Environment

Figure 1: Overview of Device Agent Communication



- 1** The Consult App Agent is deployed within the local customer environment to communicate with configured printing devices. The Consult App Agent does not open any additional server ports; it pulls information from on-network devices and initiates a secure transfer to the Consult App Host Server.
- 2** The Consult App uses an HTTPS connection (port 443) to communicate with the Consult App Host Server. The Consult App initiates all outgoing connections; no server ports are opened at the agent level.
- 3** The Consult App Host Servers are secured against unauthorized access and will validate all incoming agent communication requests for a valid, unexpired registration key.

Data Protection Strategies

The following section lists the types of risk intrinsic to an enterprise application and lists the precautions that have been taken to mitigate each of these risks as related to the installation of the Consult App Agent.

Types of Risks

- 1. Machine or Technological Failure.** Machine or technological failure could include power loss, network connectivity loss or failure of the data storage subsystem. Consult App Host Server uses redundant, virtualized infrastructure from a minimum of three physical locations each with separate power, network and cooling systems at all times. Consult App Host Server uses automatic, self-healing virtual infrastructure technology to detect and remove faulty infrastructure components from the application. All network traffic passes through load balancers, which securely route traffic in the most efficient manner to provide quick response and fast download times.
- 2. Malicious Attack.** Malicious attack could include attempts to intercept data in transmission, denial of service or attempted altering or disabling of established security measures such as logins or encrypted communication. Consult App encrypts all incoming and outgoing communication using TLS v1.2. All application components are protected using virtual private computing (VPC) technology, which isolates each separate function of the application.
- 3. Passive Data Loss or Corruption.** Passive data loss or corruption could be caused by software defects, incompatibles between software components or loss of data storage integrity. Consult App Host Server mitigates this threat through full-scale regression testing on each software version that is deployed in the production environment. Additionally, Consult App Host Server uses a chained differential backup scheme, in addition to pre-state snapshots prior to application changes. Application backups are retained in encrypted, offsite facilities at least 50 miles from the physical location of the production data. Application backups are retained for a window of 30-90 days. (Some backups are retained longer than others for testing and software improvement purposes, but never to exceed retention period). Expired backups are destroyed on-site using industry-standard data destruction methods.

Network Traffic Patterns

The Consult App will generate local network traffic when performing the following operations:

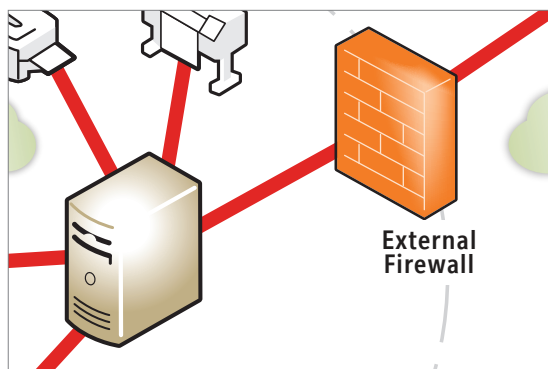
- Scanning configured network ranges for printing devices
- Collecting meter data from discovered devices
- Collecting service alerts from discovered devices

The Consult App uses SNMPv1/v2 and SNMPv3 to communicate with local network devices.

Note: *The Consult App does not record or track SNMP-enabled devices within its scanning range that do not report themselves as output devices.*

The Consult App will generate **outgoing** network traffic when performing the following operations:

- Registering an agent
- Polling the agent control server for new configuration or instructions
- Uploading discovered device data to the Consult App Host Server
- Uploading device meter data to the agent control server
- Uploading agent health check information to the Consult App Host Control server



The Consult App uses secure HTTPS communication when connecting to the control server. Additionally, all end-user access to the application is encrypted using TLS. (The Consult App is not end user-accessible). Unencrypted SNMP traffic is restricted to the local subnets the agent is configured to monitor.

Here are average payload sizes for the various agent operations:

Agent Network Traffic Summary		
Task Type	Device Type	Network Traffic (in bytes)
Discovery	Device	15882
	Non-Device	126
Usage	Device	16621
Status	Device	1960

Note that non-printing SNMP-configured devices respond with a 126-byte payload, which tells the Consult App that the device is not a printing device. While not harmful, this overhead may add up over large IP ranges. Therefore, we recommend the exclusion or reduction of IP ranges not likely to contain printing devices to avoid unnecessary SNMP traffic.

The following section details the specific communication pattern of each of the above agent activities.

1. Registering the Consult App.

Customers receive a unique installation package. During the installation of this package, the Consult App will open a secure connection to Consult App Host Server and identify itself using the registration information contained in the package. Once a package has been installed and registered, it cannot be used again.

2. Polling the Consult App Host Server.

Upon initial registration, and periodically during normal operation, the agent will poll the control server for updates to its configuration state. Updates might include new IP ranges to scan, a new version to download or a new schedule for discovering or reading devices.

3. Uploading Discovered Device Data.

The Consult App will upload discovered devices once per period, configured within the application. Discovery scans can be configured daily or weekly. More frequent uploads will result in more network traffic, but newly discovered devices will be displayed in the application more quickly.

4. Uploading Device Meter Data.

The Consult App will upload meter reads to the scout control server on a scheduled basis. Usage (meter) data can only be scheduled for a daily scan and upload. You configure this setting within the application.

5. Uploading Agent Health Check Information.

The Consult App Monitor runs as a scheduled Windows task to check the health of the Device Scout and its ability to communicate. It tracks the successful completion of Consult App activities such as discoveries, status collections, and configuration updates. It uploads this information on a configured basis, once per day.

Network Security and Automated Scanning

The Consult App uses SNMP scanning techniques to discover new printing devices on a configured network segment. Some threat-detection tools may interpret SNMP scans as hostile. Konica Minolta recommends registering the Consult App with your network security office so that they know to expect certain traffic from the device agent.

Based on customer instructions, the Consult App agent can be configured to exclude certain subnets or IP addresses, or restrict its discovery activities to certain times of the day.

Consult App Agent Behavior

The Consult App initiates all connections, both on the local network and when communicating with the agent control server. The Consult App does not listen for server connections.

It retrieves its configuration data by initiating an outgoing secured HTTPS connection to the Consult App Host Server. When the configuration has been received, the Consult App will terminate the connection and operate autonomously until the next scheduled configuration check.

Additionally, the device agent will only communicate with output devices according to its configured schedule.

Consult App Automatic Agent Updates

From time to time, a new version of the Consult App will be released containing bug fixes and updated functionality. Automatic updates is the default setting. When enabled, the agent will check for new versions of itself when it checks for new configuration information. If a new version is available, the agent will download the newer version and install it. Based on customer direction, this setting can be enabled or disabled.

Virtualized Infrastructure

The Consult App application uses a virtualized infrastructure to deliver safe, scalable performance and availability. It uses Platform-as-a-Service (PaaS) providers that have provided evidence of SOC Type 2 and ISO 27001 security certification covering all PaaS infrastructure, facilities and all PaaS components used by OPS. Additionally, MPS uses virtual private computing (VPC) technology to simulate bare-metal machine security.

The MPS application also uses an isolated network topology to increase data security. See the previous section [Application Architecture and Topology](#) for details.

Infrastructure Patching and Vulnerability Assessment

Periodic vulnerability assessments are conducted in all production environments. Access to production servers is restricted to individuals with a demonstrated business need to access these environments. System access levels are periodically reviewed and adjusted when necessary.

All production operating system and framework components are patched during predetermined maintenance windows. New operating system and framework components are allowed a burn-in period in a staging environment before being promoted to the production environment. They are patched in a round-robin fashion to minimize service interruption. New machine images are evaluated as they become available to determine their suitability and potential benefit for the cloud environment.

Patches for zero-day vulnerabilities in the operating systems and framework components are evaluated for applicability and applied during an emergency maintenance window on an as-needed basis.

Consult App Hardware Requirements

The Consult App is supported on the following platforms:

Client (32 or 64 bit): Windows 7, Windows 8, Windows 10

Server (64 bit): Windows Server 2008 R2, 2012, 2012 R2, 2016.



For production deployments, a server platform is recommended.

The Consult App platform should be sized according to its intended use. The chart below provides guidelines for sizing based upon the size of the planned discovery area and an estimate of active output assets.

Environment	Recommended Platform
Scan Size up to 5,000 IPs Devices up to 500	Small System CPU: 2 x 1.2 Ghz or greater (32 or 64 bit) RAM: 2 GB Free space: 20 GB 100 MB or 1 Ghz network interface
Scan Size 5,000 – 10,000 IPs Devices 500 – 1,000	Medium System CPU: 2 x 1.2 Ghz or greater (32 or 64 bit) RAM: 4 GB Free space: 20 GB 100 MB or 1 Ghz network interface
Scan Size 10,000 – 20,000 IPs Devices 1,000 – 2,000	Large System CPU: 2 x 1.2 Ghz or greater (64 bit) RAM: 4 GB Free space: 40 GB 1 Ghz network interface
Scan Size over 20,000 IPs Devices over 2,000	Consult OPS Engineer

The processor requirements to the left are stated in terms of single-core CPUs. For the purposes of installing the Consult App, multiple-core CPUs can meet multiple-CPU requirements. For example, a dual-core CPU running at 1.2 Ghz or higher will meet the requirements of 2 single-core 1.2 Ghz CPUs.

The Consult App can be installed in a virtualized environment. The system requirements stated above are measured in physical hardware. If installing in a virtual environment, convert the requirements to virtual resource equivalents per your virtual platform's conversion guidelines.

The Consult App can be installed with other network discovery applications. In such scenarios, the hardware requirements should be treated as additional to the hardware requirements of any other applications that will run in parallel.

If installing multiple Consult Apps to scan different network segments, you must install each device agent in its own virtual machine. Multiple device agents cannot be installed within the same operating system.

Software Requirements

The Microsoft .NET Framework 4.6.1 or higher must be installed. The Device Agent installer will attempt to install the appropriate .NET Framework if it is not found. The Device Agent can coexist with other .NET frameworks installed in parallel.

Certification Statements

Federal Information Security Management Act (FISMA)

Federal Information Security Management Act (FISMA) compliance is not affected by the usage of Consult App. Consult App is not intended to be part of an internal control system for FISMA and will not interfere with these controls.

The intended use of Consult App will not have an impact on compliance with FISMA for covered entities. Consult App does not collect, house or transmit any information regarding the content of print jobs, thus has no way of accessing, housing or transmitting high risk information — even if this information is printed or otherwise sent to print devices monitored by Consult App.

 For more information about the Federal Information Security Management Act, visit <http://csrc.nist.gov/groups/SMA/fisma/index.html>

Gramm-Leach-Bliley Act (GLBA)

The intended use of Consult App will not have an impact on compliance with the Gramm-Leach-Bliley Act (GLBA) for covered entities. This is because Konica Minolta's MPS software applications do not collect, house or transmit any information regarding the content of print jobs, and thus have no way of accessing, housing, or transmitting customers' personal financial information, even if this information is printed or otherwise sent to print devices monitored by Konica Minolta's MPS software applications.

 For more information about the Gramm-Leach-Bliley Act, visit <http://www.ftc.gov/privacy/privacyinitiatives/glbact.html>

Health Insurance Portability & Accountability Act (HIPAA)

The use of Consult App will not have an impact on compliance with the Health Insurance Portability & Accountability Act (HIPAA) for covered entities. This is because Consult App does not collect, house or transmit any information regarding the content of print jobs, and thus has no way of accessing, housing or transmitting electronic protected health information (ePHI) as defined by HIPAA.

 For more information about HIPAA, visit <http://www.hhs.gov/ocr/hipaa/>

Sarbanes-Oxley

Consult App is not intended to be used as part of an internal control structure as outlined in Section 404: Management Assessment of Internal Controls, and will not interfere with these controls.

Information Technology controls are an important part of complying with Sarbanes-Oxley. Under this Act, corporate executives become responsible for establishing, evaluating and monitoring the effectiveness of internal control over financial reporting. There are IT systems in the market that are designed specifically for meeting these objectives. Consult App is not designed as an IT control system and will not interfere or put at risk other systems that are intended for that purpose.

 For more information about Sarbanes-Oxley, visit <http://thecaq.aicpa.org/Resources/Sarbanes+Oxley>



Giving Shape to Ideas

Productivity Has a New Home: MyKMBS.com

MyKMBS

Convenience. Welcome to MyKMBS.com, a complete and comprehensive tool for managing, maintaining and controlling your Konica Minolta bizhub® fleet. MyKMBS.com has everything you need to keep your business moving forward. Whether you have one or one hundred Konica Minolta bizhub systems, this online management website conveniently helps you perform a multitude of valuable functions, including: placing service calls, ordering supplies, entering meter reads and even paying invoices. All in one place.





Easy. MyKMBS.com is a useful resource for managing and controlling your fleet, regardless of size or locations. It's simple to use, providing you with amazing functions and capabilities that save you time and money—while increasing your productivity.

Every detail of information about your equipment is at your fingertips: install dates ... service contract coverage dates ... service history ... and the exact location of the equipment down to the floor or department. MyKMBS.com makes managing your fleet quick and easy. Order supplies when you need them. Put a call in for service at the touch of a button. View and pay invoices. Customize reports. It's all yours and it's free. Just another way Konica Minolta helps give shape to your business—and your ideas.



Order Supplies



Service Call



Pay Invoices



Enter Meter Reads



and More...



A Complete and Comprehensive Tool for Managing, Maintaining and Controlling Your Konica Minolta bizhub® Fleet.



Fast.

Supplies

Not only faster and more accurate than other methods of ordering, but convenient. Ordering online at MyKMBS.com eliminates the worry and wonder. Once your order is placed, you can track it from our warehouse right to your door.

Service

Placing service calls is fast and easy. With a couple of clicks, your technician gets instant notification of the call and will contact you with an ETA ... Now THAT'S service. You'll also get an email confirmation that the call has been placed!

Reliable.

Meter Reads

Submitting meter reads can easily slip your mind. MyKMBS.com will send you an email reminder to let you know when your meter reads are due. And, because MyKMBS.com is available day and night, you can enter the reads at the time most convenient for you.

Pay Invoices

Quick, convenient and secure. View your open receivables and pay via credit card online—anytime.

Targeted.

Reporting

MyKMBS.com gives you fast access to customized reports. View your entire fleet including install and service contract dates. The Fleet Up-Time Performance Report provides you with up-time, response-time statistics, average monthly copy volume and more. You can view a summary of your fleet performance when you need it!



Register.

Ready to Make Managing Your Konica Minolta bizhub Systems Easier?

Register today. Visit MyKMBS.com and click "Get Started." A few simple steps and you will quickly be paying invoices, ordering supplies and so much more.

Partnership.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility

IT Services

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

Technology

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Optimized Print Services (OPS)
Facilities Management



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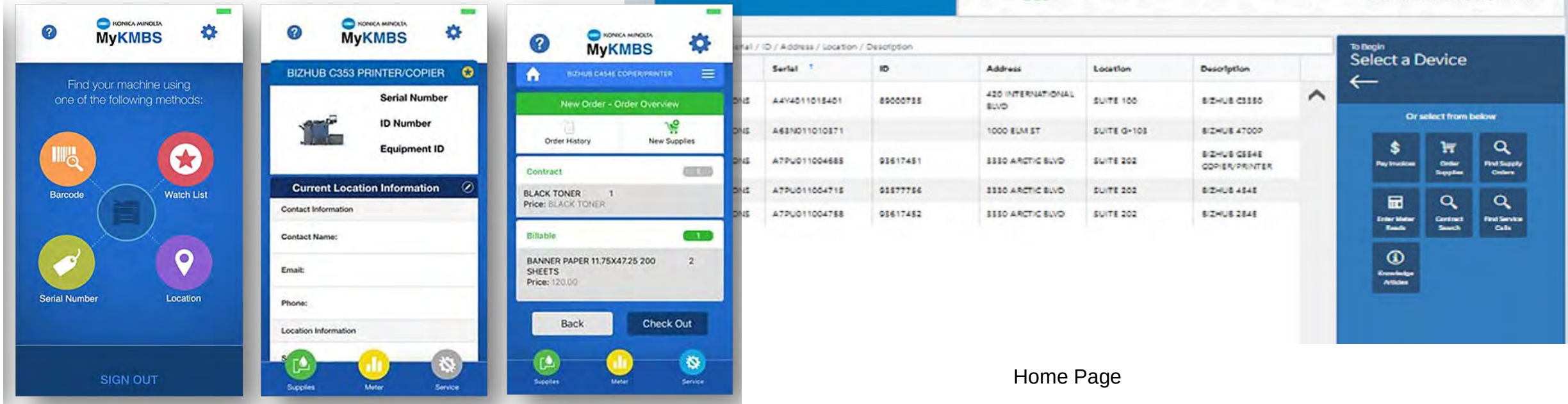
Item #: mykmbss
3/2015-C

MyKMBS Online Fleet Management – Dashboards

Streamlined experience across all devices
Customized user access to devices and functionality

- Quick & easy navigation
- Order and Track Supplies
- Schedule Service
- Enter Meter Reads
- Pay Invoices
- Fleet Reporting

Manage the fleet on the go - anytime, anywhere
with our Mobile App



The image displays the MyKMBS interface across multiple devices. At the top, the Konica Minolta MyKMBS header is visible. The main content area features a 'Personalize' banner with a tablet showing app icons and a 'ONE RATE PLATINUM' program advertisement. Below this, a 'Did You Know?' section highlights that 116,271 LBS of consumables were recycled in December 2022, with a total for the year of 1,352,411 LBS.

The bottom section shows a 'Select a Device' sidebar with icons for Pay Invoices, Order Supplies, Find Supply Orders, Enter Meter Reads, Contract Search, Find Service Calls, and Knowledge Articles. The main content area displays a table of device information:

Serial	ID	Address	Location	Description
A4Y4D11018401	80000738	420 INTERNATIONAL BLVD	SUITE 100	BIZHUB C3180
A63ND11010371		1000 ELAM ST	SUITE Q-103	BIZHUB 47000
A7PUD11004688	93617481	3330 ARCTIC BLVD	SUITE 202	BIZHUB C554E COPIER/PRINTER
A7PUD11004718	93677756	3330 ARCTIC BLVD	SUITE 202	BIZHUB 454E
A7PUD11004788	93617482	3330 ARCTIC BLVD	SUITE 202	BIZHUB 284E

Mobile app screens show options to find machines by barcode, watch list, serial number, or location, and a 'SIGN OUT' button. Another screen shows details for a BIZHUB C353 PRINTER/COPIER, including serial number, ID number, equipment ID, and current location information.

Home Page


KONICA MINOLTA


MyKMBS

Demo User
Demo User



Thank you! We have received your service call request. Your Notification Number is 900000001.

Service Call Confirmation

Device: BIZHUB C554E COPIER/PRINTER
Location: STE 202

Serial: A7PU011004685
Number: 900000001

Technician Details
Name:
Title:

Contact Information
 Demo User
 3330 ARCTIC BLVD
 STE 202
 ANCHORAGE, AK 99503-4580
 123-456-7890
 mykmbdemo@kmb.konicaminolta.us

Requested Service Date
Date:
Time:

Issue Description
 Cannot Locate Jam
 Please help with paper jam.

Know Your Konica Minolta

Is your network vulnerable? Take this 60-second security quiz to find out.

[TAKE THE QUIZ](#)

Need to print on ruled or graph paper? Or print a certificate? Get our Paper Template Lite App for free from the Konica Minolta Marketplace.

[LEARN MORE](#)

Service Calls

Number	Call Open Date	Description	Status
33206021	10/02/2019	Poor Copy Quality	Closed
33206020	10/02/2019	Not Working	Cancelled
33202881	08/20/2019	Not Printing	Closed
900000001	04/19/2020	Cannot Locate Jam	Open

MyKMBS Online Fleet Management – Place & Cancel Service Calls

 **KONICA MINOLTA** | **MyKMBS**

Demo User
Demo User



HOW MANY KONICA MINOLTA MACHINES HAVE BEEN AWARDED BY EPEAT FOR ENVIRONMENTAL SUSTAINABILITY?



REVEAL COUNTS

80%

80% OF BUSINESSES SEE RANSOMWARE AS A THREAT

LEARN MORE

68%

68% OF PAPER IS RECYCLED INTO NEW PRODUCTS

SOURCE: TWOSIDESNA.ORG

80%

BY 2050, KONICA MINOLTA PLANS TO REDUCE ITS CARBON EMISSIONS BY 80%

LEARN MORE

Did You Know?



MAR

97,738 LBS

OF CONSUMABLES WERE RECYCLED IN MARCH, 2020

TOTAL THROUGH MARCH: 344,171 LBS

Company / Serial / ID / Address / Location / Description

Company	Serial	ID	Address	Location	Description
DICKENS AND SONS	A4Y4011015401	89000735	420 INTERNATIONAL BLVD	SUITE 100	BIZHUB C3350
DICKENS AND SONS	A63N011010371		1000 ELM ST	SUITE G-103	BIZHUB 4700P
DICKENS AND SONS	A7PU011004685	93617451	3330 ARCTIC BLVD	SUITE 202	BIZHUB C554E COPIER/PRINTER
DICKENS AND SONS	A7PU011004715	93577756	3330 ARCTIC BLVD	SUITE 202	BIZHUB 454E
DICKENS AND SONS	A7PU011004758	93617452	3330 ARCTIC BLVD	SUITE 202	BIZHUB 284E

Clear Selection



Cancel Service Call



Enter Meter Reads



Order Supplies



View Details



Find Drivers



Video Tutorials



User Manual

Service Call Detail

Device: BIZHUB C554E COPIER/PRINTER
Number: 900000001

Serial: A7PU011004685
ID: 93617451
Problem: Cannot Locate Jam

Call Open Date: 04/19/2020
Tech Arrival:
Call Closed Date:
Status: Open
Service Reading:

STC 202
3330 ARCTIC BLVD
ANCHORAGE, AK 99503-4580
123-456-7890

Technician Details
Name:
Title:

Cancel Call

Reason for cancelling call

SUBMIT

Page 239 of 465

MyKMBS Online Fleet Management – Order & Track Supplies



KONICA MINOLTA | **MyKMBS**

Demo User
Demo User

HOW MANY KONICA MINOLTA MACHINES HAVE BEEN AWARDED BY EPEAT FOR ENVIRONMENTAL SUSTAINABILITY?

REVEAL COUNTS

80%

80% OF BUSINESSES SEE RANSOMWARE AS A THREAT

LEARN MORE

68%

68% OF PAPER IS RECYCLED INTO NEW PRODUCTS

SOURCE: TWOSIDESNA.ORG

LEARN MORE

80%

BY 2050, KONICA MINOLTA PLANS TO REDUCE ITS CARBON EMISSIONS BY 80%

LEARN MORE

Did You Know?

Company / Serial / ID / Address / Location / Description

Company	Serial	ID	Address	Location	Description
DICKENS AND SONS	A4Y4011015401	89000735	420 INTERNATIONAL BLVD	SUITE 100	BIZHUB C3350
DICKENS AND SONS	A63N011010371		1000 ELM ST	SUITE G-103	BIZHUB 4700P
DICKENS AND SONS	A7PU011004685	93617451	3330 ARCTIC BLVD	SUITE 202	BIZHUB C554E COPIER/PRINTER
DICKENS AND SONS	A7PU011004715	93577756	3330 ARCTIC BLVD	SUITE 202	BIZHUB 454E
DICKENS AND SONS	A7PU011004758	93617452	3330 ARCTIC BLVD	SUITE 202	BIZHUB 284E

Clear Selection

Service Call

Enter Meter Route

Order Supplies

View Details

Find Drivers

Video Tutorial

User Manual

Note: Imaging Units, Drums and PM kits are not available to order here as your technician takes care of that for you.

1. Select Supplies

2. Shipping

3. Payment

4. Review

5. Confirmation

Select Supplies

For contract supplies, the quantity available to order is calculated based on your estimated monthly use. If you need additional toner or supplies, please call the Global Client Services team at 800-456-5664 or email GCS@kmbs.konicaminolta.us.

Device: BIZHUB C554E COPIER/PRINTER Serial: A7PU011004685
Automated Monitoring Enabled

Item Number	Item Description	Gauge	Qty.	Price
ABDA130	BLACK TONER Yield 47,200	0% Empty in 2 months (2020-10-18)	0 1	Contract
Based on your historic usage patterns, 1 BLACK TONER is recommended to be ordered at this time. Last Order: 1.0 BLACK TONER (ABDA130) on: 2020-06-27				
ABDA230	YELLOW TONER Yield 31,500	0% Empty in 3 months (2020-11-12)	0 1	Contract
Based on your historic usage patterns, 1 YELLOW TONER is recommended to be ordered at this time. Last Order: 1.0 YELLOW TONER (ABDA230) on: 2020-07-21				
ABDA330	MAGENTA TONER Yield 31,500	0% Empty in 1 month (2020-08-28)	0 1	Contract
Based on your historic usage patterns, 1 MAGENTA TONER is recommended to be ordered at this time. Last Order: 1.0 MAGENTA TONER (ABDA330) on: 2020-04-09				
ABDA430	CYAN TONER Yield 31,500	25% Empty in 1 month (2020-08-28)	0 1	Contract
Based on your historic usage patterns, 1 CYAN TONER is recommended to be ordered at this time. Last Order: 1.0 CYAN TONER (ABDA430) on: 2020-04-09				

Additional Supplies

NEXT

Know Your Konica Minolta

Need help creating a Supply Order?

VIEW VIDEO

IMPORTANT TONER SUPPLY UPDATE

READ MORE

Order History (Orders within the last 6 months)

Device: BIZHUB C554E COPIER/PRINTER Serial: A7PU011004685

Order Number	Order Date	Created By	Status
No records available.			

Page 240 of 465



Fleet Reports

General Fleet Information

Equipment By Location

Fleet Uptime Performance

Open Service Calls

Service Call History

Meter History

General Fleet Information

Excel Format

Serial	Description	Location	Address	Install Date	Contract Type	Coverage Dates
A7PU011004685	BIZHUB C554E		3330 ARCTIC BLVD ANCHORAGE, MO 99503	11/25/2015	ZUCP	12/02/2015 - 12/01/2020
A7PU011004715	BIZHUB 454E		3330 ARCTIC BLVD ANCHORAGE, MO 99503	11/25/2015	ZUCP	12/02/2015 - 12/01/2020
A7PU011004758	BIZHUB 284E		3330 ARCTIC BLVD ANCHORAGE, MO 99503	11/25/2015	ZUCP	12/02/2015 - 12/01/2020
A63N011010371	BIZHUB 4700P		1000 ELM ST MANCHESTER, MN 03101	10/20/2016	ZUCP	10/20/2016 - 10/19/2020
A4Y4011015401	BIZHUB C3350		420 INTERNATIONAL BLVD BROOKS, AL 40109	01/28/2016	ZUCP	01/28/2016 - 01/27/2021

Equipment By Location

Excel Format

1138383 - DICKENS AND SONS, 3330 ARCTIC BLVD ANCHORAGE, MO 99503

Serial	Description	Location	Install Date	Contract Type	Coverage Dates
A7PU011004685	BIZHUB C554E		11/25/2015	ZUCP	12/02/2015 - 12/01/2020
A7PU011004715	BIZHUB 454E		11/25/2015	ZUCP	12/02/2015 - 12/01/2020
A7PU011004758	BIZHUB 284E		11/25/2015	ZUCP	12/02/2015 - 12/01/2020

1138837 - DICKENS AND SONS, 1000 ELM ST MANCHESTER, MN 03101

Serial	Description	Location	Install Date	Contract Type	Coverage Dates
A63N011010371	BIZHUB 4700P		10/20/2016	ZUCP	10/20/2016 - 10/19/2020

1635927 - DICKENS AND SONS, 420 INTERNATIONAL BLVD BROOKS, AL 40109

Serial	Description	Location	Install Date	Contract Type	Coverage Dates
A4Y4011015401	BIZHUB C3350		01/28/2016	ZUCP	01/28/2016 - 01/27/2021



Implementation Plan & Methodology

Konica Minolta understands that selecting the right partner for your print program is a journey. In addition to the common selection criteria - price, technology and service delivery - companies must also consider the transition factor. Transition is a key element of any successful deployment. Well planned transitions lead to the achievement of program goals including cost savings, optimization, end-user satisfaction and operational improvement.

Put simply, the transition from your current print environment to the envisioned future state requires change. We understand that as your trusted partner, we must provide the direction and a roadmap showing which way to head, be able to measure the progress and let you know when you have reached the destination. Ultimately, transition success depends upon our relationship with you; and our Enterprise Engagement Team is committed to maintaining Konica Minolta's the status of trusted partner.

The experienced engagement and transition team is dedicated to the successful management of change within your organization and to the achievement of desired business outcomes. The Engagement Team is responsible for the planning, development and execution of a successful transition to an optimized printing program.

This team of experts is committed to understanding your objectives and challenges then developing a successful transition plan for your organization. We utilize proven transition techniques and methods based on the practical framework of project management principles.

Successful transitions include the following elements:

- Agreement on project objectives and alignment with business goals
- Initiation and management of change to achieve objectives
- Monitoring and communication of progress during the project
- Building of performance measures related to the objectives
- Low Risk of Business Interruption
- Understanding of all roles and responsibilities

The Enterprise Engagement Team provides a standard approach to your transition project. Our approach is proven and repeatable but allows for variations based on customer requirements.

The standard process encompasses:

- Project Definition
- Project Plans
- Project Status Reporting
- Project Communications / Briefings / Training Materials

Our deployment plan will be customized based on the needs of the City of Emporia; however, we have included the following overview outlining the typical phases of an implementation plan.

Implementation Plan

Upon award, Konica Minolta's Enterprise Engagement Team will develop a customized project plan for the roll-out and will coordinate all aspects of it until completion. We will initiate a number of meetings between the various groups on both sides to address everything from invoicing to software installation. Initial schedules will be determined and fine-tuned and most importantly, responsible parties identified.

It is highly recommended that technical pilot units be deployed prior to full scale deployment for testing and validation.



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Communication / Project Planning (Approximate Duration: 2-3 Days)

- Identify all key personnel, their roles and contact information for both Konica Minolta and the City.
- Define a call schedule for collaboration leading up to deployment and for daily debriefing calls during actual deployment.
- Install the Consult App on the network to identify all network information per device for the current fleet. This will allow us to set up the devices in our warehouse ahead of time to minimize set up time at your location.
- Identify any operational considerations and define appropriate processes needed to install the equipment during the rollout of the hardware/software (Loading Dock Restrictions, Power Requirements, and Spatial Requirements, etc.)
- Document outlined operational requirements for inclusion in the Konica Minolta 'Deployment Guide'.
- Document requirements for the 'Onboarding Checklist'

Technical Pilot (Approximate Duration: 1-2 Weeks)

- Functionality testing of the hardware and software in the City environment.
- Install hardware & software in the City test environment located at the pilot sites for approximately 1–2 weeks.
- Ensure that all of the City applications are tested during the Technical Pilot to confirm that all settings and firmware levels are correct on the device(s).
- Document the device settings and processes in the Konica Minolta 'Deployment Guide' which will be used for additional installs in the City network environment.
- City test/validate and acceptance.
- Once testing is complete, create a 'CLONE' of the test pilot to use in the setup of the fleet. This will allow for as much of a 'plug and play' scenario as possible, minimizing downtime for your departments during installation.

Deployment Planning (Approximate Duration: 2-3 Days)

- Define target dates of installation, prioritizing departmental needs (dates to be determined based on the needs of City)
- Set up batches that will be targeted for each day's delivery. This will allow for easier communication and evaluation of progress. Then if for some reason a device has a delay, we can just add it to another batch during deployment for easier tracking purposes.
- Have defined delivery dates AND install dates. As delivery times can vary, we have found that it is best to drop off the equipment on the day before installation day so that we can position an installation technician to be on site first thing the following day to complete the install early to minimize downtime for City.
- Define roles for City personnel and Konica Minolta personnel for how each device is to be deployed physically at their permanent locations.

Full Deployment (avg. 5 devices installed per day per technician)

- Deploy 2-3 machines (TEST DEPLOYMENT) at additional locations, to confirm accuracy of 'Deployment Guide' and make any edits as necessary identified from the additional installs. Let the devices "soak" for a period of 3-4 days to allow for any potential issues to arise on either the Konica Minolta or the City side. If all goes well, then proceed with the remainder of the deployment plan.
- If any issues arise, troubleshoot during the "soak" period and document changes to the 'Deployment Guide' for the remainder of the rollout.



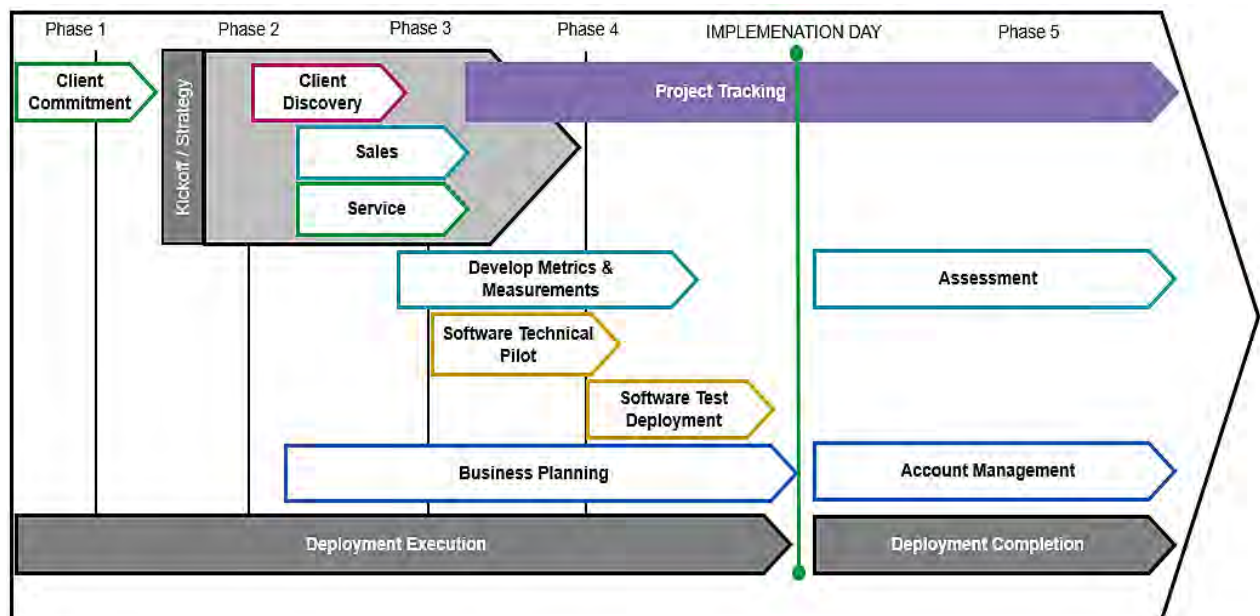
KONICA MINOLTA

- Deploy the solution based on the agreed upon target dates of installation following the schedule outlined by Batches, Delivery Dates and Install Dates.
- Communicate with daily debriefing calls to identify success and document items needed for resolution

Training (Duration: during/after physical deployment)

- Meet with Key IT Admin or whoever will be responsible for First Level support to end users to provide in depth training prior to deployment.
- Distribute quick reference guides to the City staff ahead of any deployment of devices
- Provide a URL: <https://itraining.konicaminolta.eu/en/printing-systems.html> to all the City staff that includes interactive online user guides. This can be sent out with the initial communication notifying the City staff of the change in devices
- Activate the “HOW2” app from the bizhub Marketplace on all devices for easy access help at the device.
- Schedule specific training sessions at each of the City locations where we will go over the specific functions of the print driver as well as provide hands on user training at the device.
- Additional virtual training can be scheduled periodically for the duration of the contract at no additional charge to accommodate for new City staff

Sample Timeline



Risk Management

We have experienced limitations in the areas of communication and planning when our clients have not assigned a Project Manager and designated delivery contacts. The Project Manager does not need to be certified but having a designated point of contact has made the planning and implementation process much smoother.

Should Konica Minolta be fortunate enough to be awarded the City's business, our knowledge as your technology partner should make the transition to new Konica Minolta hardware and solutions smooth and seamless to your end users. Konica Minolta will take a proactive approach when communicating our transition plans, deadlines, needs and expectations to the City team.



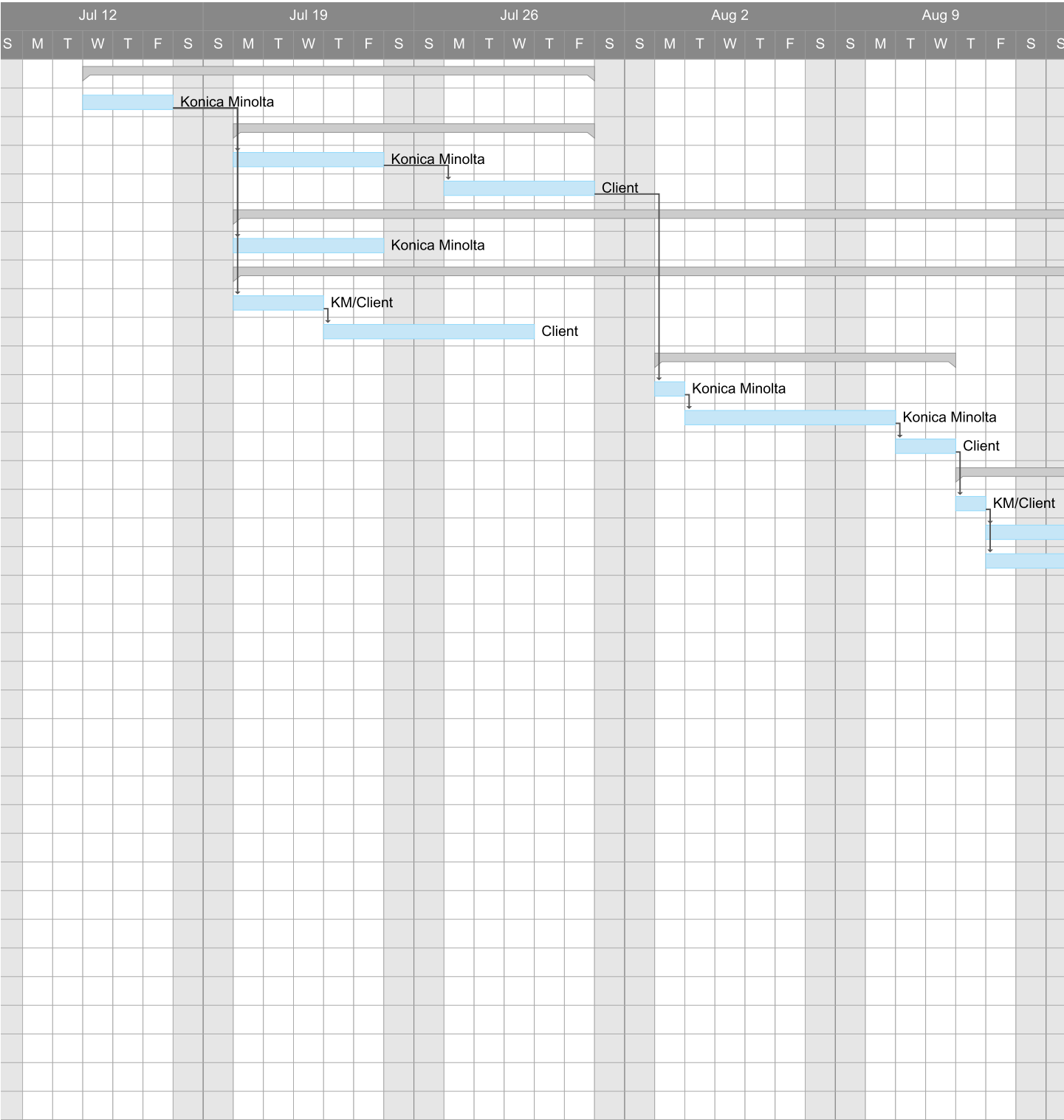
Implementation Summary

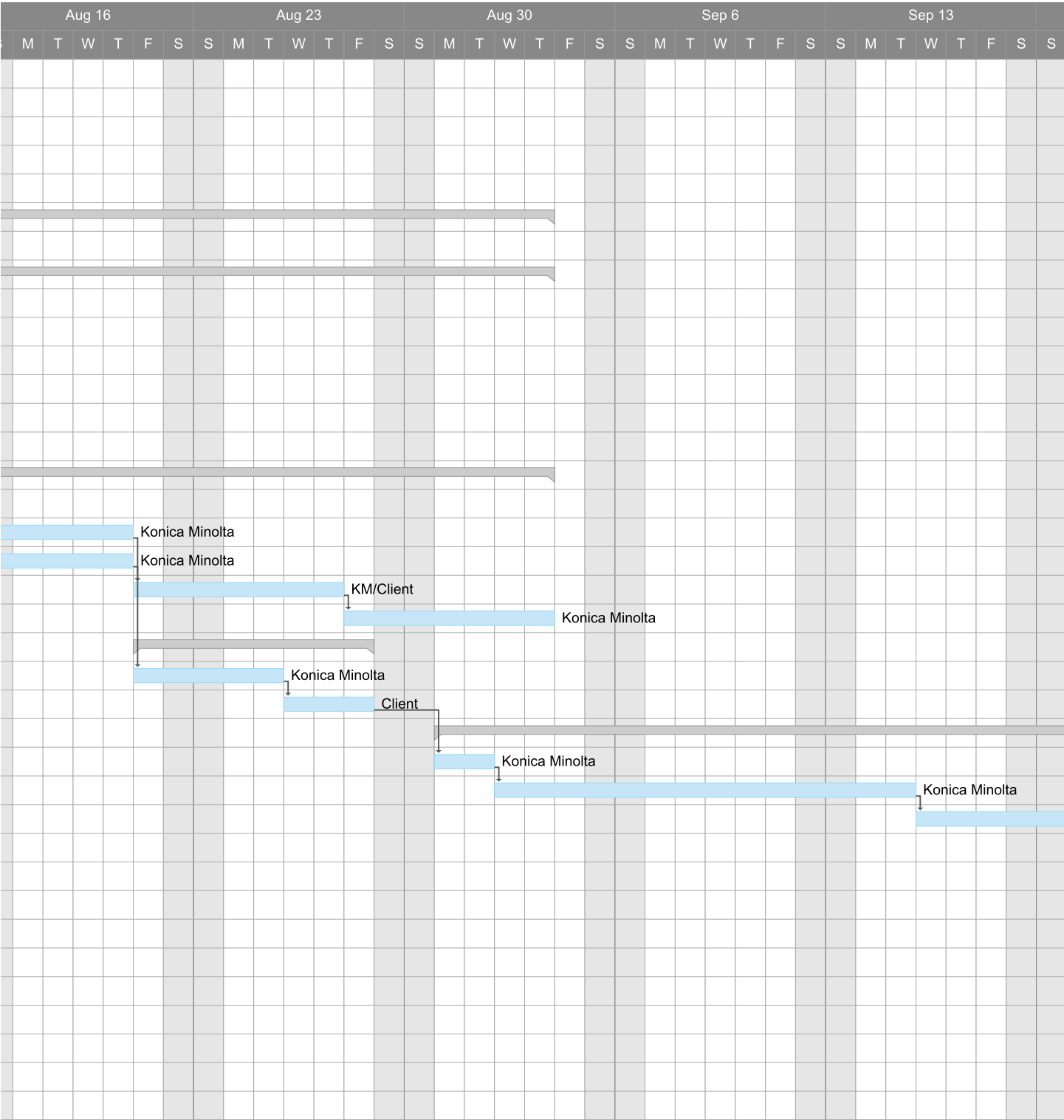
- Properly planning will assist in ensuring a seamless implementation
- Understanding the network environment is essential to determining timing of required information.
- Allocation of enough time and resources is a critical component of a successful rollout

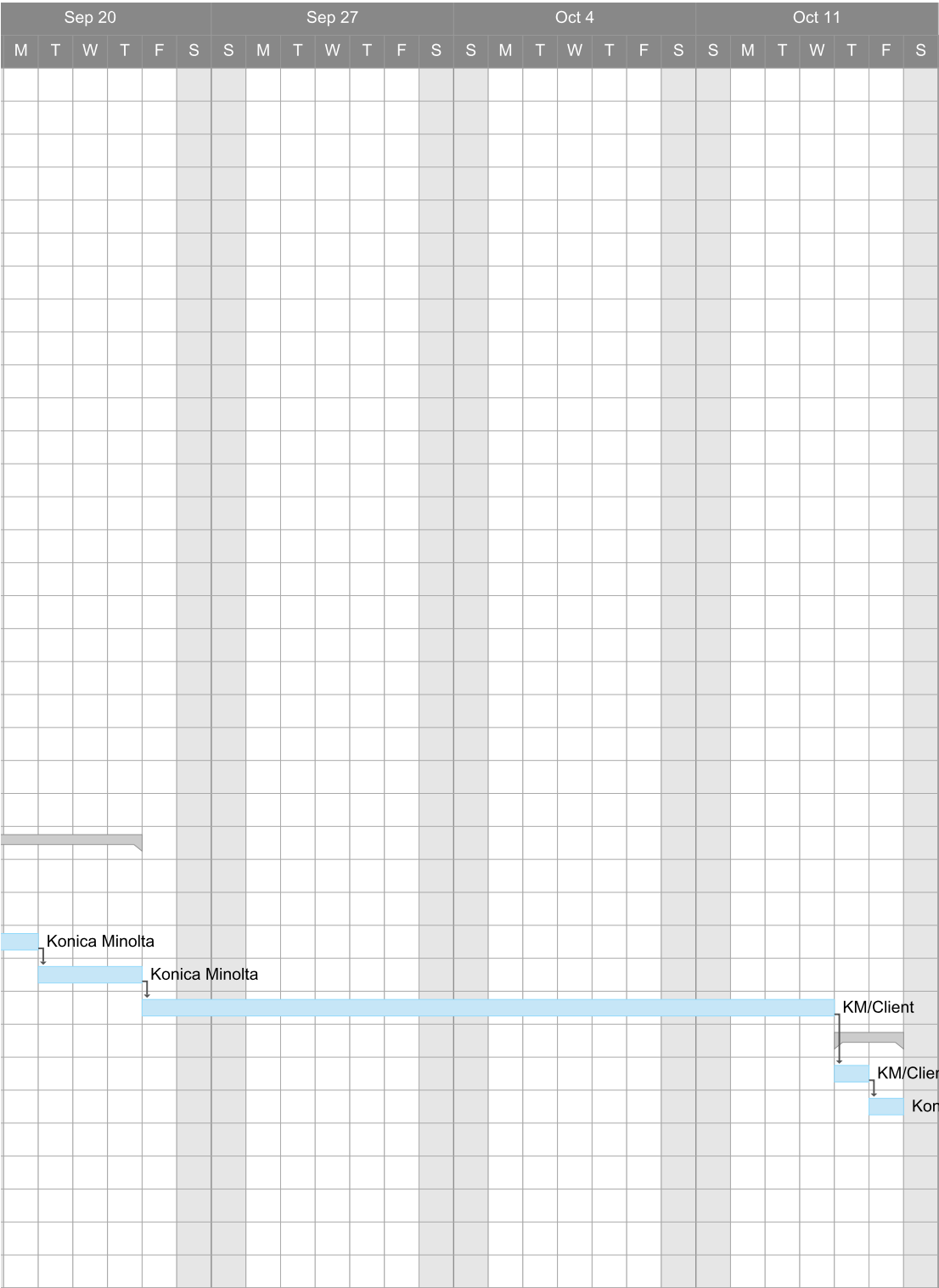
Konica Minolta is confident in our ability to facilitate a smooth transition to your new fleet and exceed your expectations for customer support.

CITY OF EMPORIA SAMPLE Project Plan

	Task Name	Duration	Start	Predecessors	Finish	Assigned To
1	☐ INITIATING	13d	07/15/26		07/31/26	
2	Initial Discovery Call	3d	07/15/26	0	07/17/26	Konica Minolta
3	☐ Contracts	10d	07/20/26		07/31/26	
4	Prepared	5d	07/20/26	2	07/24/26	Konica Minolta
5	Approved	5d	07/27/26	4	07/31/26	Client
6	☐ PLANNING	34d	07/20/26		09/03/26	
7	Assessment	5d	07/20/26	2	07/24/26	Konica Minolta
8	☐ Solution	34d	07/20/26		09/03/26	
9	Solutions Technical Review Call	3d	07/20/26	2	07/22/26	KM/Client
10	Security Review	5d	07/23/26	9	07/29/26	Client
11	☐ Statement of Work	8d	08/03/26		08/12/26	
12	Initiated	1d	08/03/26	5	08/03/26	Konica Minolta
13	Draft	5d	08/04/26	12	08/10/26	Konica Minolta
14	Finalized/Approval	2d	08/11/26	13	08/12/26	Client
15	☐ Technical Pilot	16d	08/13/26		09/03/26	
16	Identify testing device	1d	08/13/26	14	08/13/26	KM/Client
17	Order testing device if needed	5d	08/14/26	16	08/20/26	Konica Minolta
18	Test Cards	5d	08/14/26	16	08/20/26	Konica Minolta
19	Test Solutions	5d	08/21/26	17	08/27/26	KM/Client
20	Deployment Guide	5d	08/28/26	19	09/03/26	Konica Minolta
21	☐ Fleet Refresh Proposal	6d	08/21/26		08/28/26	
22	Prepared for Review	3d	08/21/26	18	08/25/26	Konica Minolta
23	Approval	3d	08/26/26	22	08/28/26	Client
24	☐ EXECUTING	19d	08/31/26		09/24/26	
25	Orders Submitted	2d	08/31/26	23	09/01/26	Konica Minolta
26	Order Processing	10d	09/02/26	25	09/15/26	Konica Minolta
27	Delivery Scheduled	4d	09/16/26	26	09/21/26	Konica Minolta
28	Roll Out	3d	09/22/26	27	09/24/26	Konica Minolta
29	MONITORING	14d	09/25/26	28	10/14/26	KM/Client
30	☐ CLOSING	2d	10/15/26		10/16/26	
31	Final client / KM call	1d	10/15/26	29	10/15/26	KM/Client
32	Close Project	1d	10/16/26	31	10/16/26	Konica Minolta
33						
34						
35						
36						
37						









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FLEET REMOTE MONITORING & MANAGEMENT

RETHINK EFFICIENCY

IS FLEET MONITORING GETTING YOU DOWN?

Monitoring and managing your fleet of multifunctional devices (MFDs) and printers demands time, skills and knowledge; and can be costly, too. To meet the associated regulatory and security requirements, you need specialist technical expertise and dedicated resources. And as your business grows and becomes more complex, managing an expanding device fleet can prove even more challenging and time consuming.

Now there's Konica Minolta's Fleet Remote Monitoring & Management (Fleet RMM) solution. It lets you:

- Monitor your entire Konica Minolta fleet remotely from a central location
- Quickly and easily optimise device settings
- Manage your devices in line with your organisation's security policies and standards

Fleet RMM gives you access to all the status information and other device data that's critical to today's IT teams. With this data to hand, you'll be poised to ensure a smooth-running device fleet that supports everyone's day-to-day work and contributes to your organisation's overall productivity and performance.

You'll benefit from all the Konica Minolta expertise that's built in to Fleet RMM, which helps to make fleet management a more efficient, less demanding process. So, you'll save time and resources that can be refocused on your core business.

Konica Minolta may be able to provide Fleet RMM to you as a service. Ask your Account Manager about this option.

TAKE MONITORING AND MANAGEMENT TO A NEW LEVEL

Fleet RMM is a cost-effective, easy-to-use web application that’s installed in your network environment. Because it runs locally, it meets many organisations’ security-related preferences for an on-prem solution.

Run your fleet more efficiently

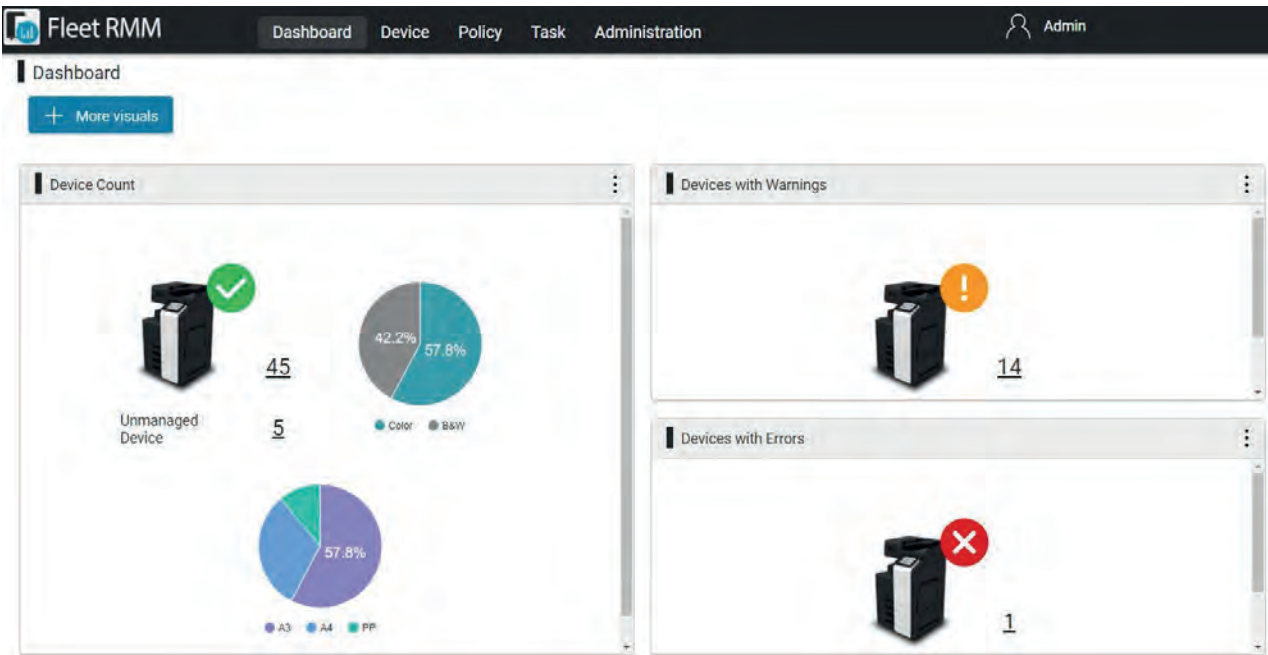
Fleet RMM integrates thousands of settings for Konica Minolta MFDs and printers into a single tool, enabling your IT administrator to change device settings remotely.

You can also use Fleet RMM to change the settings of multiple devices at the same time. This makes it quick and easy to implement identical settings on lots of devices at once, and helps your internal processes flow smoothly and flawlessly.

Help administrators work more effectively

Fleet RMM’s dashboard gives IT administrators an accurate overview of your device fleet, showing, for example, the number of devices managed by Fleet RMM, and the counter values of the top 10 output devices.

The solution also provides the administrator (or other designated user) with device status notifications. It does this by obtaining counter or status information from each device and sending it by email. The administrator can then review and evaluate the information, and recommend any action needed to identify and resolve potential issues. This allows much more proactive management of your device fleet, for improved uptime and user productivity.





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KEY FEATURES

Dashboard

- A management screen for at-a-glance monitoring and quick and easy assessment of all devices using graphs and other visualisations.
- Can be installed on more than one PC, enabling admin tasks to be shared. Users can customise the view in line with their own needs and responsibilities.

Smart filters, tags and groups

- Group multiple devices to simplify device management.
- Create a device hierarchy within a group by setting parent-child relationships.
- Use dynamic filters to place devices in different groups. Simplify monitoring and management, and filter by model name, serial number, contact and other criteria.
- Tag devices to provide additional view options in parallel to filters and groups.

User management

- Register and certify accessing users with different access and security levels; or certify them using Active Directory user information.
- Set attribution conditions for Active Directory users to grant access to all users who fit the conditions — making effective use of the user information you already have.

Role management

- Use roles to define combinations of authority to use Fleet RMM functions, then manage the scope of accessible functions by assigning roles to users.
- Assign a device group to a role to enable the accessible functions of multiple devices to be controlled in bulk through Fleet RMM.

Normal and service modes

- Normal mode: obtain or change device administrator and user settings.
- Service mode: access a device's service settings. Service mode must be activated before it can be used. The next time users with Fleet RMM service authority log in, they'll be able to use service mode functions.

Bulk setting templates

- Create templates for error-free bulk rollout of the same settings to multiple devices at the same time.
- You can distribute a template immediately or at a pre-scheduled time.



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MANAGED PRINT
SERVICES

TAKE CHARGE

OF YOUR BUSINESS BY MANAGING
YOUR PRINT SERVICES

MANAGED PRINT SERVICES

THAT OPTIMIZE YOUR PRINTER FLEET



Reducing costs.
Increasing your staff's productivity.
Freeing your IT resources.
Empowering you.

The past workplace was built on inefficient devices that drained users of their productivity and companies of their profits. But businesses today can no longer operate like that. And what's more, they shouldn't have to. The Workplace of the Future™ changes everything. It's built on the simple premise of improving efficiency, productivity and collaboration—fostered by the tools and technology at hand.

Konica Minolta's Managed Print Services solution provides overall fleet management of your networked and local print devices. And because your business is not one-size-fits-all, we strategically combine consulting, hardware, software implementation and workflow management to give you a solution that's unique to your business. Helping you control operating costs. Improve operations. And move your business forward.

OUR FLEET MONITORING SERVICE INCLUDES:

- Identifying how many devices you own and whether each is performing optimally
- Tracking how much volume is being generated per device, by department and by user
- Determining how much you're spending per device and its cost-per-print (CPP)
- Monitoring print jobs to allocate costs and identify new ways to improve output—including digitization and automating your print workflow

IN YOUR CURRENT WORKPLACE, DO YOU KNOW YOUR ACTUAL COST OF DOCUMENT PRINTING?



90% of companies don't know what they are spending on print¹



Printing is typically the 3rd highest office expense behind rent and payroll²



Running costs are estimated at 45% of total cost of ownership



Management costs are estimated at 50% of total cost of ownership



Most printers are not a controlled expense

Our advanced services provide you with these added benefits:

- Auto toner delivery
- Advance account management
- Periodic account reviews focusing on improving workflow and further reducing costs

¹ 90% of companies don't know what they are spending on print – GARTNER GROUP

² Printing is typically the 3rd highest office expense behind rent and payroll – MANAGEDPRINTCONSULTING.COM

THE BENEFITS OF MANAGING YOUR PRINT



PROACTIVE SERVICE AND SUPPORT

Just one phone number to call for service and, if you install our automation tools, our remote service team can quickly detect and address any networked device alerts. All this reduces downtime and increases staff productivity.



INCREASED PRODUCTIVITY

With constant monitoring of your devices and user behavior, we can tell how users print to ensure that they have the most reliable equipment with the needed features.



INCREASED SECURITY

To safeguard your confidential assets, our advanced program options offer you the ability to print securely, locking a document until the authorized user releases it with an access card or a username and password.



REDUCED OUTPUT COSTS

An established print cost baseline helps you budget and manage your printing costs, and allows us to develop future cost-savings measures to keep your devices working at high efficient levels.



REALIZED ENVIRONMENTAL GOALS

Continual device monitoring helps you reach your environmental and sustainability goals by identifying and addressing such issues as under- and over-utilized units, and aged equipment that is too costly and wasteful to operate.

Most major print manufacturers supported.

METHODOLOGY

We offer these services to achieve your desired outcomes:

CONSULT

We conduct a thorough assessment of your current print environment, requirements and needs, capture networked device output and identify usage patterns and print volumes. The data is used to design an optimized placement and document production environment.

IMPLEMENT

We control the program from end to end, with technical consulting and support for all devices and documentation for end-users and IT administrators.

MANAGE

Daily device monitoring, maintenance and service allow your staff to spend more time on more strategic initiatives, and regular management reports keep you apprised of progress and identify areas for improvement.





PROGRAM OPTIONS

Two fixed pricing options:

PAY PER DEVICE CUSTOMER BENEFITS

- One flat rate for each device
- Same price regardless of print volume increase or employee/user growth
- Break/fix help desk service regardless of age of printers
- Single vendor for printer break/fix help desk service

COST PER PAGE CUSTOMER BENEFITS

- Versatile billing options based on volume of output
- Visibility allows you to control costs and reduce output spend
- Single vendor for printer break/fix help desk service

We're committed to giving you a comprehensive action plan consisting of solutions and services that contribute to your business' long-term improvements. Konica Minolta Managed Print Services keep your staff and devices working at optimal productivity.



CLEAN PLANET

The Clean Planet Program is Konica Minolta's cost-free consumables recycling program that adds zero waste to landfill and zero incineration. All of our consumables can be recycled and, no matter your volume, there's a program to fit your needs.

For complete information on Konica Minolta products and solutions, please visit: **[CountOnKonicaMinolta.com](https://www.CountOnKonicaMinolta.com)**

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PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility
eDiscovery Services

IT SERVICES

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

TECHNOLOGY

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services



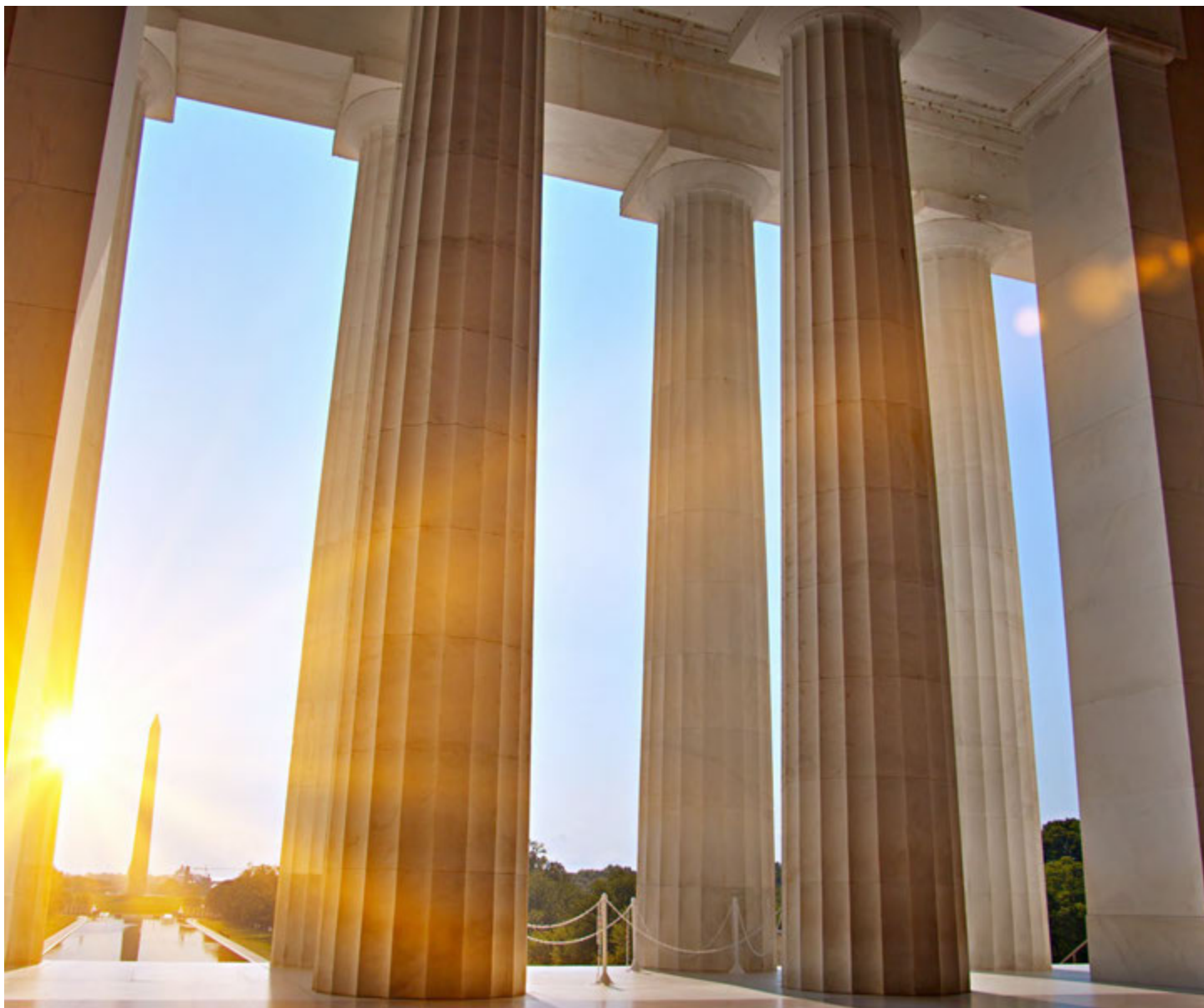
KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
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[CountOnKonicaMinolta.com](https://www.CountOnKonicaMinolta.com)



Item #: MPSSMBRO
4/2017-C



Section 6 – Security Description

Bizhub Secure
SSD Options



Security Requirements

- Hard drive encryption
- Secure data overwrite functionality
- Secure print release options
- Integration with Active Directory and/or Azure AD
- Defined firmware lifecycle and security patching processes
- Audit logging and administrative security controls

Konica Minolta bizhub MFPs include multiple built-in security features designed to help protect the device, firmware, stored data, network communications, and user access throughout the document lifecycle. These controls support a layered security model that helps reduce the risk of unauthorized access, device tampering, data exposure, and misuse.

• Secure Boot and Firmware Validation

Supported Konica Minolta MFPs include secure boot and firmware validation capabilities designed to help ensure that only trusted and authorized firmware and system components are loaded during startup. These controls help protect the device against unauthorized firmware modification, tampering, and malware-based compromise.

• Firmware Integrity Protection

The device validates firmware integrity to help detect unauthorized or corrupted firmware. Firmware updates are controlled through administrative processes and should be applied only from authorized Konica Minolta sources or approved service channels.

• Device Hardening and Secure Configuration

Prior to deployment, Konica Minolta MFPs can be configured using hardened security settings. This may include disabling unnecessary services and ports, restricting administrative access, enabling secure protocols, enforcing password and authentication policies, and reducing the device's overall attack surface.

• Administrator Access Controls

Administrative access is protected through administrator authentication, role-based configuration controls, and device-level security settings. These controls help prevent unauthorized changes to system configuration, network settings, security policies, and stored data functions.

• Network Security Controls

Konica Minolta MFPs support network security controls such as IP address filtering, protocol/port control, SSL/TLS communication, and IPsec where supported and configured. These features help restrict network access to authorized systems and protect data transmitted between the MFP and approved network resources.

• User Authentication and Access Control

The devices support multiple authentication methods, including local authentication, PIN-based authentication, ID badge authentication, and integration with network authentication sources where configured. These controls help ensure that only authorized users can access device functions such as copy, print, scan, fax, and document storage.

• Secure Print Release

Secure print release helps protect confidential documents by holding print jobs until the authorized user authenticates at the device. This reduces the risk of sensitive documents being left unattended in the output tray.



- **Storage Encryption and Drive Protection**

Supported Konica Minolta MFPs include storage encryption capabilities to help protect data stored on internal device storage. Encryption helps ensure that stored information is not readable without proper authorization.

- **Data Overwrite and Job Data Protection**

Temporary image data, print data, scan data, and other job-related information can be deleted or overwritten in accordance with device security settings. These functions help reduce the risk of unauthorized recovery of residual data after job completion.

- **Audit and Event Logging**

Device logging capabilities can support audit review, administrative oversight, and investigation of security-relevant events. Where integrated with customer security tools or monitoring processes, these logs can help support broader governance and compliance activities.

- **Security Monitoring and Alerts**

As part of a layered security approach, supported devices and associated Konica Minolta security solutions can provide visibility into device security status, configuration changes, and conditions that may require administrator attention. This helps support ongoing monitoring and timely remediation.

- **Cryptographic Protection**

Where applicable and properly configured, Konica Minolta devices support cryptographic functions used for secure communications, authentication, storage protection, and other security-related functions. For environments requiring FIPS-aligned cryptography, supported models and configurations can be reviewed to confirm applicability.

- **Summary**

Konica Minolta bizhub MFPs are designed with built-in security features that help protect the device at startup, during operation, and throughout the document lifecycle. Key protections include secure boot, firmware validation, administrative access controls, network security controls, user authentication, secure print release, storage encryption, data overwrite, audit logging, and configurable hardening options. Together, these capabilities help maintain device integrity, protect sensitive data, reduce the attack surface, and support the City's broader security governance program.

For devices deployed to Police, Court Services, and Fire Department facilities, the City shall retain ownership of all internal storage media upon device removal, replacement, or contract termination. Vendors shall coordinate all media handling with City IT and comply with City sanitization requirements.

Konica Minolta offer several methods of sanitizing the Solid State Drives (SSD) on our MFPs; including the option to remove the drive and return it to the applicable city department. We will require a copy of the City's sanitization requirements to make our recommendations.

If a removal option is chosen, at the time of disposal, the internal hard drive/SSD can be removed and sealed in a container that will be returned to the client. A replacement drive will be installed and re-initialized with the generic device control programs. Availability of this option depends on model and configuration. There would be an applicable charge for this service that will include a per hour labor fee plus the replacement cost of the SSD.

We have included a list of our drive sanitization options for your review.

Attachment:

Solid State Drive (SSD) Security for i-Series bizhub MFPs



KONICA MINOLTA



bizhub[®]
SECURE
RETHINK SECURITY



Giving Shape to Ideas

LOCKDOWN WITH THE LEADING MFP PROTECTION

Of all the resources in today's business and professional world, your data can be the most valuable – and also the most vulnerable. That's why Konica Minolta offers lockdown protection with bizhub® SECURE: a set of enhanced password and data security measures to give your bizhub MFP an extra level of security. We offer professional safeguard services for both our full size and small MFPs that will be provided by your Konica Minolta field engineer. Ensure that your data is more than just secure – it's bizhub SECURE.



bizhub SECURE

How can you make certain your valuable data is safe from theft – and prevent it from being stolen from your MFP by an unauthorized user or extracted if the storage media is removed from your multifunction device?

The answer is simple

All it takes is allowing an authorized Konica Minolta field engineer to activate the bizhub security features of your bizhub MFP. With bizhub SECURE safeguards in place, you'll know that your documents have uncompromising security protection.

Peace of mind

At Konica Minolta we understand that your organization may not have the bandwidth or infrastructure to enable, configure and track the security functions that are required for compliance or internal mandates.

That is why we developed the bizhub SECURE Service. To provide you with the resource you need to lockdown and protect any document data that might reside on the bizhub's internal storage media.

Ultimately, a secure document workflow is everyone's responsibility. Konica Minolta has led the industry by providing enhanced security features for the digital era – and with powerful bizhub SECURE functions activated by your authorized Konica Minolta field engineer, you'll have an additional line of defense against data theft and unauthorized access to documents or devices.

To order the bizhub SECURE Service, just contact your bizhub representative – and count on Konica Minolta to provide the MFP Security Services that your company or organization demands.

Konica Minolta's bizhub SECURE provides the following set of features:

- Create a 20-digit secure alphanumeric password to lock down your bizhub storage media
- Encrypt the entire contents of your bizhub storage media for remarkable data security
- Time your bizhub MFP to auto-delete any material located in personal or public User Boxes, System User Boxes, Documents and Folders



[Click here to learn more about bizhub Secure](#)

Security statistics section
coming soon

THE FOLLOWING SECURITY FEATURES WILL BE ENABLED ON YOUR MFP BASED ON THE MODEL TYPE:

	Monochrome Small mSD-based MFPs ³	Color Small mSD-based MFPs ³	Monochrome SSD-based MFPs ⁴	Color SSD-based MFPs ⁴
CHANGE ADMINISTRATOR PASSWORD ¹	✓	✓	✓	✓
ENABLE HARD DRIVE ENCRYPTION	✓	✓	✓	✓
TIMED AUTOMATIC OVERWRITE OF A FILE IN AN ELECTRONIC FOLDER (BOX)			✓	✓
AUTOMATIC OVERWRITE OF TEMPORARY IMAGE DATA ²				
SSD LOCK PASSWORD			✓	✓
DISABLE UNPROTECTED SERVICES, PROTOCOLS AND PORTS	✓	✓	✓	✓
ENABLE SSL (SELF-SIGNED CERTIFICATE)	✓	✓	✓	✓
ENABLE MFP AUTO LOGS	✓	✓	✓	✓
ENABLE ADMINISTRATOR ACCOUNT AUTO LOGOFF	✓	✓	✓	✓
ENABLE USER ACCOUNT AUTO LOGOFF	✓	✓	✓	✓
ENABLE USER AUTHENTICATION	✓	✓	✓	✓

¹ bizhub SECURE may be disabled using the customer's unique Administrative Password. It is recommended that customers not disclose the unique Administrative Password and keep the Administrative Password in a safe place. Customers shall indemnify and hold Konica Minolta harmless of any claims, damages or costs relating to loss of data or disclosure of data due to intentional acts or omissions of others, end-user error or release of Administrative Password.

² Applies to "non i-Series" Large MFPs with a hard drive. Automatic Overwrite of Temporary Image Data not required on i-Series MFPs due to SSD (Solid-State Drive) technology.

³ mSD (MicroSD or micro secure digital) an internal flash memory card used for storing information.

⁴ SSD (Solid-State Drive) is an advanced type of storage device.

For more information on Konica Minolta's Data and Device Security Solutions, please visit:
<https://kmbs.konicaminolta.us/solutions-services/workplace-solutions/data-device-security-solutions/>

PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives.
Contact us to realize opportunities in:

INFORMATION MANAGEMENT	IT SERVICES	TECHNOLOGY
Enterprise Content Management (ECM)	Application Services	Office Multifunction Business Solutions
Document Management	Cloud Services	Commercial and Production Printers
Automated Workflow Solutions	IT Security	Industrial Printers
Business Process Automation	Managed IT Services	Wide Format Printers
Security and Compliance	IT Consulting & Projects	Scanners
Mobility	Apple Managed Services	Security Surveillance Systems
	Managed Voice Services	Laptops, Desktops and Computer Hardware
	Technology Implementation and Deployment	Servers and Networking Equipment
		Managed Print Services (MPS)
		Managed Enterprise Services



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com



Solid State Drive (SSD) Security for i-Series bizhub MFPs

Lock-down protection for your MFP means safeguarding information and defending your organization from security breaches. Konica Minolta offers enhanced confidence, compliance and powerful password and data security measures to protect your valuable data and information.

AT DEVICE INSTALLATION: Konica Minolta offers bizhub SECURE

Software (Firmware based) SSD Encryption

SSD data can be encrypted by entering a 20-alphanumeric character passphrase. A 256-bit encryption key is generated from the passphrase and unique device specific data (MFP internal value), using a Konica Minolta unique key generation algorithm each time the power is turned on. This process makes it virtually impossible to identify the encryption key by brute force attack. The data on SSD is encrypted with 256-bit Advanced Encryption Standard (AES-256). Even if the SSD is removed from the MFP and installed into a PC, the data stored in the SSD cannot be read. MFP firmware and swap data areas are not encrypted same as self-encryption.

Storage Lock Password (SSD Self-Encryption)

SSD data can be encrypted by entering a 20-alphanumeric character passphrase. A 256-bit AK (Authentication Key) is generated from the passphrase and unique device specific data (MFP internal value), using a Konica Minolta unique key generation algorithm each time the power is turned on. This process makes it virtually impossible to identify the AK by brute force attack. The AK is then used for access control to the SSD and protects (encrypts) the DEK (Data Encryption Key) for self-encryption. The DEK encrypts the data on SSD with 256-bit Advanced Encryption Standard (AES-256). The data stored on this SSD is protected even if the SSD is removed from the MFP and installed into a different MFP or PC. The SSD data cannot be read nor can it be accessed without the AK.

Data Delete of Electronic Documents on a Timed Basis

- Data Auto Deletion allows an administrator to set an auto deletion timer for data stored in the personal or public user boxes, as well as system boxes (e.g. secure print box or encrypted PDF print box)
- The auto deletion setting will erase the copy, print, scan or fax jobs stored in boxes, depending on the storage period and the time frame selected for deletion.
- The data is automatically erased using a highly secure, delete method.

AT CONTRACT END

Option 1: As-Is Disposal

- Client will delete the device SSD using the MFP's built-in SSD function. MFP will be picked up according to the respective terms and conditions of your contract and disposed of accordingly in a responsible manner. Konica Minolta provides step by step instructions on how to perform the SSD overwrite.
- Konica Minolta would not be responsible for any PII left on the MFP's SSD if the client chooses to sanitize the SSD using internal resources.

Option 2: In-Place Data Cleaning

- Where available, a Konica Minolta Field Engineer will perform an erase function of the SSD using built-in sanitization technology. The drive will be cleared of data and re-initialized in the device prior to disposal. Availability of this option depends on model and configuration. (Cost - TBD per hour labor).

Option 3: SSD Replacement and Return

- At the time of disposal, the internal SSD will be removed and sealed in a container and returned to the client. A replacement SSD will be installed and re-initialized with the generic device control programs. Availability of this option depends on model and configuration. (Cost - TBD per hour labor plus the replacement cost of the SSD).



RESPONSIBILITIES AT CONTRACT END

Option 2: In-Place Data Cleaning

Konica Minolta:

- Identify available "data overwrite" compliance options available for specific device (s).
- Inform the client what data overwrite compliance options are available for applicable MFP models.
- Inform the client on the estimated time required for the chosen SSD sanitization method.
- Obtain client's certification that the data overwrite may be performed. Once initiated, data stored on the MFP's SSD will not be recoverable.
- Perform overwrite functions pursuant to the option selected by the client and options available for the specific MFP.

Client:

- Contact Konica Minolta and schedule service date.
- Identify devices requiring data overwrite.
- Provide Konica Minolta Field Engineer(s) physical access to all MFPs requiring data overwrite.
- Review and select overwrite options applicable to MFPs requiring data overwrite. Inform the Konica Minolta Field Engineer of the overwrite options selected for the MFPs requiring data overwrite.
- Authorize the Konica Minolta Field Engineer to perform the data overwrite. Once initiated, data stored on the MFP's SSD will not be recoverable.
- Acknowledge data overwrite was completed by signing the Project Completion portion of this document.

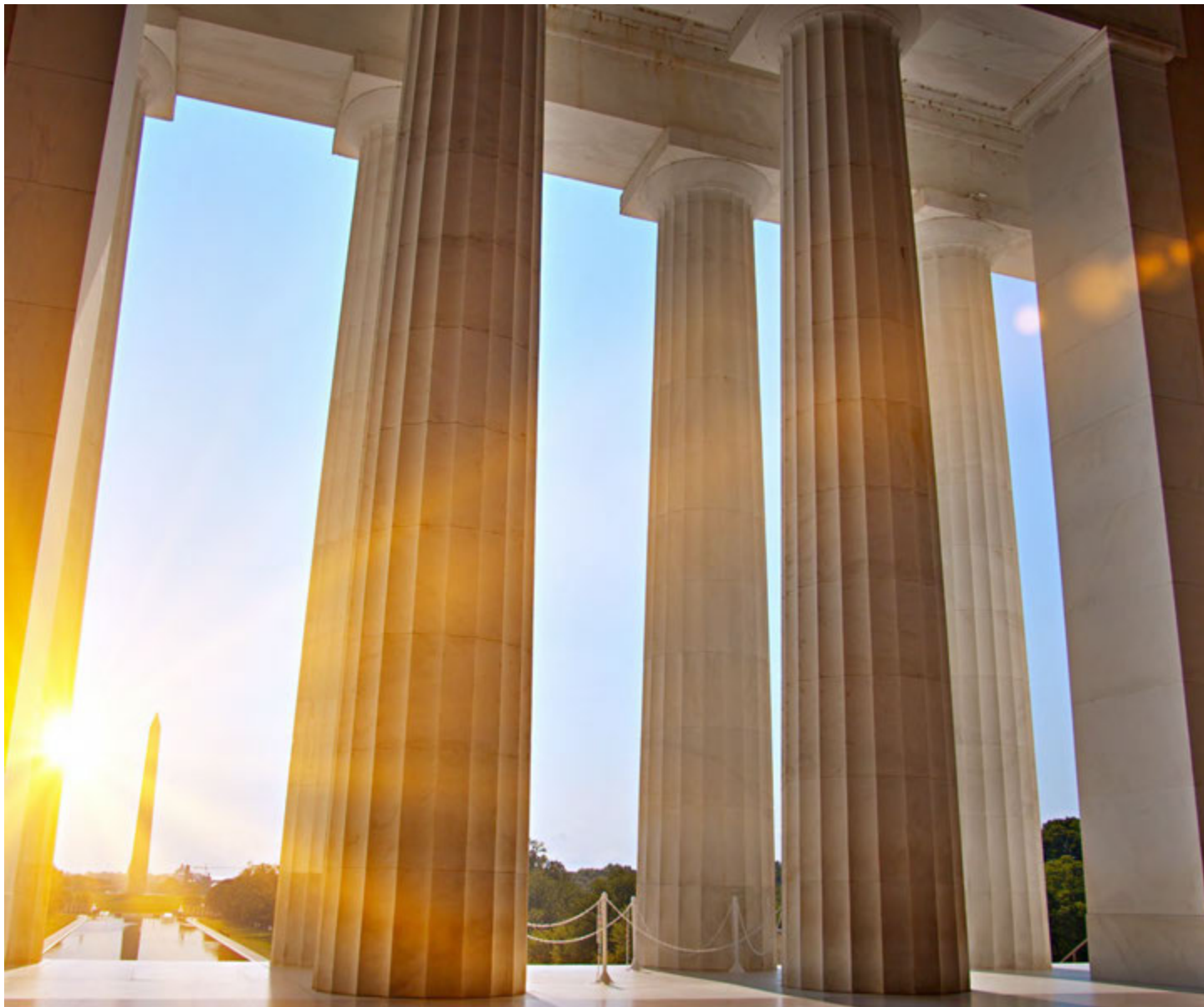
Option 3 - SSD Replacement and Return

Konica Minolta:

- Contact Konica Minolta and schedule service date.
- Provide Konica Minolta with a contact at location authorized to receive SSD.
- Identify and order replacement parts for MFPs requiring SSD replacement.
- Remove SSDs from applicable MFP devices.
- Place SSD in a sealed container and surrender to the client's designated recipient.
- Install replacement SSD (and any other requisite parts). Initialize the system and install base MFP system firmware permitting standard operations and functions. It may not be possible to reinstall special application/add-on software packages. (Examples include: i-Option applications, audit software, accounting software and document management software.)

Client:

- Identify devices requiring SSD replacement. Provide Konica Minolta with MFP model and serial number.
- Provide Konica Minolta Field Engineer(s) physical accesses to all MFPs requiring SSD replacement.
- Authorize the SSD replacement.
- Designate by name the individual(s) who shall receive SSDs removed from the MFPs.
- Acknowledge completion of the SSD replacement(s) by signing the Project Completion portion of our SSD Statement of Work.

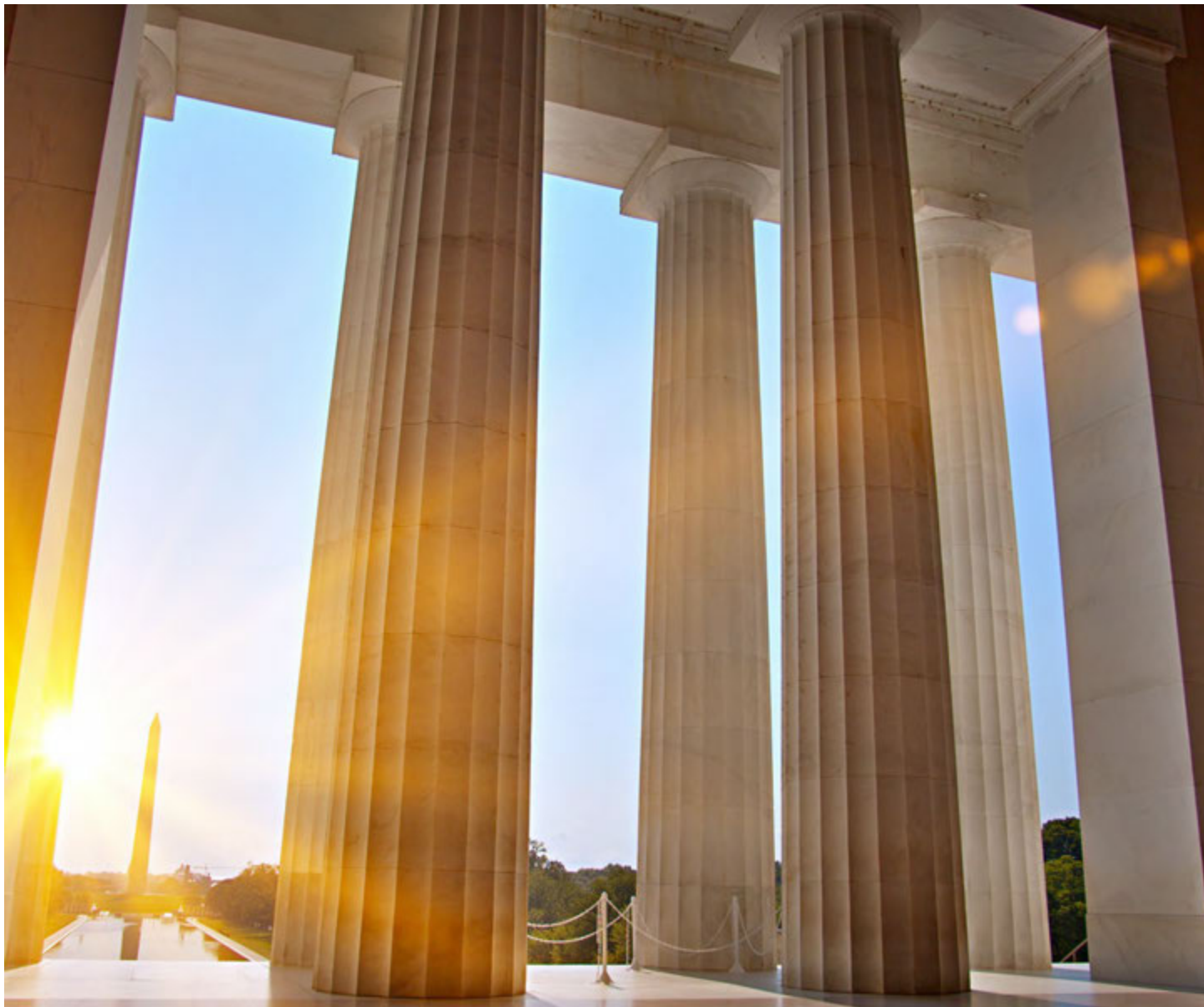


Section 7 – References



References

CLIENT NAME:	City of Riverside
Contact & Title:	Holly Phillips – Sr. Administrative Assistant / Prosecutor Clerk
Address:	2950 NW VIVION RD, RIVERSIDE, MO 64150
Phone:	<u>816-741-3993</u>
Email:	hphillips@riversidemo.gov
CLIENT NAME:	Blue Springs School District
Contact & Title:	Brandon Martin – Executive Director of Technology
Address:	1801 NW Vesper Street Blue Springs, MO 64015
Phone:	816-874-3200
Email:	Bmartin@bssd.net
CLIENT NAME:	Liberty Public Schools
Contact & Title:	Trey Katzer – Director of Technology
Address:	8 Victory Lane Liberty, MO 64068
Phone:	816-736-5300
Email:	Trey.katzer@lps53.org



Section 8 – Exceptions & Clarifications

Konica Minolta Sample Lease Agreement



Exceptions & Clarifications

City Of Emporia, Kansas Request For Proposals (RFP) - Multi-Function Copier / Print Services

Konica Minolta is proposing the OMNIA Partners Region 4 Public Sector contract pricing, terms and conditions. In the event an award notice is given to Konica Minolta, the parties shall negotiate mutually agreeable terms and conditions for the resulting contract; however, the OMNIA Partners Region 4 Public Sector contract terms and conditions, including amendments and exhibits, will control any resulting contract.

If a leasing option is chosen, the lease agreement is a separate and standalone agreement; the terms and conditions of which will govern the lease transactions.



EQUIPMENT FINANCE

Tax-Exempt Lease/Purchase AgreementAPPLICATION NO. **Addendum (KANSAS)**

THIS ADDENDUM, which is entered into between U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance") ("Lessor") and [CUSTOMER NAME] ("Lessee"), is intended to modify and supplement Property Schedule [FOR SHORT, DELETE. FOR LONG, ADD "No. XX"] (the "Property Schedule") to the Tax-Exempt Lease/Purchase Agreement or Master Tax-Exempt Lease/Purchase Agreement (as applicable) between Lessor and Lessee dated as of [AGREEMENT DATE] (the "Agreement"). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement.

1. In addition to the representations, warranties and covenants of Lessee set forth in the Agreement, Lessee, as of the Commencement Date for the Property Schedule, represents, warrants and covenants for the benefit of Lessor as follows:

(a) The Property Schedule has been approved by a majority vote of the all members of the governing body of Lessee.

(b) The capital cost to purchase the Property under the Property Schedule, if paid for by cash, is \$_____.

(c) The annual average effective interest cost under the Property Schedule is _____%.

(d) The amount included in payments for service, maintenance, insurance or other charges, exclusive of capital cost and interest cost, is as follows:

(i) Service: \$_____

(ii) Maintenance: \$_____

(iii) Insurance: \$_____

(iv) Other Charges: \$_____

2. Lessor and Lessee acknowledge and agree that Lessee is obligated only to pay Lease Payments under the Property Schedule as may lawfully be made from funds budgeted and appropriated for that purpose during the then-current Original Term or Renewal Term, as applicable, or funds made available from any lawfully operated revenue producing source.

3. If Lessee is a school district, the following provisions shall apply:

Lessee hereby represents, warrants and covenants with Lessor that the Board of Education of Lessee, by resolution approved by a majority of members of the Board of Education, has elected to omit the mandatory contract provisions prescribed by the Kansas Department of Administration in form DA-146a, as amended, from the Agreement, the Property Schedule and any escrow agreement entered into in connection with the Property Schedule, and such provisions are hereby so omitted; provided, however, that this election does not authorize the omission from the Agreement, the Property Schedule or any such escrow agreement of the provisions of Kansas Statutes Annotated ("K.S.A.") § 72-1146 (related to indemnification and hold harmless provisions) or § 72-1147 (applicable law shall be Kansas law and applicable courts shall be Kansas courts), as amended. To the extent that the terms of the Agreement, the Property Schedule or any escrow agreement entered into in connection with the Property Schedule are in conflict with the terms of K.S.A. § 72-1146 or K.S.A. § 72-1147, the terms of K.S.A. § 72-1146 and K.S.A. § 72-1147 shall prevail.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Addendum to be executed in their names by their duly authorized representatives.

U.S. Bank Equipment Finance_____
Lessor_____
Signature_____
Date_____
Print Name_____
Title_____
Lessee**X**_____
Signature_____
Date_____
Print Name_____
Title**X**_____
Attest By Signature



- ☐ **Tax-Exempt Lease/Purchase Agreement** – Execute signature block at the top of the first page of the Agreement.
- ☐ **Addendum to Tax-Exempt Lease/Purchase Agreement** – If required by Lessor, this document must be executed in the presence of an attester. The attesting witness does not have to be a notary but must be present at the time of execution. The attester will execute the signature block below the Lessee's signature block at the bottom right of the page. If computation is required, please submit a copy of the computation test with the addendum.
- ☐ **Property Schedule** – 1) If the transaction can be designated as a "bank qualified" transaction – one where Lessee reasonably anticipates not issuing more than \$10 million in tax-exempt obligations in a calendar year – **then you should initial the line under this section**; and 2) execute the signature block at the bottom of the page. This document must be executed in the presence of an attester. The attesting witness does not have to be a notary but must be present at the time of execution.
- ☐ **Property Description – Exhibit A** – Execute signature block at the bottom of the page.
- ☐ **Amortization and Lease Payment Schedule – Exhibit B** – Execute signature block at the bottom of the page. Note that the interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by _____, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.
- ☐ **Certificate of Acceptance – Exhibit C** – 1) if billing address is different than address shown on the Agreement, fill in billing information under # 2; 2) the date that all equipment is delivered, installed and accepted is the date that should be placed on the "ACCEPTANCE DATE" line; and 3) execute signature block at the bottom of the page.
- ☐ **Lessee's General and Incumbency Certificate – Exhibit D** – The General Certificate must be signed by the person signing the Agreement. The Incumbency Certificate must be signed by an officer other than the person signing the Agreement.
- ☐ **Lessee's Counsel's Opinion – Exhibit E** – If required by Lessor, this document will need to be executed by your attorney, dated, and placed on his/her letterhead.
- ☐ **Insurance Authorization and Verification** – To be filled out by Lessee and returned with the executed documents.
- ☐ **Notification of Tax Treatment** – Please provide your State Sales/Use tax Exemption Certificate, if applicable.
- ☐ **Form 8038-GC or G** – Blank form provided to Lessee. Please consult your local legal/bond counsel or tax consultant with questions.
- ☐ **Original Documents** – Lessor will require original documents, including original 8038 form, prior to funding.
- ☐ **Validation of Board Approval** – If required by Lessor, a copy of board minutes or board resolution should be provided showing approval of the contract.
- ☐ **Services and Supplies Rider** – If Lessee has requested that Lessor, as a convenience to Lessee, invoice Lessee for certain service and supply payments Lessee owes to Vendor, this document must be executed by Lessee in the presence of an attester. The attesting witness does not have to be a notary but must be present at the time of execution.

Tax-Exempt Lease/Purchase Agreement

APPLICATION NO.

ACCEPTED BY LESSOR:

FULL LEGAL NAME U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance")		
STREET ADDRESS 1310 Madrid Street, Suite 101		
CITY Marshall	STATE MN	ZIP 56258
SIGNATURE		DATE
PRINT NAME		
TITLE		TELEPHONE NUMBER 800-328-5371

AGREED TO BY LESSEE:

FULL LEGAL NAME		
STREET ADDRESS		
CITY	STATE	ZIP
SIGNATURE X		DATE
PRINT NAME		
TITLE		TELEPHONE NUMBER

AGREEMENT: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor all the Property described in Property Schedule incorporated herein by reference, upon the terms and conditions set forth herein and as supplemented by the terms and conditions set forth in the Property Schedule. This Tax-Exempt Lease/Purchase Agreement together with the Property Schedule shall be defined as the "Agreement."

LEASE TERM: The Lease Term of the Property listed in the Property Schedule (the "Lease Term") shall commence upon the commencement date of the Property Schedule (the "Commencement Date"). The Lease Term shall consist of an original term (the "Original Term"), commencing on such Commencement Date and continuing through the end of Lessee's then-current fiscal year, and a series of successive renewal terms (each, a "Renewal Term"), each contemporaneous with Lessee's budget year, with the final Renewal Term ending as provided in the Property Schedule. This Agreement cannot be canceled or terminated by Lessee except as expressly provided herein. This Agreement is a triple net lease.

LEASE PAYMENTS: Lessee shall pay rent to Lessor for the Property in the amounts, and on the dates specified, in the Property Schedule. Lessor and Lessee intend that the obligation of Lessee to pay Lease Payments hereunder shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or monies of Lessee. The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by , after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.

NO OFFSET: SUBJECT TO THE RIGHT TO NON-APPROPRIATE, SET FORTH BELOW, THE OBLIGATIONS OF LESSEE TO PAY THE LEASE PAYMENTS DUE UNDER THE PROPERTY SCHEDULE AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED IN THIS AGREEMENT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, ANY DEFECTS, MALFUNCTIONS, BREAKDOWNS OR INFIRMITIES IN THE PROPERTY OR ANY ACCIDENT, CONDEMNATION OR UNFORESEEN CIRCUMSTANCES. THIS PROVISION SHALL NOT LIMIT LESSEE'S RIGHTS OR ACTIONS AGAINST ANY VENDOR. Lessee shall pay when due all taxes, fees and governmental charges assessed or levied against or with respect to the Property.

LATE CHARGES: Lessee shall pay a late charge of five cents per dollar or the highest amount permitted by applicable law, whichever is lower, on all delinquent Lease Payments and interest on said delinquent amounts from the date such amounts were due until paid at the rate of 12% per annum or the maximum amount permitted by law, whichever is less.

MAINTENANCE OF PROPERTY: At all times during the Lease Term, Lessee shall, at Lessee's own cost and expense, maintain, preserve, and keep the Property in good working order, and condition, and from time to time make or cause to be made all necessary and proper repairs, replacements, and renewals to the Property, which shall become part of the Property. The Property is and will remain personal property.

INSURANCE OF PROPERTY: All risk of loss to the Property shall be borne by the Lessee. At all times during the Lease Term, Lessee shall, at Lessee's own cost and expense, cause casualty, public liability, and property damage insurance to be carried and maintained (or shall provide Lessor with a certificate stating that adequate self-insurance has been provided) with respect to the Property, sufficient to protect the full replacement value of the Property and to protect from liability in all events for which insurance is customarily available. Lessee shall furnish to Lessor certificates evidencing such coverage throughout the Lease Term. Any insurance policy to be carried and maintained pursuant to this Agreement shall be so written or endorsed as to make losses, if any, payable to Lessee and Lessor as their respective interests may appear. All such liability insurance shall name Lessor as an additional insured. Each insurance policy carried and maintained pursuant to this Agreement shall contain a provision to the effect that the insurance company shall not cancel the policy or modify it materially or adversely to the interest of the Lessor without first giving written notice thereof to Lessor at least 30 days in advance of such change of status.

QUIET ENJOYMENT AND TERMINATION OF LESSOR'S INTEREST: To secure Lessee's obligations hereunder, Lessor is granted a security interest in the Property, including substitutions, repairs, replacements and renewals, and the proceeds thereof, which is a first lien thereon. Lessee hereby authorizes Lessor to file all financing statements which Lessor deems necessary or appropriate to establish, maintain and perfect such security interest. Provided there does not exist an Event of Default or Nonappropriation Event, as defined herein, the Lessee shall have the right of quiet enjoyment of the Property throughout the Lease Term. If Lessee shall have performed all of its obligations and no default shall have occurred and be continuing under this Agreement, and this Agreement shall not have been earlier terminated with respect to the Property, then, at the end of the Lease Term with respect to any item of Property, Lessor's interest in such Property shall terminate. Unless otherwise required by law, title to the Property shall be in the name of Lessee, subject to Lessor's interest hereunder.

TAX EXEMPTION: The parties contemplate that interest payable under this Agreement will be excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). The tax-exempt status of this Agreement provides the inducement for the Lessor to offer financing at the interest rate set forth herein. Therefore, should this Agreement be deemed by any taxing authority not to be exempt from taxation, Lessee agrees that the interest rate shall be adjusted, as of the date of loss of tax exemption, to an interest rate calculated to provide Lessor or its assignee an after tax yield equivalent to the tax exempt rate and Lessor shall notify Lessee of the taxable rate. Provided, however, that the provision of the preceding sentence shall apply only upon a final determination that the interest payments are not excludable from gross income under Section 103(a) of the Code, and shall not apply if the determination is based upon the individual tax circumstances of the Lessor, or a finding that the party seeking to exclude such payments from gross income is not the owner and holder of the obligation under the Code.

REPRESENTATIONS AND WARRANTIES OF LESSEE: Lessee hereby represents and warrants to Lessor that: (a) Lessee is a State, possession of the United States, the District of Columbia, or political subdivision thereof as defined in Section 103 of the Code and Treasury Regulations and Rulings related thereto, and if Lessee is incorporated, it is duly organized and existing under the Constitution and laws of its jurisdiction of incorporation and will do or cause to be done all things necessary to preserve and keep such organization and existence in full force and effect; (b) Lessee has been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of its governing body (which resolution, if requested by Lessor, is attached hereto), to execute and deliver this Agreement and to carry out its obligations hereunder; (c) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (d) the Property will be used by Lessee only for essential governmental or proprietary functions of Lessee

consistent with the scope of Lessee's authority and will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use. Lessee's need for the Property is not expected to diminish during the term of the Agreement; (e) Lessee has funds available to pay Lease Payments until the end of its current appropriation period, and it intends to request funds to make Lease Payments in each appropriation period, from now until the end of the term of this Agreement; (f) Lessee shall comply at all times with all applicable requirements of the Code, including but not limited to the registration and reporting requirements of Section 149, to maintain the federal tax-exempt status of the Agreement, and Lessee shall maintain a system with respect to this Agreement, which tracks the name, and ownership interest of each assignee who has both the responsibility for administration of, and ownership interest in this Agreement; (g) Lessee's exact legal name is as set forth on the first page of this Agreement. Lessee will not change its legal name in any respect without giving thirty (30) days prior written notice to Lessor.

RISK OF LOSS COVENANTS: Lessee shall not be required to indemnify or hold Lessor harmless against liabilities arising from the Agreement. However, as between Lessor and Lessee, and to the extent permitted by law, Lessee shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Property, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that Lessee shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after Lessee has surrendered possession of the Property in accordance with the terms of the Agreement to Lessor or that arise directly from the gross negligence or willful misconduct of the Lessor.

NON-APPROPRIATION: If sufficient funds are not appropriated to make Lease Payments under this Agreement (such failure to appropriate, a "Nonappropriation Event"), this Agreement shall terminate and Lessee shall not be obligated to make Lease Payments under this Agreement beyond the then current fiscal year for which funds have been appropriated. Upon such a Nonappropriation Event, Lessee shall, no later than the end of the fiscal year for which Lease Payments have been appropriated, deliver possession of the Property to Lessor. If Lessee fails to deliver possession of the Property to Lessor, the termination shall nevertheless be effective but Lessee shall be responsible for the payment of damages in an amount equal to the portion of Lease Payments thereafter coming due that is attributable to the number of days after the termination during which the Lessee fails to deliver possession and for any other loss suffered by Lessor as a result of Lessee's failure to deliver possession as required. Lessee shall notify Lessor in writing within seven (7) days after the failure of the Lessee to appropriate funds sufficient for the payment of the Lease Payments, but failure to provide such notice shall not operate to extend the Lease Term or result in any liability to Lessee. A Nonappropriation Event shall not constitute an Event of Default hereunder.

ASSIGNMENT BY LESSEE: Without Lessor's prior written consent, Lessee may not, by operation of law or otherwise, assign, transfer, pledge, hypothecate or otherwise dispose of the Property, this Agreement or any interest therein.

ASSIGNMENT BY LESSOR: Lessor may assign, sell or encumber all or any part of this Agreement, the Lease Payments and any other rights or interests of Lessor hereunder without the necessity of providing notice to or obtaining the consent of Lessee; provided that Lessee shall have no obligation to make payments to any assignee unless and until Lessee has received notice of the name, address and tax identification number of the assignee. The initial Lessor or its assignee(s) shall maintain a register of all assignees of this Agreement. To the extent permitted by applicable law, such assignees may include trust agents for the benefit of holders of certificates of participation. Lessee agrees that if Lessor sells, assigns or transfers this Agreement, Lessor's assignee will have the same rights and benefits that Lessor has now and will not have to perform any of Lessor's obligations. Lessee agrees that Lessor's assignee will not be subject to any claims, defenses, or offsets that Lessee may have against Lessor.

EVENTS OF DEFAULT: Lessee shall be in default under this Agreement upon the occurrence of any of the following events or conditions ("Events of Default"), unless such Event of Default shall have been specifically waived by Lessor in writing: (a) default by Lessee in payment of any Lease Payment or any other indebtedness or obligation now or hereafter owed by Lessee to Lessor under this Agreement or in the performance of any obligation, covenant or liability contained in this Agreement and the continuance of such default for ten (10) consecutive days after written notice thereof by Lessor to Lessee, or (b) any warranty, representation or statement made or furnished to Lessor by or on behalf of Lessee proves to have been false in any material respect when made or furnished, or (c) actual or attempted sale, lease or encumbrance of any of the Property, or the making of any levy, seizure or attachment thereof or thereon, or (d) dissolution, termination of existence, discontinuance of the Lessee, insolvency, business failure, failure to pay debts as they mature, or appointment of a receiver of any part of the property of, or assignment for the benefit of creditors by the Lessee, or the commencement of any proceedings under any bankruptcy, reorganization or arrangement laws by or against the Lessee.

REMEDIES OF LESSOR: Upon the occurrence of any Event of Default and at any time thereafter, Lessor may, without any further notice, exercise one or more of the following remedies as Lessor in its sole discretion shall elect: (a) terminate the Agreement and all of Lessee's rights hereunder as to any or all items of Property; (b) require Lessee, at Lessee's expense, to return any or all items of Property wherever found to Lessor at such place within the United States as Lessor may designate, and for this purpose Lessor may enter upon Lessee's premises where any item of Property is located and remove such item of Property free from all claims of any nature whatsoever by Lessee and Lessor may thereafter dispose of the Property; provided, however, that any proceeds from the disposition of the Property in excess of the sum required to (i) pay to Lessor an amount equal to the total unpaid principal component of Lease Payments under the Property Schedule, including principal component not otherwise due until future fiscal years, (ii) pay any other amounts then due under the Property Schedule and this Agreement, and (iii) pay Lessor's costs and expenses associated with the disposition of the Property and the Event of Default (including attorney's fees), shall be paid to Lessee or such other creditor of Lessee as may be entitled thereto, and further provided that no deficiency shall be allowed against Lessee, except with respect to Lessor's costs and expenses associated with disposition of the Property; (c) proceed by appropriate court action or actions to enforce performance by Lessee of its obligations hereunder or to recover damages for the breach hereof or pursue any other remedy available to Lessor at law or in equity or otherwise; (d) declare all unpaid Lease Payments and other sums payable hereunder during the current fiscal year of the Lease Term to be immediately due and payable without any presentment, demand or protest and / or take any and all actions to which Lessor shall be entitled under applicable law. No right or remedy herein conferred upon or reserved to Lessor is exclusive of any right or remedy herein or at law or in equity or otherwise provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time. Lessee and Lessor hereby irrevocably waive all right to trial by jury in any action, proceeding or counterclaim (whether based on contract, tort or otherwise) arising out of or relating to this Agreement.

COSTS AND ATTORNEY FEES: Upon the occurrence of an Event of Default by Lessee in the performance of any term of this Agreement, Lessee agrees to pay to Lessor or reimburse Lessor for, in addition to all other amounts due hereunder, all of Lessor's costs of collection, including reasonable attorney fees, whether or not suit or action is filed thereon. Any such costs shall be immediately due and payable upon written notice and demand given to Lessee, shall be secured by this Agreement until paid and shall bear interest at the rate of 12% per annum or the maximum amount permitted by law, whichever is less. In the event suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorneys' fees at trial or on appeal of such suit or action or in any bankruptcy proceeding, in addition to all other sums provided by law.

NOTICES: All notices, and other communications provided for herein shall be deemed given when delivered or mailed by certified mail, postage prepaid, addressed to Lessor or Lessee at their respective addresses set forth herein or such other addresses as either of the parties hereto may designate in writing to the other from time to time for such purpose.

AMENDMENTS: This Agreement may not be amended except in writing signed by both parties.

CONSTRUCTION: This Agreement shall be governed by and construed in accordance with the laws of the Lessee's State. Titles of sections of this Agreement are for convenience only and shall not define or limit the terms or provisions hereof. Time is of the essence under this Agreement. This Agreement shall inure to the benefit of and shall be binding upon Lessor and Lessee and their respective successors and assigns. The parties agree that: (i) this Agreement may be simultaneously executed in several counterparts, all of which shall constitute but one and the same instrument; (ii) this Agreement and any related documents hereto may be authenticated by electronic means; (iii) the "original" of this Agreement shall be the copy that bears Lessee's manual, facsimile, scanned or electronic signature and that also bears Lessor's manually or electronically signed signature and is held or controlled by Lessor; and (iv) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. Lessee agrees not to raise as a defense to the enforcement of this Agreement or any related documents that either party executed or authenticated such documents by electronic or digital means or that Lessee used facsimile or other electronic means to transmit its signature on such documents. Notwithstanding anything to the contrary herein, Lessor reserves the right to require Lessee to sign this Agreement or any related documents hereto manually and to send to Lessor the manually signed, duly executed documents via overnight courier. The words "execution," "signed," "signature," and words of like import in the Agreement or any related document shall be deemed to include electronic signatures. Any provision providing that the Agreement or any related document may only be modified by written agreement shall be deemed to include an agreement authenticated by electronic means and/or existing as an electronic record.



APPLICATION NO.

EQUIPMENT FINANCE

Property Schedule to Tax-Exempt Lease/Purchase Agreement

This **Property Schedule** is entered into pursuant to the Tax-Exempt Lease/Purchase Agreement between Lessor and Lessee.

1. **Entire Agreement; Interpretation:** The terms and conditions of the Tax-Exempt Lease/Purchase Agreement (the "Agreement") are incorporated herein. The Agreement, this Property Schedule and the associated documents hereto constitute the entire agreement between Lessor and Lessee with respect to the Property and supersede any purchase order, invoice, request for proposal, response or other related document.
2. **Commencement Date:** The Commencement Date of this Property Schedule is the date that Lessor pays Vendor for the Property. The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by _____, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.
3. **Property Description:** The Property subject to this Property Schedule is described in Exhibit A, attached hereto. It includes all replacements, parts, repairs, additions, accessions and accessories incorporated therein or affixed or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.
4. **Term and Payments:** Lease Term and Lease Payments are per the attached Exhibit B Amortization and Lease Payment Schedule. If the parties enter into an escrow agreement for the acquisition of the Property, then the escrow agreement shall be attached hereto as Exhibit F and in lieu of the Acceptance Date for commencement of Lease Payments, the date of deposit of the Property Cost into the escrow by Lessor shall be used. Lessee shall have the option to prepay the Lease Payments due under this Property Schedule by paying the Termination Amount shown in the attached Amortization and Lease Payment Schedule, plus any other amounts due and owing at the time of prepayment, subject to per diem adjustment. The interest rate and Amortization and Lease Payment Schedule are subject to adjustment as provided in paragraph 2, above.
5. **Certificate of Acceptance:** Attached as Exhibit C, hereto.
6. **Expiration:** Lessor, at its sole determination, may choose not to accept this Property Schedule if the fully executed, original Agreement (including this Property Schedule and all ancillary documents) are not received by Lessor at its place of business by _____.
7. **Property Cost:** The total principal amount under this Property Schedule for the acquisition cost of the Property is \$_____.
8. **Lessee's General and Incumbency Certificate:** Lessee has provided the Lessee's General and Incumbency Certificate in the form attached as Exhibit D, hereto.
9. **Lessee's Counsel's Opinion:** If required by Lessor, Lessee has provided the opinion of its legal counsel substantially in the form as attached as Exhibit E, hereto.
10. **Private Activity Issue:** Lessee understands that among other things, in order to maintain the exclusion of the interest component of Lease Payments from gross income for federal income tax purposes, it must limit and restrict the rights private businesses (including, for this purpose, the federal government and its agencies and organizations described in the Code § 501(c)(3)) have to use the Property. Each of these requirements will be applied beginning on the later of the Commencement Date or date each portion of the Property is placed in service and will continue to apply until earlier of the end of the economic useful life of the Property or the date the Agreement or any tax-exempt obligation issued to refund the Property Schedule is retired (the "Measurement Period").
Lessee will comply with the requirements of Section 141 of the Code and the regulations thereunder which provide restrictions on special legal rights that users other than Lessee or a state or local government or an agency or instrumentality of a state or a local government (an "Eligible User") may have to use the Property. For this purpose, special legal rights may arise from a management or service agreement, lease, research agreement or other arrangement providing any entity except an Eligible User the right to use the Property. Any use of the Property by a user other than an Eligible User is referred to herein as "Non-Qualified Use".
Throughout the Measurement Period, all of the Property is expected to be owned by Lessee. Throughout the Measurement Period, Lessee will not permit the Non-Qualified Use of the Property to exceed 10%.
11. **Bank Qualification:** Lessee designates this Agreement and Property Schedule as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended. Lessee reasonably anticipates issuing tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds and including all tax-exempt obligations of subordinate entities of the Lessee) during the calendar year this Agreement and Property Schedule was funded, in an amount not exceeding \$10,000,000.

_____ Lessee initial here, if Bank Qualification is applicable.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Property Schedule to be executed in their names by their duly authorized representatives.

U.S. Bank Equipment Finance

Lessor

Signature

Date

Print Name

Title

Lessee

X

Signature

Date

Print Name

Title

X

Attest By Signature

Print Name

Title



APPLICATION NO.

Property Description

PROPERTY DESCRIPTION

LESSEE ACCEPTANCE

NAME OF LESSEE

SIGNATURE

TITLE

DATED



EQUIPMENT FINANCE

Exhibit B

APPLICATION NO.

Amortization and Lease Payment Schedule

Term: months

Payment Structure:

Interest Rate: %

[IS SALES TAX BEING FINANCED? If so, add Beginning Balance includes \$ for sales tax.]

If the Lease Payment Dates are not defined in this Amortization and Lease Payment Schedule, the first Lease Payment shall be due 30 days after the Commencement Date and each subsequent Lease Payment shall be due monthly thereafter.

[INSERT LEASE PAYMENT AND AMORTIZATION SCHEDULE]

The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by , after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.

This Amortization and Lease Payment Schedule is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

LESSEE ACCEPTANCE

X

NAME OF LESSEE

SIGNATURE

TITLE

DATED



EQUIPMENT FINANCE

Exhibit C

APPLICATION NO.

Certificate of Acceptance

This **Certificate of Acceptance** is pursuant to Tax-Exempt Lease/Purchase Agreement dated as of _____ and the related Property Schedule, between Lessor and Lessee (the "Agreement").

1. **Property Acceptance.** Lessee hereby certifies and represents to Lessor that the Property referenced in the Agreement has been acquired, made, delivered, installed and accepted as of the date indicated below. Lessee has conducted such inspection and/or testing of the Property as it deems necessary and appropriate and hereby acknowledges that it accepts the Property for all purposes. Lessee will immediately begin making Lease Payments in accordance with the times and amounts specified herein. LESSOR MAKES NO (AND SHALL NOT BE DEEMED TO HAVE MADE ANY) WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE DESIGN, OPERATION OR CONDITION OF, OR THE QUALITY OF THE MATERIAL, EQUIPMENT OR WORKMANSHIP IN, THE PROPERTY, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, THE STATE OF TITLE THERETO OR ANY COMPONENT THEREOF, THE ABSENCE OF LATENT OR OTHER DEFECTS (WHETHER OR NOT DISCOVERABLE), AND LESSOR HEREBY DISCLAIMS THE SAME; IT BEING UNDERSTOOD THAT THE PROPERTY IS LEASED TO LESSEE "AS IS" ON THE DATE OF THIS AGREEMENT OR THE DATE OF DELIVERY, WHICHEVER IS LATER, AND ALL SUCH RISKS, IF ANY, ARE TO BE BORNE BY LESSEE.
2. **Billing Address.** If billing address differs from the address listed on the Tax-Exempt Lease/Purchase Agreement please list below:

BILLING NAME			
STREET ADDRESS	CITY	STATE	ZIP

The interest rate and Amortization and Lease Payment Schedule are effective so long as the Property is accepted by _____, after which the interest rate and Amortization and Lease Payment Schedule are subject to revision to current market conditions at the actual time of acceptance.

IN WITNESS WHEREOF, Lessee has caused this Certificate of Acceptance to be executed by their duly authorized representative.

Acceptance Date_____
Lessee**X**_____
Signature_____
Print Name_____
Title



EQUIPMENT FINANCE

Exhibit D

APPLICATION NO.

Lessee's General and Incumbency Certificate

GENERAL CERTIFICATE

Re: Tax-Exempt Lease/Purchase Agreement and Property Schedule dated as of _____, between _____, as Lessee ("Lessee") and U.S. Bank Equipment Finance, a division of U.S. Bank National Association as Lessor.

The undersigned, being the duly elected, qualified and acting official of Lessee holding the title stated in the signature line below, does hereby certify as of the date of this Certificate and the date of the Agreement (as defined below), as follows:

1. If required by applicable law, Lessee did, at a meeting of the governing body of the Lessee, by resolution or ordinance duly enacted, in accordance with all requirements of law, approve and authorize the execution and delivery of the above-referenced Property Schedule (the "Property Schedule") and the Tax-Exempt Lease/Purchase Agreement (the "Agreement") by the undersigned.
2. If the aforementioned meeting(s) was required by applicable law, the meeting(s) of the governing body of the Lessee at which the Agreement and the Property Schedule were approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite quorum of the members thereof, and the enactment approving the Agreement and the Property Schedule and authorizing the execution thereof has not been altered or rescinded. All meetings required by applicable law of the governing body of Lessee relating to the authorization and delivery of Agreement and the Property Schedule have been: (a) held within the geographic boundaries of the Lessee; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the governing body; and (d) conducted in accordance with the charter of the Lessee, if any, and the laws of the State.
3. No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default or a Nonappropriation Event (as such terms are defined in the Agreement) exists at the date hereof with respect to this Property Schedule under the Agreement.
4. The acquisition of all of the Property under the Agreement and the Property Schedule has been duly authorized by the governing body of Lessee.
5. Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Lease Payments scheduled to come due during the current budget year under the Agreement and the Property Schedule and to meet its other obligations for the current budget year and such funds have not been expended for other purposes.
6. As of the date hereof, no litigation is pending, (or, to my knowledge, threatened) against Lessee in any court (a) seeking to restrain or enjoin the delivery of the Agreement or the Property Schedule or of other agreements similar to the Agreement; (b) questioning the authority of Lessee to execute the Agreement or the Property Schedule, or the validity of the Agreement or the Property Schedule, or the payment of principal of or interest on, the Property Schedule; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Agreement and the Property Schedule; or (d) affecting the provisions made for the payment of or security for the Agreement and the Property Schedule.

IN WITNESS WHEREOF, the undersigned has signed this Certificate on the date stated below.

Lessee

Signature of Person to Sign Agreement

Print Title of Person to Sign Agreement

Print Name of Person to Sign Agreement

Print Date that Above Person Signed this Certificate

INCUMBENCY CERTIFICATE

Re: Tax-Exempt Lease/Purchase Agreement and Property Schedule dated as of _____, between _____, as Lessee ("Lessee") and U.S. Bank Equipment Finance, a division of U.S. Bank National Association as Lessor ("Agreement").

The undersigned, being the duly elected, qualified and acting Secretary, Clerk, or other duly authorized official or signatory of the Lessee does hereby certify, as of the date of this Certificate and the date of the Agreement (as defined in the General Certificate above), as follows:

As of the date of the meeting(s) of the governing body of the Lessee at which the above-referenced Agreement and the Property Schedule were approved and authorized to be executed, and as of the date hereof, the below-named representative of the Lessee held and holds the office set forth below, and the signature set forth below is his/her true and correct signature.

NAME OF PERSON SIGNING AGREEMENT	TITLE OF PERSON SIGNING AGREEMENT	SIGNATURE OF PERSON SIGNING AGREEMENT

IN WITNESS WHEREOF, the undersigned has signed this Certificate on the date stated below.

Signature of Secretary, Clerk or other duly authorized official or signatory of Lessee (Cannot be same as Person Signing Agreement)

Print Title of Person who signed this Certificate

Print Name of Person Signing this Certificate

Print Date that Above Person Signed this Certificate



EQUIPMENT FINANCE

Exhibit E

Lessee's Counsel's Opinion

[To be provided on letterhead of Lessee's counsel.]

U.S. Bank Equipment Finance
1310 Madrid Street, Ste. 101
Marshall, MN 56258

RE: Agreement between U.S. Bank Equipment Finance and .

Ladies and Gentlemen:

We have acted as special counsel to ("Lessee") in connection with the Tax-Exempt Lease/Purchase Agreement and Property Schedule dated as of , between , as Lessee and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor, and any amendment or addendum thereto, if any (together, the "Agreement"). We have examined the law and such certified proceedings and other papers as we deem necessary to render this opinion.

Based upon the foregoing, we are of the opinion that, under existing law:

1. Lessee is a public body corporate and politic, duly organized and existing under the laws of the State, and has a substantial amount of one or more of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) the police power.
2. Lessee has all requisite power and authority to enter into the Agreement and to perform its obligations thereunder.
3. All proceedings of Lessee and its governing body relating to the authorization and approval of the Agreement, the execution thereof and the transactions contemplated thereby have been conducted in accordance with all applicable open meeting laws and all other applicable state and federal laws.
4. The Agreement has been duly executed and delivered by Lessee and constitute legal, valid and binding obligations of Lessee, enforceable against Lessee in accordance with the terms thereof, except insofar as the enforcement thereof may be limited by any applicable bankruptcy, insolvency, moratorium, reorganization or other laws of equitable principles of general application, or of application to municipalities or political subdivisions such as the Lessee, affecting remedies or creditors' rights generally, and to the exercise of judicial discretion in appropriate cases.
5. As of the date hereof, based on such inquiry and investigation as we have deemed sufficient, no litigation is pending, (or, to our knowledge, threatened) against Lessee in any court (a) seeking to restrain or enjoin the delivery of the Agreement; (b) questioning the authority of Lessee to execute the Agreement, or the validity of the Agreement, or the payment of principal of or interest on, the Property Schedule; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Agreement; or (d) affecting the provisions made for the payment of or security for the Agreement.

This opinion may be relied upon by Lessor, its successors and assigns, and any other legal counsel who provides an opinion with respect to the Agreement and the Property Schedule.

Very truly yours,

By: _____

Name: _____

Title: _____

Dated: _____



EQUIPMENT FINANCE

APPLICATION NO.

Insurance Authorization and Verification

Re: Tax-Exempt Lease/Purchase Agreement dated as of _____, between Lessee and Lessor.

Lessor: U.S. Bank Equipment Finance
1310 Madrid Street, Ste. 101
Marshall, MN 56258

Lessee:

TO THE LESSEE: In connection with the above-referenced Tax-Exempt Lease/Purchase Agreement and the Property Schedule thereunder each dated _____ (the "Agreement"), Lessor requires proof in the form of this document, executed by both Lessee* and Lessee's agent, that Lessee's insurable interest in the financed property (the "Property") meets Lessor's requirements as follows, with coverage including, but not limited to, fire, extended coverage, vandalism, and theft:

LESSOR, AND ITS SUCCESSORS AND ASSIGNS, shall be covered as both ADDITIONAL INSURED and LENDER'S LOSS PAYEE with regard to all equipment financed or leased by policy holder through or from Lessor. All such insurance shall contain a provision to the effect that such insurance shall not be canceled or modified without first giving written notice thereof to Lessor and Lessee at least thirty (30) days in advance of such cancellation or modification.

Lessee must carry GENERAL LIABILITY (and/or, for vehicles, Automobile Liability) in the amount of no less than \$1,000,000.00 (one million dollars).

Lessee must carry PROPERTY Insurance (or, for vehicles, Physical Damage Insurance) in an amount no less than the 'Insurable Value' \$_____, with deductibles no more than \$10,000.00.

**Lessee: Please execute this form and return with your document package. Lessor will fax this form to your insurance agency for endorsement. In lieu of agent endorsement, Lessee's agency may submit insurance certificates demonstrating compliance with all requirements. Should you have any questions, please contact U.S. Bank Equipment Finance at 800-328-5371.*

By signing, Lessee authorizes the Agent named below: 1) to complete and return this form as indicated; and 2) to endorse the policy and subsequent renewals to reflect the required coverage as outlined above.

NAME OF AGENCY		NAME OF AGENT	
STREET ADDRESS		CITY	STATE
PHONE		FAX	E-MAIL

LESSEE ACCEPTANCE**X**

NAME OF LESSEE

SIGNATURE

TITLE

DATED

TO THE AGENT: In lieu of providing a certificate, please execute this form in the space below and promptly fax it to Lessor at 866-405-8329. This fully endorsed form shall serve as proof that Lessee's insurance meets the above requirements.

Agent hereby verifies that the above requirements have been met in regard to the Property listed below.

AGENT ACCEPTANCE**X**

NAME OF AGENCY

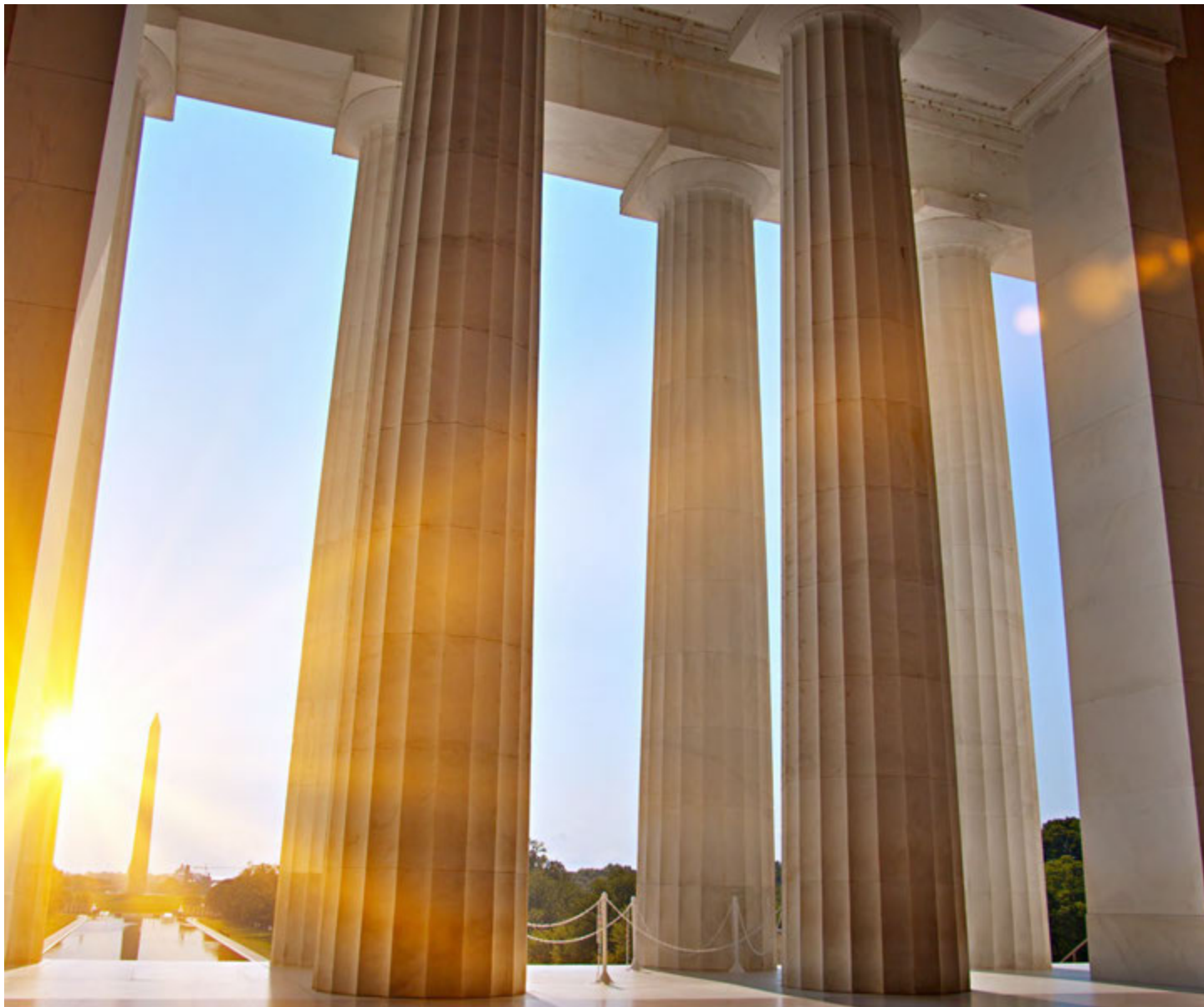
SIGNATURE

PRINT NAME

DATED

Insurable Value: \$_____

ATTACHED: PROPERTY DESCRIPTION FOR THE AGREEMENT.



Section 9 – About Konica Minolta

Creating New Value Evidence
of Insurance Industry
Recognition & Awards



Creating New Value

The traditional office environment is changing and will continue to do so. Business transformation is key to managing growth and increasing profitability. As your business evolves you must continually seek competitive advantages and ways to reshape workflow by selecting and implementing smart tools and technologies that will advance your teams into the workplace of the future. Konica Minolta realizes your success is reflected in us: in our actions, in our solutions, in our results. We are the partner you can trust and rely on to help you navigate change and meet the expectations of the digitally connected workplace. A partner committed to client-first methodologies, offering innovation through a comprehensive suite of products and services that includes Managed Print Services, industry-leading MFP technology, IT services, Video Solution Services, Intelligent Information Management offerings and best-of-breed software solutions. Our end-to-end strategy and consultative engagements provide a 360° view of your business processes and challenges, as well as a clear vision of your goals and objectives. Through our collaborative approach, we enable targeted solutions that yield improved efficiencies, cost reductions and the realization of your strategic vision.

Our Portfolio

At Konica Minolta, we believe work is about people (workers), spaces (the physical spaces they work in, which can be many) and technology (from hardware to software). We need to join them effectively to achieve true connectivity. That is why at Konica Minolta we have adopted the Intelligent Connected Workplace approach. In the past, these pillars that make up the world of work have been treated as separate entities. But we are changing that. Our Intelligent Connected Workplace (ICW) is a dynamic and digitally-transformed work model. Disparate data points are connected to allow smarter ways of working and better corporate insights, to help the progression to a more agile way of working.

Konica Minolta at a Glance

Founded in
2003

Merger of
Konica Co. - est. 1873
& Minolta Corp. – est. 1959

39,775
Employees
Worldwide

\$7.6B
Net Sales
Worldwide

150 Countries
6 Continents
Global Presence

Global HQ:
Tokyo, Japan
N.A. HQ
Ramsey, NJ

2 Million
Clients
Globally

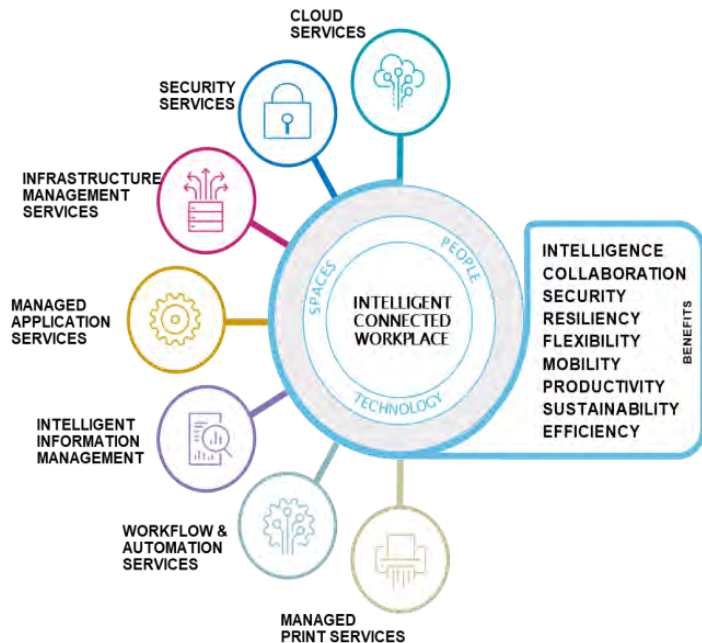
https://
www.konicaminolta.us
Global Website





Together, with our Intelligent Connected Workplace, we make your workplace work for you enabling people to collaborate and move fluidly across different work scenarios and providers, without friction, fear or frustration.

Our portfolio of hardware and solutions is designed to integrate across the entire workplace ecosystem which helps to promote greater collaboration, productivity, improved efficiency, and heightened security within your organization. Printers, Video Solution Services, Security & Cloud Services, Managed Print Services, Intelligent Information Management offerings and much more - our solutions and services are built around you. We put you in control so you can work smarter, more efficiently, and more securely.



Partnering with organizations of all sizes, this 360-degree approach is built from a combination of our global expertise as a digital transformation provider, paired with our local market knowledge enables us to build scalable solutions that meet differing organizational needs.

Environmental Sustainability

Protecting our planet is a top priority. We align our sustainability goals to the United Nations Foundation Sustainable Development Goals (SDGs) on a global level - eliminating pollutants, reducing energy consumption and creating products and solutions that help our clients realize their own sustainability goals and assist them in resolving their environmental issues.



Eco Vision 2050 - our long-term environmental action plan to:

- Reduce CO2 emissions throughout product life cycles by 80%
- Promote recycling
- Work to promote biodiversity



EPEAT- proud to have the highest total of EPEAT points of any registered imaging equipment company in the world



Clean Planet - Cost-free program for the recycling of consumables. Since our 2014 launch, more than 6,800,000 items have been recycled



Simitri® HD^E Toner – made with plant based “biomass” materials, consuming less energy during production and CO₂, NO_x and Sox emissions are reduced by more than 1/3 during use.



IH Fixing Technology - Induction Heating (IH) Fixing technology only heats the roller's surface rather than the entire roller. This reduces power consumption during the fixing process and results in shorter warm-up times.



We use the United Nation's Sustainable Development Goals (SDGs) to help guide us towards achieving our vision, ultimately creating new value for society.



Green Products/Green Factory Certification System & Green Marketing

Konica Minolta is included in several international ESG Investment Indexes. ESG investment, which involves selecting and investing in companies that make outstanding achievements with respect to areas such as human resources, the environment, and corporate governance, as well as corporate finance, has been garnering attention around the world in recent years.

Konica Minolta has been included in several international ESG investment indexes, for instance:

- 2023 Global 100 Most Sustainable Corporations in the World by the Canada-based Corporate Knights
- Dow Jones Sustainability World Index by U.S.-based S&P Dow Jones Indices
- FTSE4 Good Index Series by UK-based FTSE Russell
- Platinum rating in EcoVadis' sustainability ratings by EcoVadis of France
- Climate A List by CDP
- Silver Class in SAM Sustainability Award by the U.S.-based S&P Global



To ensure efficient implementation of environmental management Konica Minolta is committed to the environment by operating its management systems based on ISO 14001.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 1166 Avenue of the Americas New York, NY 10036	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:														
CN101223113--AWP-25-26	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Sompo America Insurance Company</td><td>11126</td></tr><tr><td>INSURER B: Arch Insurance Company</td><td>11150</td></tr><tr><td>INSURER C: Endurance American Insurance Company</td><td>10641</td></tr><tr><td>INSURER D: Sompo America Fire & Marine Insurance Company</td><td>38997</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sompo America Insurance Company	11126	INSURER B: Arch Insurance Company	11150	INSURER C: Endurance American Insurance Company	10641	INSURER D: Sompo America Fire & Marine Insurance Company	38997	INSURER E:		INSURER F:	
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INSURER F:															
INSURED Konica Minolta Business Solutions, U.S.A., Inc. 500 Day Hill Road Windsor, CT 06095															

COVERAGES

CERTIFICATE NUMBER:

NYC-010924767-21

REVISION NUMBER: 7

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR ☒ TECH E&O ☒ Deductible: \$2,500,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			NPL0067432-04	10/01/2025	10/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ LIMIT: \$ 10,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			AAL30011364804 (AOS) AAL30098533300 (MA, TX) Comprehensive Ded: \$5,000 Collision Ded: \$5,000	10/01/2025 10/01/2025	10/01/2026 10/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A D A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	AWL30098558800 (WI) AWL30098549700 (AOS) AWL30098862700 (NY)	10/01/2025 10/01/2025 10/01/2025	10/01/2026 10/01/2026 10/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	TECH E&O EXCESS:			CNX30098562600	10/01/2025	10/01/2026	LIMIT: \$ 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage

CERTIFICATE HOLDER

CANCELLATION

Konica Minolta Business Solutions U.S.A. Inc. 500 Day Hill Road Windsor, CT 06095	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>
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CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext.): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
INSURED Konica Minolta Business Solutions U.S.A., Inc. Attn: Lynne Ransom 500 Day Hill Road Windsor CT 06095 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Sompo America Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

Holder Identifier :

COVERAGES**CERTIFICATE NUMBER:** 570115601255**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			TGL30045222702	10/01/2025	10/01/2026	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$15,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☒ DED ☒ RETENTION \$10,000			CPU40539N0	10/01/2025	10/01/2026	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N ☐ N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	
							E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

Konica Minolta Business Solutions U.S.A., Inc. 500 Day Hill Road Windsor CT 06095 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>

Certificate No : 570115601255



Industry Recognition and Awards

2026

First Place: Brand Keys Customer Loyalty Engagement Index – Nineteenth Consecutive Year “MFP Office Copier” 2026 (from Brand Keys)

Top 30 Companies – DPS Magazine’s Annual Reader’s Choice Awards (DPS Magazine)

CRN Partner Program Guide 2026 (The Channel Company)

2025 CRN Solution Provider 500 (The Channel Company)

Bronze Award at the 7th ESG Finance Awards Japan

Leader in the 2025-26 IDC MarketScape for Worldwide Print Security Solutions and Services Hardcopy (IDC)

Top Managed Service Providers Canada 202 - IT Weapons (Cloudtango)

2025

2025 A3 Line of the Year Award from Keypoint Intelligence (Keypoint Intelligence)

Corporate Social Responsibility Program of the Year – (Best in Biz Awards)

Forbes America’s Best Large Companies 2025 (Forbes & Statista)

Top 30 Companies – DPS Magazine’s Annual Reader’s Choice Awards (DPS Magazine)

First Place: Brand Keys Customer Loyalty Engagement Index – Eighteenth Consecutive Year “MFP Office Copier” 2025 (from Brand Keys)

Canada’s 50 Best Managed IT Companies – IT Weapons, the Canadian IT Services division of Konica Minolta for the ninth consecutive year (Canada’s 50 Best Managed IT Companies)

CRN 2025 Channel Chiefs – Laura Blackmer (from CRN)

Top Managed Service Providers Canada 2025- IT Weapons (Cloudtango)

Climate Change A List (from CDP)

Gold Medal Winner – Permutation Puzzle 2024 – Go Yamaguchi, Data Scientist – Konica Minolta Inc. (from Kaggle)

ENX Difference Maker – Donna Pelletier, Regional Sales Analyst (from ENX Magazine)

ENX Difference Maker – Kevin Streuli, Vice President, Solutions Support Division – (from ENX Magazine)

ENX Magazine Difference Maker - Kristen Zaccardi Ruppert, Corporate Events Manager – (From ENX)

Leader 2025 Cloud Print Services Landscape (from Quocirca)

2025 Women of the Channel Power 100 List – Laura Blackmer, President, Dealer Sales (CRN)



2025 Security Today GOVIES Government Security Award: ALICE Receptionist Solution
(Security Today Magazine)

Buyers Lab 2025 Pick Award - Dispatcher Stratus (Keypoint Intelligence)

2025 CRN Solution Provider 500 (The Channel Company)

Leader in Print Security (Quocirca)

2025 CRN Inclusive Channel Leaders – Laura Blackmer (from CRN)

2025 CRN 100 People You Should Know - Cody Walton (from CRN)

Konica Minolta, Inc. has been named to all ESG Indexes adopted by the GPIF for Nine Consecutive Years and Included in the FTSE4Good Index Series for 22 Consecutive Years

Konica Minolta Selected as an Asia-Pacific Climate Leader 2025 (from Financial Times of the UK and Statista of Germany)

2024 CDP Supplier Engagement Leader – Fifth Consecutive Time (from CDP)

2025 Leader in the IDC MarketScape: Worldwide High-Speed Digital Label Printers 2025 Vendor Assessment (from IDC)

Best Female Executive – Laura Blackmer, President Dealer Sales: (2025 Frank Awards from the Cannata Report)

Best Leadership Development for Women category at the 33rd annual Human Capital Management (HCM) Excellence Awards (from Brandon Hall Group)

Leader in Managed Print Services (from Quocirca)

2025-26 Leader - IDC MarketScape for Worldwide Print and Security Solutions (from IDC)

Major Player in Sustainability (from Quocirca)

CRN 2026 Channel Chiefs Laura Blackmer (from CRN)

2024

Finalist – Employee Recognition or Reward Program – Employee Communications Awards, Class of 2024 (from Ragan)

Finalist – Internal Event Strategy – Employee Communications Awards, Class of 2024 (from Ragan)

CRN 2024 Channel Chiefs – Laura Blackmer (from CRN)

Top 10% Most Sustainable Companies – Sustainable Yearbook 2024 (from S&P Global)

Top Managed Service Providers Canada 2024 – IT Weapons (from Cloudtango)



CRN Tech Elite 250 (from CRN) 2024

Top 100 Global Innovators 2024 (From Clarivate)

German Design Award 2024 – High-speed digital label press “AccurioLabel 400 (from German Design Award)

#1 in Customer Loyalty in the “MFP Office Copier” 2024 (17 Consecutive years) (from Brand Keys)

ENX Difference Maker – Jason Dizzine, Vice President, Portfolio Management and Planning (from ENX Magazine)

ENX Difference Maker – Dana Drury, Market Vice President, (from ENX Magazine)

2024 Security Today GOVIES Government Security Award: Access Control – Biometric Category for its Advanced Authentication Manager Offering (from Security Today Magazine)

USA's Most Active Internet Professionals – Ranked 30th overall on Social (from DSMN8)

World's Most Active Internet Professionals – Ranked 54th overall on Social (from DSMN8)

2023 CDP Supplier Engagement Leader (from CDP)

2024 Partner Program Guide (from CRN)

Leader 2024 Cloud Print Services Landscape (from Quocirca)

2024 Global InfoSec Awards Biometric Category – Advanced Authentication Manger (from Cyber Defense Magazine)

Company with a high market formation ability index (from METI (Ministry of Economy, Trade, & Industry))

EcoVadis Sustainability Rankings Gold Level Recognition (from Ecovadis)

2024 CRN Solution Provider 500 (From CRN)

Best of Show: Best Use of Digital Embellishment award - Foil & Specialty Effects Association (FSEA) 31st Annual Gold Leaf Awards (FSEA)

Leader in Print Security (Quocirca)

IPMA Outstanding Contributor Award: Dr. Mark Bohan, Director Color Solutions - In-Plant Printing and Mailing Association (IPMA)

CRN 2024 Power 100 - Women of the Channel –Laura Blackmer (from CRN)

2024 Secure Campus Award Winner (Secure Campus Awards)



Gold Excellence in Recruitment Strategy Category 2024 Merit Awards for Human Resources (Merit Awards)

Bronze in the Employee Recognition and Rewards Program – 2024 Merit Awards for Human Resources (Merit Awards)

2024 MSP 501 (From Channel Futures)

The Cannata Report 2024 Young Influencers – Becca O’Keefe, Senior Manager Marketing and Brand Communications (from The Cannata Report)

Digital Embellishment Packaging Award (European Digital Press Association)

2024 Business of Year Award (Vital Link)

CRN 2024 Inclusive Channel Leaders – Laura Blackmer (from CRN)

Asia-Pacific Climate Change Leader: Top 350 Companies Contributing to Reducing Greenhouse Gas Emissions (Financial Times (UIK) and Statista (Germany))

Platinum Recognition: Responsible Business Alliance (RBA)

‘Leader’ in Managed Print Services (MPS) by Quocirca

Nippon Brand Award: AccurioLabel 400 (IDEA Machine Design Awards)

Global 2024 Leading Employer (Leading Employers)

Ragan 2024 Non-profit Awards Finalist 2024 CSR/ESG Initiatives Category (PR Daily's 2024 Non-Profit Communications Awards)

Asia-Pacific Climate Leader: Top 350 Companies Contributing to Reducing Greenhouse Gas Emissions (Financial Times (UIK) and Statista (Germany))

Konica Minolta, Inc. has been named to all of the six indexes adopted by Japan’s Government Pension Investment Fund (GPIF) for the eighth consecutive year (FTSE Blossom Japan Index, the FTSE Blossom Japan Sector Relative Index, the MSCI Japan ESG Select Leaders Index, the MSCI Japan Empowering Women Index, the S&P/JPX Carbon Efficient Index and the Morningstar Japan ex-REIT Gender Diversity Tilt Index.)

Christine Kwik – Top 50 Women Leaders of New Orleans for 2024 (Top 50 Women Leaders of New Orleans 2024)

Best Cash Forecasting Initiative in Working Capitals Annual Awards (The Working Capital Awards)

Major Player in Sustainability 2024 (Quocirca)

2023



'Leader' in Managed Print Services (MPS) by Quocirca for a third consecutive year in its Managed Print Services, 2023 report.

Major Player: IDC MarketScape: Worldwide Security Solutions and Services 2022-2023 Vendor Assessment (IDC MarketScape)

2023 Global 100 Most Sustainable Corporations in the World - Sixth Time (from Corporate Knights)

CRN 2023 MSP 500 (from CRN)

Social Impact Awards: Honorable Mention (PR Newswire)

Top 100 Global Innovators 2023 (From Clarivate)

2023 Leaders in Digital Technology – Velinda Cox (NJ Biz)

2023 Hyland Diamond Support Partner (from Hyland)

2023 Hyland Platinum Support Partner (from Hyland)

2023 Business Planning Partner of the Year (from Hyland)

Print Industry Champion (Print & Graphics Communications Association (PGCA))

2023 Security Today GOVIES Government Security Award: FORXAI Vide Security Solutions (Security Today Magazine)

ENX Difference Maker – Michael Mathé: Chief of Operations and Sales Enablement (from ENX Magazine)

Global InfoSec Awards: Cutting Edge Endpoint Security (Cyber Defense Magazine (CDM))

ENX Difference Maker – Alison Seltzner: Strategic Account Director (from ENX Magazine)

Global InfoSec Awards: Cutting Edge Penetration Testing (Cyber Defense Magazine (CDM))

Top 5% of the most Sustainable Companies in is industry (Sustainable Yearbook 2023 by S&P Global)

Leader in Print Security (Quocirca)



Gold Level Recognition Medal EcoVadis Sustainability Ratings: Konica Minolta Inc. (EcoVadis)

CDP Supplier Engagement Leader 2022 (from CDP)

iF Design Award 2023 (AccurioLabel 400) (from iF International Forum Design GmbH)

2023 CDN Top 100 Solution Provider (Channel Daily News' (CDN))

Red Dot Award: Product Design 2023 – (AccurioLabel 400) (from Red Dot Award)

2023 Hyland Premier Solution Provider (from Hyland)

CRN 2023 Inclusive Channel Leaders – Laura Blackmer (from CRN)

Platinum Award - Screening Equipment Category for REACT (Secure Campus Awards)

Induction into the Ben Franklin Honor Society - Dr. Mark Bohan, Director, Color Solutions

Top 100 Vertical Market MSP (ChannelE2E)

Finalist 2023 CSR & Diversity Awards (Ragan Communications' 2023 CSR & Diversity Awards)

2023 MSP 501 (From Channel Futures)

Cloud Verified Status with VMware (VMware)

2023 Cybersecurity Excellence Award – Managed Endpoint Detection and Response (MEDR) Solution (Cybersecurity Insiders in partnership with the Information Security Community)

FTSE4Good Index Series – 20th Consecutive Year

GPIF ESG Indices – 7th Consecutive Year

Leader: IDC MarketScape: Worldwide Print Transformation 2023 Vendor Assessment (IDC)

Leader: Managed Print Services (MPS) by Quocirca for the 3rd consecutive year. (Quocirca)

Print Industry Champion (Print & Graphic Communications Association (PCGA))



Top 250 MSSPs (from MSSP Alert)

Best MPS Support by an OEM: 2023 Leadership Awards (Managed Print Services Association (MPSA))

“Best Cloud Consultancy or MSP”: 2023-24 Cloud Awards (the Cloud Awards)

“Best Cloud Infrastructure”: 2023-24 Cloud Awards (the Cloud Awards)

ASTORS: Platinum 2023 ASTORS Homeland Security Award for Best Access Control and Authentication System (From American Security Today)

ASTORS: Platinum 2023 ASTORS Homeland Security Award for Best Biometric Reader Solution (From American Security Today)

Canada's 50 Best Managed IT Companies – IT Weapons (for the eighth consecutive year) (Technoplanet Productions)

CyberSecured Award - AI Gun Detection (Security Today Magazine)

Leader in the IDC MarketScape: Worldwide Sustainability Programs and Services Hardcopy 2023 Vendor Assessment (IDC)

Top 30 Companies (DPS Magazine's Annual Reader's Choice Awards)

Leader in Sustainability 2023 (from Quocirca)

“Major Player” Keypoint Intelligence’s 2023 Managed Print Services Market Insight Report. (from Keypoint Intelligence)

2022

BLI 2022 Pro Award – AccurioPress C7100 with EFI Fiery IC-319 Print Server (from Keypoint Intelligence)

Reiwa 3rd Year Technology Award “AccurioPressC14000 System (Japan Imaging Society)

2022 Premier Print Awards (The PRINTING United Alliance)

Leader in MPS Landscape (from Quocirca)



Global InfoSec Award: Most innovative Cloud Backup (from Cyber Defense magazine)

Global InfoSec Award: Hot Company Endpoint Security (from Cyber Defense magazine)

Gold Medal winner - Image Matching Challenge 2022 – Konica Minolta Inc. (from Kaggle)

New Product of the Year: FORXAI Video Security Solution (VSS) (Security Today)

1st Place B2B Video Category (Ragan's Video, Visual & Virtual Awards)

1st Place Design Category (Ragan's Video, Visual & Virtual Awards)

CRN 2022 Women of the Channel –Laura Blackmer (from CRN)

Excellence in Partnership – Kristen McKenna (The Coalition for Government Procurement)

The Cannata Report Women Influencers – Holly DeSantis (from The Cannata Report)

2022 Women in Leadership Executive Impact Award – Kay Fernandez (from Linkage)

Elisa Esposito: Women of the Week Program (The Channel Company)

2022 MES Matters (The Channel Company)

2022 Leaders in Law: Steve Herbes (NJBIZ)

2022 Top Women in Communication: Maggie Grande – Ragan and PR Daily

MRCC Golf Award “Grab a patty, take a bite” award

FTSE4Good Index Series

GPIF ESG Indices

Top 250 MSSPs (from MSSP Alert)

2022 MSP 501 (From Channel Futures)

2022 CRN Solution Provider 500 (from CRN) 13th Consecutive Year

Major Player in Cloud Services (from Quocirca)

Leader in MPS Landscape (from Quocirca)



Top 100 Vertical Market MSPs 2022 – 7th Consecutive Year (from ChannelE2E)

InfoSec Innovators Awards and Solutions Showcase (Cyber Defense Magazine)

Top 100 MPS Influencers – Laura Blackmer (from Tigerpaw Software)

Finalist: Women Helping Women - Kay Fernandez (Stevie Awards)

Gold: Cybersecurity Category 2022 Merit Award for Technology (MEDR)

2022 CRN MSP 500 (from CRN)

Good Design Award: AccurioLabel 400 (Japanese Institute of Design Promotion)

First Place Small Office Market Category: JD Power 2022 Color MFP (JD Power 2022 Color MFP Customer Satisfaction Survey)

PR Daily's 2022 Content Marketing Awards Finalist: Intelligent Connected Workplace Campaign

Best Female Executive – Laura Blackmer, President Dealer Sales: (2022 Frank Awards from the Cannata Report)

Top Ed Tech Product Award for FORXAI: Finalist 2023 District Administration Top Ed Tech Product Awards

ASTORS: Platinum 2022 ASTORS Homeland Security Award for FORXAI (From American Security Today)

FORXAI IT Platform: Second Grand Prix AI Category - ASPIC IoT/AI/Cloud Awards

Top 30 Companies: DPS Magazine's Annual Readers Choice Awards (DPS Magazine)

ASTORS: Best New Monitoring Product of the Year Award for FORXAI Secure Access Solution – Homeland Security Award (from American Security Today)

Climate Change A List (from CDP)

2022 CyberSecured Award 2022 Winner (CyberSecured Awards)

First Place: Brand Keys Customer Loyalty Engagement Index - Sixteenth Consecutive Year "MFP Office Copier" 2022 (from brand Keys)



Commission Action Report

Ordinance No. 26-26 for CUP for Single-Family Attached Dwelling Unit
Located at 1228 W 5th Ave

Title: Ordinance No. 26-26 for a Conditional Use Permit for a Single-Family Attached Dwelling Unit Located at 1228 W 5th Ave

Agenda Date: August 5, 2026

Presented By: Justin Givens, Director, Building & Neighborhood Development

Background:

The owner has requested a Conditional Use Permit for the purpose of building a Single-Family Attached Dwelling Unit (duplex) on a Single-Family Detached Parcel Type. Single-Family Attached Dwelling Units are allowed on Single-Family Detached Parcel Type properties via the Conditional Use Permit process.

The Planning Commission, at their July 14, 2026, meeting, conducted the required public hearing, and made a unanimous recommendation for approval to the City Commission.

Discussion:

The Conditional Use Permit would allow the applicant to build a single-family attached dwelling unit on the property. The current single-family detached dwelling faces to the south but that structure would be removed. The lot is an irregularly shaped lot and in order to accommodate the new single-family attached unit, it would be built facing west and moved to the center of the lot.

The Governing Body, when considering a recommendation from the Planning Commission on a Conditional Use Permit Application may; 1) Adopt the ordinance as presented or with conditions that the Governing Body sees fit; 2) Override the Planning Commission's recommendation by a 2/3 majority vote of the entire City Commission; 3) Table the request for further study; 4) Return the application to the Planning Commission, giving reasons for doing so.

Financial considerations:

The cost of publication of the ordinance is borne by the City.

Recommended action:

Adopt Ordinance No. 26-26 for a Conditional Use Permit for a Single-Family Attached Dwelling Unit Located at 1228 W 5th Ave

Attachments:

CUP Ordinance No. 26-26
Excerpt of Minutes from Planning Commission meeting
Planning Commission Agenda Report

ORDINANCE NO. 26-26

AN ORDINANCE ISSUING A CONDITIONAL USE PERMIT FOR A CERTAIN DESCRIBED PROPERTY IN THE CITY OF EMPORIA, KANSAS.

BE IT ORDAINED by the Governing Body of the City of Emporia, Kansas:

Section 1. A Conditional Use Permit is hereby granted to allow a Single-Family Attached Dwelling on a Single-Family Detached Parcel Type in accordance with Section 9-5 of the Zoning Regulations:

On property commonly known as: 1228 W 5th Ave.;

and legally described as: Lot 12 Nora K Steven's Addition to the City of Emporia, Lyon County, Kansas

Section 2. The following additional conditions are imposed upon the Conditional Use Permit:

- 1) The structure meets and maintains compliance with all zoning, building, fire, and any other applicable federal, state, or municipal code or regulation.

Section 3. This ordinance shall become effective upon publication in the official city newspaper.

PASSED AND APPROVED on this 5th day of August 2026.

BECKY SMITH, Mayor

ATTEST:

KERRY SULL, City Clerk



**CITY OF EMPORIA
PLANNING COMMISSION
EXCERPT OF MINUTES OF JULY 14, 2026
REGULAR MEETING**

The Planning Commission met in a regular session on Tuesday, June 14, 2026, with Chair Kenton Thomas presiding. Commissioners Fowler, Reed, Gilligan, Larson, Lingenfelter, and Johnson were present.

City staff: Justin Givens, Director, Building & Neighborhood Development, was present.

Thomas called the meeting to order.

2. Planning Commission: Consider PC 2026-10, a Request for a Conditional Use Permit Allowing a Single-Family Attached Home for Property Located at 1228 W 5th Ave.

Thomas asked if proper notice had been given. **Givens** confirmed that proper notice was provided.

Thomas asked if any Commissioners needed to recuse themselves or report any ex-parte communications. No ex-parte communications were reported:

Givens provided the Staff Report.

Commissioner Reed asked if all of the setbacks were being met. **Givens** confirmed that the setbacks were being met.

Commissioner Fowler, Gilligan, and Lingenfelter expressed concerns about parking, especially since there is No Parking on the applicant's side of the street. **Givens** stated that the requirement would be one spot per unit.

The Public Hearing was opened.

No person spoke in favor of the application.

No person spoke in opposition to the application.

The Public Hearing was closed.

Following a brief discussion, **Larson** made a motion to recommend approval of the Conditional Use Permit to the Governing Body. **Johnson** seconded the motion. The motion carried 7-0.

Respectfully Submitted,

Justin Givens, Secretary



**CITY OF EMPORIA
PLANNING COMMISSION / BOARD OF ZONING APPEALS
TUESDAY, JULY 14, 2026, 6:00 PM
CITY MUNICIPAL COURT ROOM**

STAFF REPORT

Application #: PC 2026-10

Applicants: Sunnyvale Properties

Requested Action: Approval of a Conditional Use Permit for a Single-Family Attached Dwelling Unit on a Single-Family Detached Parcel.

Purpose: The applicant is requesting the Conditional Use Permit to build a duplex on an existing infill lot.

Address: 1228 W 5th Ave.

Legal description: Lot 12 Nora K Steven's Addition to the City of Emporia, Lyon County, Kansas

Lot Size: 45' x 167' (7,592 sq. ft.)

Existing Zoning: Single-Family Detached

Future Zoning in ELC Comp. Plan: Single-Family Detached

Surrounding Zoning:

North:	Flex Use High
East:	Single-Family Detached
South:	Single-Family Detached
West:	Single-Family Detached

Surrounding Actual Uses:

North:	Offices / Single-Family Detached Homes
East:	Single-Family Detached Homes
South:	Single-Family Detached Homes
West:	Single-Family Detached Homes

Analysis:

If approved, the applicant intends to remove the existing structure and then build a 2,220 sq. ft. duplex that would face Elm Street. Reorienting the façade will allow for more of the lot to be used. The lot is narrower than a traditional lot which makes building facing W 5th difficult.

The current structure was built in 1900 and is currently appraised at \$34,000. Similar new duplexes

have appraised at approximately \$278,000.

Additional analysis has been provided in the factors for consideration.

Considerations: 26-109. Factors to be Considered for a Conditional Use Permit:

Because of particular conditions associated with their activities, certain uses which might have an adverse effect upon nearby properties or upon the character and future development of a district are not permitted outright in districts, but are permitted as conditional uses when their proposed location is supplemented by additional requirements so as to make the use requested compatible with the surrounding property, the neighborhood and the zoning jurisdiction.

In approving a conditional use, the minimum requirements set out in these regulations for the underlying district must be met unless otherwise reduced by specific reference in the approval of the Governing Body. The requirements may be made more stringent if there are potentially injurious effects which may be anticipated upon other property or the neighborhood or which may be contrary to public health, safety or welfare.

The Planning Commission may recommend approval of a Conditional Use that is expressly authorized to be permitted in a particular zoning district, and the Governing Body may approve such Conditional Use, using the following factors as guidelines: **Staff Commentary in Bold**

1. Whether approval of the conditional use would be consistent with the intent and purpose of these regulations; **Single-Family Attached Dwellings are allowed on a Single-Family Detached parcel with the approval of a Conditional Use Permit. This CUP process allows the Planning Commission and City Commission to determine whether the proposed structure would fit within the existing neighborhood.**
2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood; **There is a mix of owner occupied and rental properties in the immediate area and this property abuts flex use zoning to the north. A new duplex would be compatible for the area.**
3. Whether the proposed use places an undue burden on the existing transportation and service facilities in the area affected and, if so, whether such additional transportation and service facilities can be provided; **All infrastructure is in place to serve this property and there would not be an undue burden placed on services in the area.**
4. Whether the proposed use is made necessary or desirable because of changed or changing conditions in the area affected; With the rising cost of housing, increasing new duplex rental stock in the city, staff would content would be a good thing.
5. The length of time the subject property has remained vacant or undeveloped as zoned; (the use of land for agricultural purposes shall be considered as viable use of the land and not be considered as allowing the land to be vacant or undeveloped); **This property currently has an existing structure on the property, however, that property is older and smaller. Adding the new structure would increase the value of the property and contribute to improving the housing stock of the community.**
6. Whether the applicant's property is suitable for the proposed conditional use; **Staff would contend that an attached home would be a highly suitable use for the property, especially considering the narrowness of the lot. Siting the house to the west allows for a maximum amount of the lot to be used.**
7. The recommendations of professional staff; **Staff is supportive of the Conditional Use Permit.**

8. Whether the proposed conditional use would be in conformance to and further enhance the implementation of the City's Comprehensive Plan; **Plan ELC encourages infill development and adaptive reuses of properties, in this case, an adaptive reuse of the lot, by removing an aging structure and building new where all infrastructure is existing.**

9. Whether the relative gain to the public health, safety, and general welfare outweighs the hardship imposed on the applicant by not upgrading the value of the property by approving the proposed conditional use; **The project if approved, would remove an aging structure, improve the housing stock in the community and especially the surrounding area. Staff contends that allowing the project would not be a negative to the public health, safety, or general welfare.**

10. Whether the proposed conditional use, if it complies with all the conditions upon which the approval is made contingent, will not adversely affect the property in the area affected; **This project would not adversely affect the surrounding properties. The structure would be built with existing setbacks and not infringe on any neighboring properties.**

11. For uses as solid waste disposal facilities, including sanitary landfills, construction and demolition landfills and transfer stations, whether the proposed conditional use is consistent with the adopted Solid Waste Management Plan of Lyon County, and amendments thereto; **N/A**

12. Such other factors as may be relevant from the facts and evidence presented in the application.

Neighborhood Communications: Staff has spoken with two adjacent property owners who have had no objections to the request.

Recommendation: If the Planning Commission finds that the project is advisable, it may forward a recommendation to approve the Conditional Use Permit to the Governing Body based on the findings that the project is consistent with the intent and purpose of the zoning regulations, will not have an adverse impact on the surrounding area and the use is consistent with neighboring uses subject to the following conditions;

- 1) The project meets all applicable zoning, building, fire, and other applicable code regulations.
- 2) Any additional conditions the Planning Commission or City Commission deem necessary to protect the public health, safety, and general welfare.

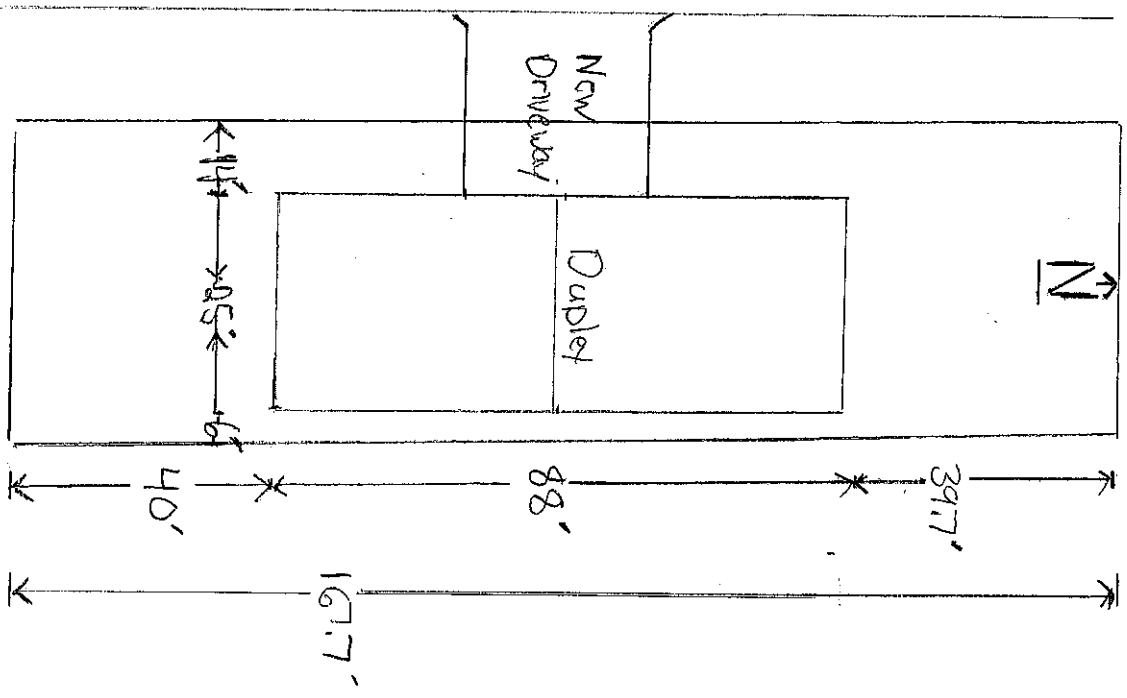
Attachments: Aerial Map / Current Zoning Map / Site Plan

1228 W 5th Ave - SITE PLAN - Sunnyvale Properties LLC

Lot 45' x 167.7' - Proposed new duplex - 2200 sq.ft -

7592 sq ft 45'

ELM STREET

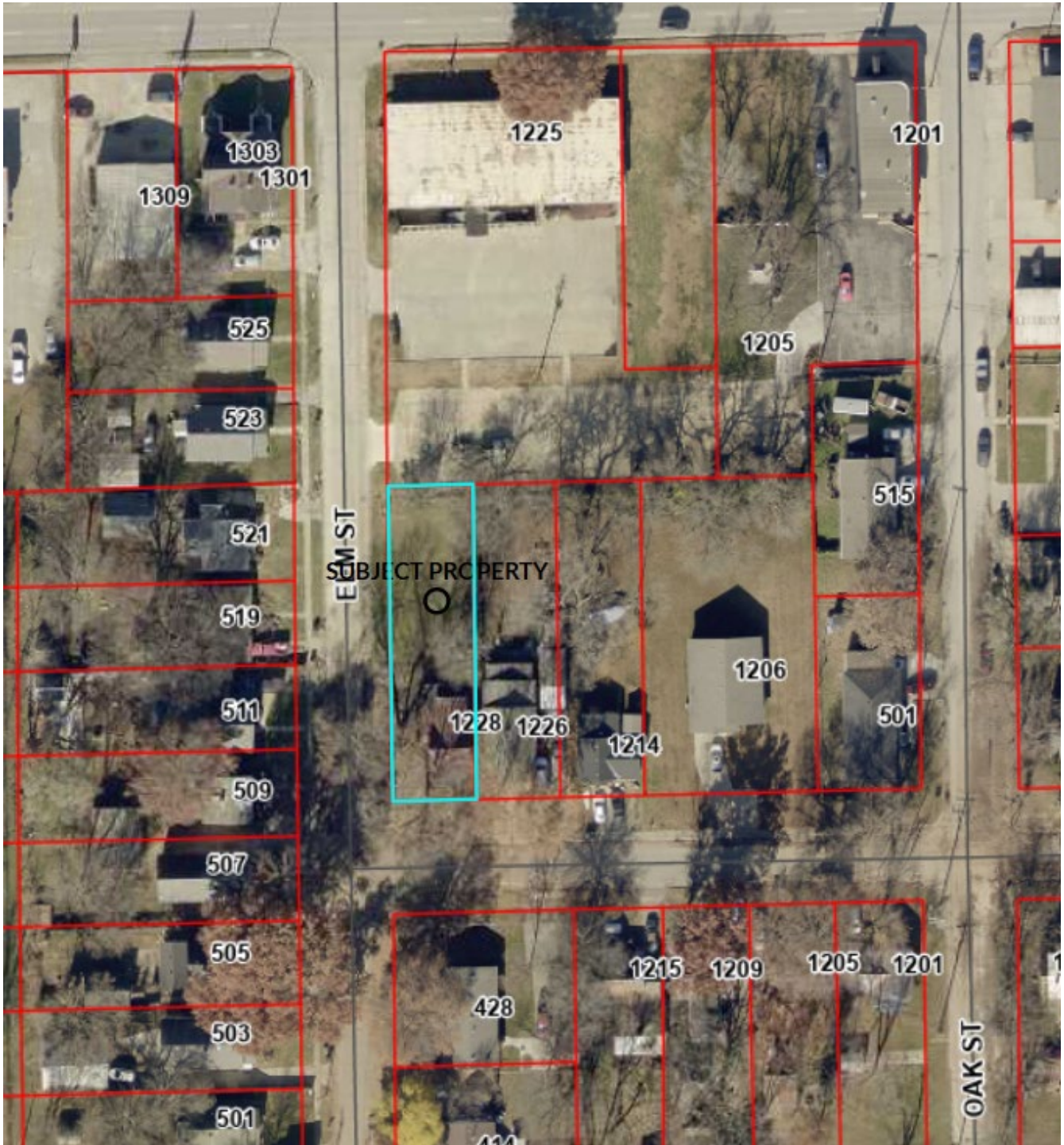


1228

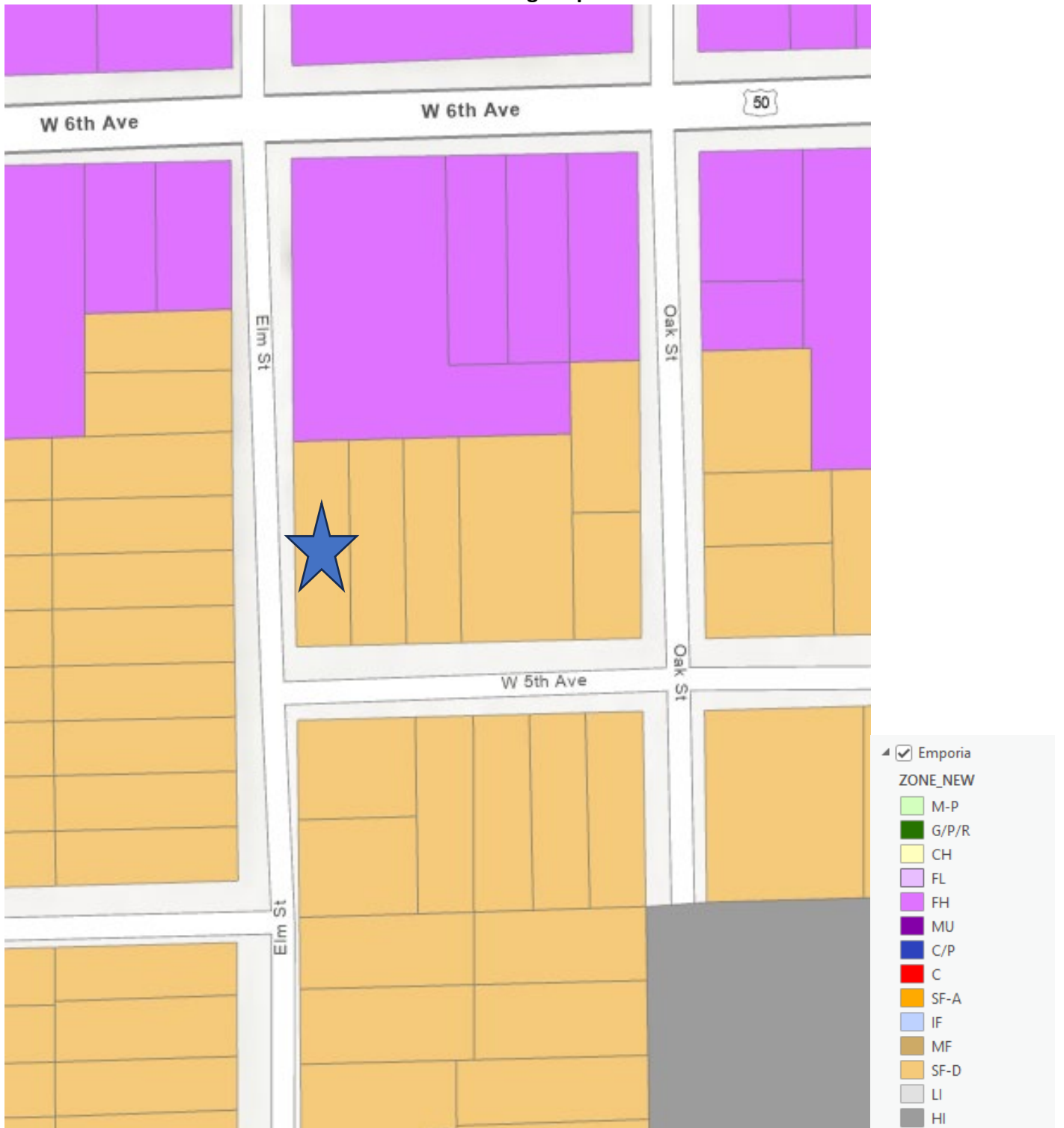
EXISTING SIDEWALK

5th Ave

1228 W 5th Ave
Aerial Location Map



1228 W 5th
Zoning Map



The Governing Body of the City of Emporia, Kansas, met in Regular Session, Wednesday, July 22, 2026, with Mayor Smith presiding and Commissioners Duncan, Harter, Ogle and Steinkuhler present. Also present were City Manager Cocking, Deputy City Manager Wash, City Clerk Sull and City Attorney Montgomery.

**CITY COMMISSION
(Public Comment)**

This is the time for the public to make comments.

The public is invited to make comments at this time. Please limit comments to two (2) minutes each. Please state your name and address prior to making comments.

Mayor Smith reviewed the statement of conduct and public comment procedures prior to the start of the public forum, including expectations regarding decorum, speaker time limits, and the orderly conduct of the meeting.

The following people made comments in favor of a potential data center:

Mike Law

Casey Woods

Bruce Boettcher

The following people made comments against or expressed concerns about a potential data center:

Doug McGaw

Lori Schwilling

Kathy Lamb

Jay Vehige

Charles Brown

Ralph Thomas

Ty Gorman

Leslie Smith

Judith Bilyoa

Natile Duncan

Erika Martin

Edgar Esparza

Leah Green

Anna DeLong

Isabelle Rawley

Ivye Montgomery

Monika Markus

Molly Williams

Ilea Diaz

Madison Glover

Following a disruption during public comment, Mayor Smith declared a ten-minute recess. Mayor Smith reconvened the meeting at 12:07 p.m. in the City Commission Meeting Room.

The following people made comments against or expressed concerns about a potential data center:

Jessica Danford	Kristy Dekat	Amanda Mendoza
Doris Smith	Eric Smith	David Claridge
Kristy Chrisman	Katie Crook	Dara Maley
Solomon Smallback	John Alvarado	Robert Brooks
Kristina Grayson	Pauleen Hancock	

**WATER SERVICE
(Large Volume Water Service Policy)
(Resolution Number 3795)**

Brian Silcott, Director of Public Works & Utilities, was recognized and addressed the Governing Body. He stated that the City has experienced increasing interest in large commercial and industrial development, highlighting the need for a formal Large Volume Water Service Policy to provide consistent evaluation standards, protect existing ratepayers, preserve system capacity, and equitably allocate infrastructure costs. He explained that the proposed resolution would authorize the City Manager to administer the policy and negotiate Large Volume Water Service Agreements consistent with its provisions, subject to City Commission approval where required. He further explained that the policy establishes a framework for evaluating and administering requests for large volume water service while allowing the City to prudently manage both water and wastewater system capacity, avoid overcommitting available resources, ensure that existing ratepayers do not subsidize service to large volume users, and promote the reliable and financially responsible operation of the City's water utility. Staff recommended approval of Resolution No. 3795 adopting the Large Volume Water Service Policy.

Commissioner Steinkuhler made a motion to approve Resolution Number 3795 adopting the Large Volume Water Service Policy. Commissioner Ogle seconded the motion. The vote follows: Commissioner Steinkuhler, aye; Commissioner Ogle, aye; Commissioner Duncan, aye; Commissioner Harter, and Mayor Smith, aye.

WASTEWATER
(Large Volume Wastewater Service Policy)
(Resolution Number 3796)

Brian Silcott, Director of Public Works & Utilities, was recognized and addressed the Governing Body. He stated that the City of Emporia has experienced increasing interest in large commercial and industrial development, highlighting the need for a formal Large Volume Wastewater Service Policy to provide consistent evaluation standards, protect existing ratepayers, preserve system capacity, and equitably allocate infrastructure costs. He explained that the proposed resolution authorizes the City Manager to administer the policy and negotiate Large Volume Wastewater Service Agreements consistent with its provisions, subject to City Commission approval where required. He further explained that the policy establishes a framework for evaluating and administering requests for large volume wastewater service while allowing the City to prudently manage water and wastewater system capacity, avoid overcommitting available resources, ensure that existing ratepayers do not subsidize service to large volume users, and promote the reliable and financially responsible operation of the City's utility systems. Staff recommended approval of Resolution No. 3796 adopting the Large Volume Wastewater Service Policy.

Commissioner Steinkuhler made a motion to approve Resolution Number 3796 adopting the Large Volume Wastewater Service Policy. Commissioner Duncan seconded the motion. The vote follows: Commissioner Steinkuhler, aye; Commissioner Duncan, aye; Commissioner Harter, aye; Commissioner Ogle, and Mayor Smith, aye.

Commissioner Duncan made a motion to recess until 1:02 p.m. and returned to the City Commission Meeting Room. Commissioner Steinkuhler seconded the motion. The vote follows: Commissioner Duncan, aye; Commissioner Steinkuhler, aye; Commissioner Harter, aye; Commissioner Ogle, aye; and Mayor Smith, aye.

PLANNING AND DEVELOPMENT
(Application No. 2026-06- Request of City of Emporia)
(Amend Zoning Regulations & Add New Section 8.10, Establishing a Digital
Infrastructure Overlay District)
(Ordinance Number 26-21)

AN ORDINANCE AMENDING SECTION 8 OF THE ZONING REGULATIONS OF THE CITY OF EMPORIA, KANSAS, AS ADOPTED BY ORDINANCE NO. 23-28, BY ADDING NEW SECTION 8.10 ESTABLISHING A DIGITAL INFRASTRUCTURE OVERLAY DISTRICT, to which the City Clerk assigned Ordinance Number 26-21, was presented to the Governing Body for their consideration.

City Attorney Montgomery stated that, before staff presented the proposed ordinance, she wished to provide an overview of the zoning matters before the Commission. She explained that the Commission would be considering three separate but related land use decisions concerning digital infrastructure development. The first item, Ordinance No. 26-21, proposed a text amendment to the City's Zoning Regulations establishing a Digital Infrastructure Overlay (DI-O) District under the Kansas Planning and Zoning Act. She summarized the Planning Commission's review process, including staff research, consultation with utility providers and stakeholders, and the required public hearing, after which the Planning Commission unanimously recommended approval of the proposed text amendment. She explained that the Commission's role was to determine whether to adopt the proposed amendment and reviewed the available procedural options. She also advised that a valid zoning protest petition had been filed regarding the rezoning and overlay applications that would follow this item, but that the protest petition did not apply to the proposed text amendment. She stated that staff would address the procedural effects of the protest petition and the applicable voting requirements when those agenda items were considered.

Justin Given, Director of Building & Neighborhood Development, was recognized and addressed the Governing Body. He presented an excerpt of minutes constituting the portion of June 23 and June 30, 2026, Planning Commission meeting relating to application PC 2026-06. He stated that the proposed Digital Infrastructure Overlay (DI-O) District was developed following a review of regulations from other jurisdictions, consultation with utility providers and stakeholders, public meetings, and public input. He explained that the proposed overlay district would establish a clear regulatory framework

for digital infrastructure development while maintaining flexibility for industrially zoned property by supplementing the underlying zoning district with additional development standards and operational requirements. He summarized the proposed regulations, including standards addressing utility infrastructure planning, water and wastewater service agreements, backup power generation, traffic and acoustical studies, environmental review, emergency response planning, electronic waste management, construction management, lighting, landscaping, buffering, and other measures intended to minimize impacts on sensitive adjoining properties. He stated that the ordinance would add Section 8.10 to the City's Zoning Regulations establishing the DI-O District and stated that adoption of the ordinance would establish only the regulatory framework and would not approve any specific development project. He noted that any future development proposals would remain subject to all applicable review and approval processes. He further noted that the Planning Commission conducted a public hearing and considered the text amendment at its June 23, 2026, special meeting, continued the item to its June 30, 2026, special meeting, and voted unanimously to recommend approval of the proposed text amendment establishing a Digital Infrastructure Overlay District.

Commissioner Steinkuhler made a motion to approve Ordinance Number 26-21 amending the Zoning Regulations by adding new section 8.10 Establishing a Digital Infrastructure Overlay District. Commissioner Ogle seconded the motion.

Commissioner Harter stated that he wished to make comments regarding the proposed ordinance and read a prepared statement. He suggested forming a group that would meet weekly and include supporters, opponents, and undecided community members to engage in fact-based discussions and identify shared community values and priorities. He emphasized the importance of respectful discussion, transparency, and identifying community "non-negotiables," including protecting water resources, ensuring responsible energy use, creating quality employment opportunities, preserving quality of life, maintaining accountability, and ensuring that future development benefits the community. He stated that he had received substantial input from residents both supporting and opposing the proposal and expressed the hope that the community could work together to identify shared priorities while considering future development opportunities.

Following further discussion, there was a call for the vote. Commissioner Steinkuhler, aye; Commissioner Ogle, aye; Commissioner Duncan, aye; Commissioner Harter, aye; and Mayor Smith, aye.

PLANNING AND DEVELOPMENT
(Application No. 2026-07 – Request of Kanza Park Place, LLC)
(Rezone 11 Tracts of Land to Light Industrial LI and Industrial Flex IF)
(Ordinance Number 26-22)

AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF CERTAIN PROPERTIES WITHIN THE CITY OF EMPORIA, KANSAS AND AMENDING THE OFFICIAL ZONING MAP TO CONFORM WITH SAID ZONING, to which the City Clerk assigned Ordinance Number 26-22, was presented to the Governing Body for their consideration.

City Attorney Montgomery stated that this item concerned the underlying zoning classifications for eleven specific tracts of property. She explained that the previous ordinance established the regulatory framework for the Digital Infrastructure Overlay (DI-O) District, while this item addressed the separate question of whether the subject properties should receive the requested underlying industrial zoning classifications. She stated that those classifications would allow the industrial uses permitted within the applicable zoning districts under the City's Zoning Regulations. She further explained that the applicant had submitted a separate application to apply the DI-O District to the properties and that, if the requested rezonings were approved, that application would be considered as the next agenda item. She stated that approval of the rezoning would not approve any development project, and that any future development would remain subject to the City's development review processes, including utility and infrastructure review, building and fire code requirements, permitting, development agreements, subdivision review, and other applicable local, state, and federal requirements. She noted that the Planning Commission conducted the required public hearing and, following deliberation, voted 4-3 to recommend approval of the requested rezonings. She further advised that a valid protest petition had been filed pursuant to K.S.A. 12-757 and explained that approval of the Planning Commission's recommendation required an affirmative vote of at least four members of the Governing Body. She also reviewed the Commission's remaining procedural options under the statute.

Justin Givens, Director of Building & Neighborhood Development, was recognized and addressed the Governing Body. He presented an excerpt of minutes constituting the portion of the June 23 and June 30, 2026, Planning Commission meeting relating to application PC 2026-07. He stated that the owners of eleven tracts of property had requested that the properties be rezoned from various Lyon County and City of Emporia zoning classifications to Light Industrial (LI) and Industrial Flex (IF). He explained that most of the properties were recently annexed and required City zoning classifications prior to development, while others were already zoned within the City. He summarized the existing zoning classifications for the subject properties and stated that Tracts 1 through 10 were proposed to be rezoned to Light Industrial and Tract 11 to Industrial Flex. He stated that the applicant had indicated the requested rezonings were intended to facilitate the potential development of a digital infrastructure campus. He stated that the proposed rezonings would establish only the underlying zoning classifications and would not approve any specific development project. He explained that, if the requested industrial zoning classifications were approved, the properties would be eligible for consideration for inclusion within the Digital Infrastructure Overlay District. Any future development would remain subject to all applicable development review processes and regulatory requirements. He further noted that the Planning Commission conducted a public hearing and considered the application at its June 23, 2026, special meeting, continued the item to its June 30, 2026, special meeting, and voted 4-3 to recommend approval of the requested rezonings.

Shelley Woodard of Morris Laing Law Firm and Garrett Nordstrom of Governmental Assistance Services appeared on behalf of the applicant and were recognized and addressed the Governing Body. They stated they were available to answer questions from the Commission.

Commissioner Harter asked why approximately 1,000 acres were included in the rezoning request. Mr. Nordstrom explained that the acreage was intended to provide flexibility for a future end user to expand over time as business needs evolve.

Commissioner Steinkuhler asked about the anticipated phasing of development, including whether development would begin on the southern portion of the property and expand over time based on utility availability. Mr. Nordstrom stated that, while no end

user had been identified and no development plan had been finalized, it was anticipated that development would occur in phases based on the availability of utility infrastructure and would likely be a multi-year project.

Mayor Smith asked Mr. Nordstrom to confirm that no end user had been identified and that there were no nondisclosure agreements between the City and Kanza Park Place. Mr. Nordstrom confirmed that no end user had been identified and that neither a development agreement nor any nondisclosure agreements existed between the City and Kanza Park Place.

Following further discussion, Commissioner Steinkuhler made a motion to approve Ordinance 26-22 rezoning certain properties to Light Industrial (LI) and Industrial Flex (IF) and amending the official Zoning Map to conform with said zoning. Commissioner Ogle seconded the motion. The vote follows: Commissioner Steinkuhler, aye; Commissioner Ogle, aye; Commissioner Duncan, aye; Commissioner Harter, aye; and Mayor Smith, aye.

PLANNING AND DEVELOPMENT
(Application No. 2026-08 – Request of Kanza Park Place, LLC)
(Apply Digital Infrastructure Overlay District)
(Ordinance Number 26-23)

AN ORDINANCE INCLUDING CERTAIN PROPERTIES IN THE DIGIAL INFRASTRUCTURE OVERLAY DISTRICT WITHIN THE CITY OF EMPORIA, KANSAS AND AMENDING THE OFFICIAL ZONING MAP TO CONFORM WITH SAID ZONING, to which the City Clerk assigned Ordinance Number 26-23, was presented to the Governing Body for their consideration.

City Attorney Montgomery stated that the next item before the Commission was Ordinance No. 26-23. She explained that, unlike the previous item, the ordinance would not change the underlying zoning classifications of the subject properties. Rather, it would determine whether the additional development standards, operational requirements, and review procedures established by the Digital Infrastructure Overlay (DI-O) District should apply to those properties and any future digital infrastructure development occurring on them. She noted that the underlying Light Industrial (LI) and Industrial Flex (IF) zoning classifications would remain unchanged and that other uses permitted within those districts would continue to be allowed. She further explained that the DI-O regulations require approval of a Planned Unit Development before digital infrastructure development

may occur on property zoned Industrial Flex. She stated that the Planning Commission conducted the required public hearing and voted 6-1 to recommend approval of including all eleven tracts within the DI-O District. She advised that a valid protest petition had been filed with respect to the application and explained that approval of the Planning Commission's recommendation required the affirmative vote of at least four members of the Governing Body. She also reviewed the Commission's remaining procedural options under K.S.A. 12-757. She stated that approval of the ordinance would not approve any specific development project and that all other applicable development review requirements would remain in effect.

Justin Givens, Director of Building & Neighborhood Development, was recognized and addressed the Governing Body. He presented an excerpt of minutes constituting the portion of June 23 and June 30, 2026, Planning Commission meeting relating to application PC 2026-08. He stated that the owners of eleven tracts of land had requested that the properties be included within the Digital Infrastructure Overlay (DI-O) District to facilitate the potential development of a digital infrastructure campus. He explained that the DI-O District supplements the underlying zoning classifications by establishing additional development standards and operational requirements applicable to digital infrastructure uses while leaving the underlying zoning classifications unchanged. He stated that application of the DI-O District would not approve any specific development project and that any future digital infrastructure development would remain subject to all applicable zoning regulations, development review procedures, permitting requirements, and any required development agreements. He further noted that the Planning Commission conducted a public hearing and considered the application at its June 23, 2026, special meeting, continued the item to its June 30, 2026, special meeting, and voted 6-1 to recommend approval of the request to include all eleven tracts within the DI-O District.

Following further discussion, Commissioner Steinkuhler made a motion to approve Ordinance Number 26-23 including certain properties within the City of Emporia, Kansas in the Digital Infrastructure Overlay District and amending the official zoning map to conform with said zoning. Commissioner Ogle seconded the motion. The vote follows:

Commissioner Steinkuhler, aye; Commissioner Ogle, aye; Commissioner Duncan, aye; Commissioner Harter, aye; and Mayor Smith, aye.

**CITY COMMISSION
CITY MANAGER'S REPORT
(Financials & Building Permits)**

This is the time for the City Manager to make comments and reports to the public.

The following is general information for the month of June 2026 for the community:

1. Monthly Local Retail Sales Tax Receipts Update

	2025	2026	Increase of \$45,511.48 for the month, and Overall increase of 3.23% from year 2025.
	\$ 519,089.51	\$ 564,600.99	
YTD	\$ 3,238,319.60	\$3,342,786.11	

2. City Share from County Tax

	2025	2026	Increase of \$12,993.78 for the month, and Overall increase of 3.00% from year 2025.
	\$ 277,988.08	\$ 290,981.86	
YTD	\$1,694,971.13	\$ 1,747,342.77	

Building Permits issued from 6/1/2026 to 6/30/2026 for new construction, remodeling/repairs and demolition.

Total number of building permits issued through Code Services:	40
Total valuations associated with those building permits:	\$ 4,698,727.99
Large valuations:	
Flinthills Mall	\$1,400,000.
Stormont Vail Healthcare	\$2,400,000.

Total number of dollars collected for Building Permit Fees:	\$ 16,860.00
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Construct – Single-family dwellings	0
Demo – Single-family dwellings	1

Flint Hills Mall CID for June 2026	\$ 18,487.91
YTD	\$ 97,612.73

Pavilions CID for June 2026	\$ 13,620.49
CID #2	\$ 13,620.49
YTD	\$ 213,318.50

Fairview Hotel CID for June 2026	\$ 7,258.16
YTD	\$ 36,496.20

West Plaza CID for June 2026	\$ 7,761.15
YTD	\$ 49,707.54

Consent Agenda

It was moved by Commissioner Ogle, seconded by Commissioner Steinkuhler that the Consent Agenda listed below be ratified as a whole:

- a. Commission Minutes of the Regular Meeting held on July 1, 2026.
- b. Application to Federal Home Loan Bank of Topeka's Affordable Housing Program.
- c. KDOT ITS Fiber Agreement-Prairie Street at I-35 Highway.

The vote follows: Commissioner Ogle, aye; Commissioner Steinkuhler, aye; Commissioner Duncan, aye; Commissioner Harter, aye; and Mayor Smith, aye.

CITY COMMISSION (City Manager's Report)

This is an opportunity for the City Manager to present information to the public that may not be reported in other news accounts or City activities or to highlight accomplishments of the organization.

At the time this Agenda was prepared, the following items were in the works:

TENTATIVE AGENDA FOR WEDNESDAY AUGUST 5, 2026, MEETING.

- DeBauge Family Sports Complex Bid.
- Ordinance for 2026 Standard Traffic Ordinance 53rd Edition.
- Ordinance for 2026 Adopting Uniform Public Offense Code 42nd Edition.
- RFP for Copiers and Copy Services.
- **Study Session:**
- Discuss Budget.

CITY COMMISSION (Governing Body Comment)

This is the time for the Mayor and City Commissioners to make comments and reports to the public.

Commissioners Duncan, Harter, Ogle, Steinkuhler and Mayor Smith stated they have listened to public comments for hours, they have read emails, read studies, and engaged with people. They are optimistic that the community can come together for a

process that will be best for Emporia. They want to share actual facts and help the community feel they have been heard on what are non-negotiables as a community.

Commissioner Harter made a motion to recess the meeting until 2:30 p.m. at the Evora Wheeler Conference Room. Commissioner Steinkuhler seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Steinkuhler, aye; Commissioner Duncan, aye; Commissioner Ogle, aye; and Mayor Smith, aye.

The following items were discussed at the Study Session:

1. Discuss Budget.

EXECUTIVE SESSION

Commissioner Duncan made a motion to recess into Executive Session for 30 minutes, inviting pertinent city staff for consultation with the City Attorney regarding a legal matter. The justification for executive session is provided in K.S.A. 75-4319(b)(2) to protect privileged communication in the attorney-client relationship. The open meeting will resume in the City Commission Chamber at approximately 3:22 p.m. Commissioner Ogle seconded the motion. The vote follows: Commissioner Duncan, aye; Commissioner Ogle, aye; Commissioner Harter, aye; Commissioner Steinkuhler, aye; and Mayor Smith, aye.

Upon reconvening the meeting in Regular Session at 3:22 p.m., this same date, in the City Conference Meeting Room, Commissioner Harter made a motion to continue the executive session for the reason stated previously with all the same pertinent city staff and resume the open meeting at approximately 3:35 p.m. Commissioner Duncan seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Duncan, and Commissioner Steinkuhler, aye. Commissioner Ogle and Mayor Smith were not present at the time of the vote.

Mayor Smith stated they had consultation with the City Attorney regarding a legal matter and no action was taken.

Commissioner Ogle then made motion to adjourn. Commissioner Steinkuhler seconded the motion. The vote follows: Commissioner Ogle, aye; Commissioner Steinkuhler, aye; Commissioner Duncan, aye; Commissioner Harter, aye; and Mayor Smith, aye.

ATTEST:

Becky Smith, Mayor

Kerry Sull, City Clerk



Commission Action Report

Informational Items

Title: Informational Items

Agenda Date: August 5, 2026

Presented By: Trey Cocking, City Manager

Background:

This is an opportunity for the City Manager to present information to the public that may not be reported in other news accounts or City activities or to highlight the organization's accomplishments.

Discussion:

At the time this Agenda was prepared, the following items were in the works for the tentative Agendas of the upcoming meetings on Wednesday, August 19, 2026.

Commission Meeting:

- Approve 2025 Audit Report
- Auditing Service Contract
- Ordinance Adopting Standard Traffic Ordinance
- Ordinance Adopting Uniform Public Offense Code

Study Session:

- Budget Discussion

Economic Development Services

A Path Forward

August 2026

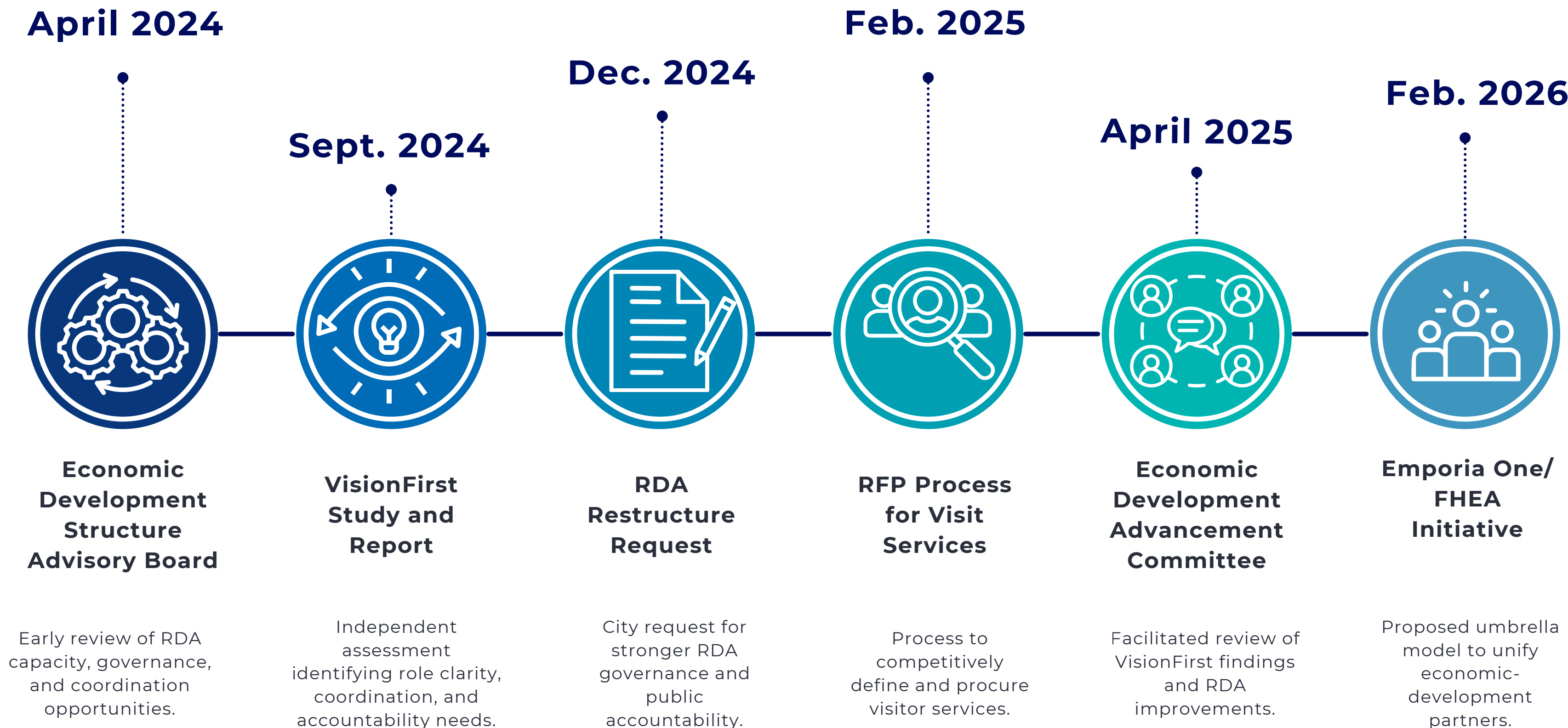


The Goal: Responsible Public Investment

The City's role is not to oversee every aspect of a partner organization. Our role is to responsibly steward public funds by clearly defining the outcomes we are purchasing or delivering, measuring progress, and ensuring the community receives value from its investment.

- **Choose the right service-delivery model:** The City may provide services directly or partner with outside organizations, based on which approach best serves the community and delivers results.
- **Invest for impact:** Funding decisions should reflect whether services are effective, aligned, and meeting community needs.
- **Define the public purpose:** City funding should be tied to a clear scope of work and community outcomes.
- **Expect accountability:** Agreements should include transparent reporting, measurable deliverables, and regular review.

What We've Tried...



What We've Learned...

The problem has not been a lack of organizations, ideas, or people who care. It has been the lack of a consistently agreed-upon system for defining roles, coordinating work, measuring results, and holding publicly funded services accountable.

People Agree that the Status Quo Needs More Coordination

Every process reached the same conclusion: Emporia's organizations need stronger alignment, clearer ownership, and more intentional collaboration.

Clear Missions Are the Common Denominator

The most durable path forward is one in which all of the publicly funded organizations and the City each understand their primary role and are equipped to excel in it.

What We've Learned...

The problem has not been a lack of organizations, ideas, or people who care. It has been the lack of a consistently agreed-upon system for defining roles, coordinating work, measuring results, and holding publicly funded services accountable.

Public Investment Must Be Connected to Public Value

The City does not need to oversee every organizational function, but it must clearly define the services it funds, measure results, and ensure taxpayers receive value.

Governance & Leadership Should Enable Execution, not Replace It

Board composition, representation, and structure matter, but they cannot substitute for capable leadership, clear authority, and realistic, measurable expectations.

What We've Learned...

Collaboration can't be 'required'
into existence

Relationships matter and the
system cannot depend on
personalities alone

Respectful independence and
shared accountability can
coexist

Accountability is most effective
when it is clear, consistent, and
prospective

The standard must be bigger
than any one organization

The City must serve as a
steady institutional partner

Current State of Publicly Funded Economic Development Organizations

Visit Emporia

Primary Purpose: Operate the CVB and promote tourism and conventions

Annual Appropriation: \$450,000

Budget Structure: Fully City Funded

Leadership: Full Time

Agreement Structure: Service Contract with Chamber of Commerce

Governance: Transient Guest Tax Board

Considerations:

- Terminated contract with Chamber on 12/31/2025
- Providing 30/60-day funding extensions since January 2026

Regional Development Association

Primary Purpose: Industrial recruitment, retention, and economic growth

Annual Appropriation: \$350,000

Budget Structure: Fully City Funded

Leadership: Interim

Agreement Structure: Contribution Agreement

Governance: Two Ex-Officio Members, Two Appointments

Considerations:

- Hasn't had a full time president/director since 2024

Emporia Main Street

Primary Purpose: Downtown, commercial, economic development, housing, and entrepreneurship

Annual Appropriation: \$190,000

Budget Structure: Partially City Funded

Leadership: Full Time

Agreement Structure: Contribution Agreement

Governance: Two Ex-Officio Members

Considerations:

- Agreement doesn't outline specific expectations

Understanding the Visit Emporia Service Agreement

The City contracts with the Chamber to operate Visit Emporia using transient guest tax revenue. The agreement provides a framework for annual planning, financial reporting, and City oversight, while the Chamber retains responsibility for staffing and day-to-day management.

- **Service provider:** The Chamber operates and manages Visit Emporia, on the City's behalf.
- **Staffing and supervision:** The Visit director is a Chamber employee. The Chamber makes final hiring, supervision, and employment decisions, though it must consult the City Manager and CVAB chair regarding hiring or termination of the director.
- **Annual program, funding, and reporting:** Each year, the Chamber submits a tourism program and budget for CVAB and City approval. The City pays approved costs from transient guest tax revenue in quarterly installments, and the Chamber provides monthly activity and spending reports, annual financial accounting, and records for City audit.
- **Oversight and safeguards:** The Chamber must work with the City-appointed CVAB on programming and expenditures. The City may reduce funding if revenue falls short, limit unspent fund carry-forward, recover excess funds, and terminate the agreement for breach.

Understanding the Main Street and RDA Contribution Agreements

The City provides annual funding to RDA and Main Street to carry out distinct economic-development services. Both agreements establish financial accountability and annual planning requirements, while allowing each organization to retain responsibility for its own staff, operations, and governance.

- **Service provider and staffing:** RDA and Main Street are independent nonprofit providers. Each organization is responsible for its own employees, day-to-day operations, and internal management. Unlike Visit, the City has no direct role in staff hiring or supervision.
- **Annual plan and funding:** Each organization submits an annual operating budget and plan of work. The City may authorize an annual contribution, generally paid in quarterly installments. Continued funding depends on annual City appropriation and plan submission.
- **Financial reporting and oversight:** Both organizations must maintain financial records available for City review and report how City funds are used. RDA provides monthly expenditure statements and an annual independent financial review; Main Street provides quarterly reports, an annual 990, and a CPA agreed-upon-procedures report.
- **Safeguards and accountability:** The City may reduce funding for revenue or budget shortfalls, withhold funds and terminate for breach, require cooperation on City recommendations, and limit the amount of unspent City funding that may be carried forward.

Options for Moving Forward

FUNCTION	OPTION 1	OPTION 2	OPTION 3	OPTION 4
VISIT EMPORIA	Continue as is. Retain Visit Emporia as a City-funded service contract administered through the Chamber—renew terminated contract.	Fund and reset agreement. Retain Visit Emporia as a City-funded service contract administered through the Chamber. Allocate funding for remainder of 2026. Update the contract to define visitor and destination services, deliverables, reporting, and performance measures. New agreement effective 2027.	Bring services into the City. End existing Chamber agreement; create, post, and hire a City position to lead visitor and destination services.	Competitive contract. Issue an RFP for visitor and destination services and allow qualified organizations to compete for the contract.
RDA	Continue as is. Retain the current <u>industrial</u> development services agreement with RDA.	Performance reset. Allocate funding for remainder of 2026. Require RDA to hire within 120 days; revise the agreement so the position and work plan deliver City goals for recruitment, retention, and expansion. If the position is not filled within 120 days, the City may suspend, reduce, or redirect remaining funds and pursue another delivery option.	Bring services into the City. End existing RDA agreement; create, post, and hire a City position to lead economic development services.	Competitive contract. Issue an RFP for economic-development services and allow qualified organizations to compete for the contract.
MAIN STREET	Continue as is. Retain the current downtown revitalization and entrepreneurship services agreement with Main Street.	Fund and reset agreement. Allocate funding for remainder of 2026. Update the contract to define downtown revitalization, entrepreneurship services, deliverables, reporting, and performance measures. New agreement effective 2027.	Bring services into the City. End existing Main Street agreement; create, post, and hire a City position to lead downtown revitalization and entrepreneurship services.	Competitive contract. Issue an RFP for downtown revitalization and entrepreneurship services and allow qualified organizations to compete for the contract.

*Options are illustrative. Commission direction may combine elements or identify additional requirements.

A Consistent Standard for Every City-Funded Service

Regardless of the service-delivery model selected, City-funded economic-development services should include:

- A clear public purpose and distinct scope of services
- A realistic annual work plan and budget
- Defined deliverables, performance measures, and reporting
- Clear responsibility for staffing, management, and governance
- Financial transparency and regular performance review
- Expected coordination with other City-funded partners
- A defined process for corrective action, renewal, or transition

Commission Direction Requested

- **Agreement expectations:** What specific outcomes, measures, reporting expectations, staffing requirements, or collaboration standards should be included in future agreements, RFPs, or job descriptions?
- **Service-delivery direction:** Which option should staff develop for Visit Emporia, RDA, and Main Street?
- **Implementation sequence:** Should staff prioritize updated agreements for RDA and Main Street, while returning with a separate recommendation on the long-term Visit Emporia model?
- **Timeline:** Authorize staff to return by what date with proposed agreements, an interim Visit plan if needed, and any required budget or staffing recommendations.

AGREEMENT

BY AND BETWEEN

EMPORIA MAIN STREET, INC.

AND

THE CITY OF EMPORIA, KANSAS

THIS AGREEMENT, made and entered into the ____ day of _____, 2018, by and between the City of Emporia, Kansas, a municipal corporation, hereinafter referred to as “City”, and Emporia Main Street, Inc., a Kansas nonprofit corporation, hereinafter referred to as “Main Street.”

WITNESSETH:

WHEREAS, the City appropriates certain tax dollars for the purpose of economic development; and

WHEREAS, Emporia Main Street is a non-profit agency committed to increasing consumer business, strengthening retail and professional institutions, assisting in the preservation and maintenance of the community’s heritage and promoting pride in the community’s institutions and achievements through design, promotion, business enhancement & organization; and

WHEREAS, the City desires to make a contribution to Emporia Main Street to support its plan of work and thus secure professional services in connection with the development of the downtown business district, as well as economic initiatives impacting the region; and

WHEREAS, the Governing Body of the City deems it advisable, proper and beneficial to the interests of the citizens of Emporia to stimulate economic development and to maintain a vibrant and prosperous downtown business district;

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties agree as follows:

1. The City agrees to make a contribution to Main Street to procure certain technical and professional services and to make policy recommendations associated with commercial economic development, housing and entrepreneurial programs in accordance with the terms and conditions contained herein and Main Street does hereby agree to accept such contribution in accordance with such terms and conditions.

2. The City contribution in support of Main Street shall be used to support the plan of work as represented in Main Street's annual operating budget as submitted and reviewed by the City Commission for the next fiscal year. The City contribution is to be paid in equal quarterly installments on or before the 15th day of the months of February, May, August and November. Main Street shall provide to the City a quarterly statement of income and expenditures for the preceding months including a description of items and/or work funded by city contributions, and certifying that all monies received under this agreement have been expended only for those activities. Main Street shall provide to the City a copy of their annual 990 federal filing for the most recent calendar year. The City contribution shall not be used to make loans to individual board members.

3. Main Street shall at any time during normal business hours make available to the City or its designated representative all financial records of the organization including payrolls, invoices, contracts vouchers or other official documents evidencing in proper detail the nature and propriety of the charges. All financial documents of the organization shall be retained for a period of two years after the completion of each annual fiscal year. As a condition of financial support, the City requires the organization to obtain an agreed upon procedure report from a Certified Public

Accountant. The CPA report prepared as to the activities conducted and funds expended pursuant to this agreement in the preceding year shall be delivered to the City upon completion.

4. The term of this agreement shall commence upon its execution and end on June 30, 2019. The annual agreement may be renewed from year to year upon the appropriation of the governing body of an annual contribution to Main Street upon a plan of work outlined in Main Street's annual operating budget as submitted to the City. The failure of Main Street to submit an annual operating budget or of the City to appropriate funds shall cause this agreement to terminate as of June 30 of the current operating year.

5. Notwithstanding the fact that the City has funded a contribution pursuant to this agreement or that this agreement has been partially performed by the parties hereto, either party shall have the right to cancel this agreement at any time by providing ninety (90) days written notice of cancellation of this agreement to the other party. The City agrees that if it terminates the agreement that it shall pay any quarterly payments which come due within the ninety day notice period. A breach of this agreement includes, but is not limited to, failure to comply with any terms or conditions contained within this agreement, any exhibit hereto, or any amendments to this agreement. Upon breach of this agreement by Main Street, the City may withhold any funds not yet delivered and terminate this agreement.

6. Main Street's cash carry forward of unexpended city funds shall be limited to no more than 25 per cent of the prior years budget with respect to the City contribution. Any unexpended city funds in the current fiscal year in excess of the 25 per cent shall be remitted to the City up to the maximum amount of the City's contribution to Main Street.

7. It is specifically agreed by the parties that this agreement does not create a joint venture agreement, partnership, employment agreement or agency agreement between the parties.

Main Street agrees to indemnify and hold harmless the City, its Commissioners, and employees from liability for any and all claims and causes of action of any person, business entity or any entity for any damages of any type whatsoever that might be sustained because of the activities carried out by Main Street, its Board members, officers, agents and employees.

8. Main Street covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of the commercial economic development services to be performed under this agreement. Main Street further covenants that in the performance of this agreement, no person having any such interest shall be employed. No officer, Board member or employee shall participate in any decision relating to this Agreement which affects their personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

9. Main Street shall not assign or transfer any interest in this agreement.

10. No recipient or proposed recipient of any funds, services, or other assistance under the provisions of this agreement or any program related to this agreement shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this agreement on the grounds of race, color, sex, religion, national origin, ancestry, physical handicaps, disability, or age.

11. Main Street shall comply with all applicable ordinances and statutes of Emporia, the State of Kansas and the federal government.

12. The City may reduce the amount of funds authorized if budget restrictions or reductions are placed on the funds utilized for this agreement due to national, local or state emergency; acts of god; or short falls in collection of revenue.

13. This agreement may be amended by a written instrument executed by the parties hereto.

14. Main Street shall cooperate fully with the City and consult with the City in receiving recommendations concerning programs to be implemented and expenditures to be made.

15. Time is of the essence of this agreement.

16. The City shall have and exercise two (2) board appointments to the Main Street Board of Directors which shall be non-voting ex officio members: one City staff and one City Designee. ~~voting members for all purposes. The City shall also have and exercise one (1) ex officio board appointment by the City Manager.~~

IN WITNESS WHEREOF, the parties have executed this agreement as of the date and year first written above.

CITY OF EMPORIA, KANSAS

Jon Geitz, Mayor

Attest:

Kerry Sull, City Clerk

EMPORIA MAIN STREET, INC.

Casey Woods, CEO

Attest:

Secretary

CONTRIBUTION AGREEMENT

THIS AGREEMENT, made and entered into this 7th day of July, 1995 by and between the City of Emporia, Kansas, a municipal corporation, hereinafter referred to as "City", and the Regional Development Association of East Central Kansas, Inc., a Kansas non-profit corporation, hereinafter referred to as "RDA".

WITNESSETH:

WHEREAS, the City appropriates certain tax dollars for the purpose of industrial development through the attraction and retention of industry in the City of Emporia, which purpose is a principal mission of the RDA; and

WHEREAS, the City and the RDA wish to continue to improve the City of Emporia and its environs by expanding economic growth, providing new diversified job opportunities, and by insuring that needed skilled workers are available to meet the needs of industry; and

WHEREAS, the City desires to make a contribution to the RDA to support its plan of work and thus secure professional services in connection with the marketing of the City of Emporia, insure the widest possible dissemination of factual information associated with industrial development and stimulate economic growth; and

WHEREAS, the Governing Body of the City deems it advisable and proper to make such contribution to the RDA procuring certain technical and professional services and policy recommendations associated with industrial development upon the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto, do hereby agree as follows:

1. The City does hereby agree to make a contribution to the RDA to procure certain technical and professional services and policy recommendations associated with industrial development in accordance with the terms and conditions contained herein and the RDA does hereby agree to accept such contribution in accordance with such terms and conditions.

2. In consideration of the services to be provided by the RDA, the City shall contribute to the RDA a sum as set forth in the schedule attached hereto at Exhibit A in support of the plan of work outlined in the RDA's annual operating budget, a copy of which is attached hereto at Exhibit B and incorporated by reference herein, such amount (and any contributions authorized on an extended term) to be paid in equal quarterly installments on or before the 15th day of the months of February, May, August, and November. Payment of the February and May, 1995 installments is hereby acknowledged. The RDA shall provide on or before the 15th of each month a monthly statement containing itemized explanations of the expenditures for the preceding month and certifying that all monies received under this agreement have been expended only for those services and activities outlined in the plan of work.

3. The RDA shall establish and maintain separate records

with respect to all contributions covered in this agreement, and specifically in accordance with the following provisions:

a. All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers or other official documents evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, vouchers, orders and other accounting documents shall be clearly identified, readily accessible, and retained for a period of two years after the completion of the annual period covered by this agreement. The RDA shall at any time during normal business hours make available to the City or its designated representative all financial records identified herein for inspecting and auditing for compliance with the annual approved appropriation and upon request the RDA shall provide copies of any such documentation to the City.

b. The RDA shall, prior to May 15, 1996 and by May 15 of the year following any extended term provide to the City an independent financial review prepared as to the activities conducted and funds expended pursuant to this agreement in the preceding year.

4. During the initial and any extended term of this agreement, the RDA shall provide reports to the governing body of the City at such intervals as may be requested by the City, such reports shall be provided at least annually.

5. The term of this agreement shall commence upon the execution hereof and end on the 31st day of December, 1995. The

term of this agreement may be extended from year to year upon the authorization of the governing body of an annual contribution to the RDA upon a plan of work outlined in the RDA's annual operating budget as submitted by the RDA. The approved plan of work, along with a certification by the City of the approved contribution shall be attached to this agreement as Exhibits. This plan shall be submitted by August 1 for the forthcoming year. Failure of the RDA to submit a proposed plan or of the City to authorize a contribution shall cause this agreement to terminate as of December 31 of the current operating year.

6. Notwithstanding the fact that the City has funded a contribution pursuant to this agreement or that this agreement has been partially performed by the parties hereto, either party shall have the right to cancel this agreement at any time by providing ninety (90) days written notice of cancellation of this agreement to the other party. The City agrees that if it terminates the agreement that it shall pay any quarterly payments which come due within the ninety (90) day notice period. Upon cancellation or termination of this agreement no further funds shall be payable or paid hereunder, except as otherwise provided herein. Notice shall be deemed given and effective upon mailing of such notice to the receiving party or upon personal delivery of such notice. Upon breach of this agreement by the RDA, the City, by giving written notification to the RDA, may withhold any industrial development

monies and terminate this agreement immediately. A breach may include, but not be limited to, failure to comply with any or all items contained within this agreement, any exhibit hereto, or any amendments executed relative to this agreement.

7. The RDA represents that it has, or will secure, all personnel required to perform the services under this agreement. All services required hereunder shall be performed by the RDA or under its supervision and all personnel engaged in the work shall be fully qualified.

8. It is specifically agreed between the parties that this agreement does not create a joint venture agreement, partnership, employment agreement or agency agreement between the parties and the RDA agrees to indemnify and hold harmless the City, and any of its agents or employees from any and all liability for claims or causes of action of any person, firm or corporation, or of any entity for damages of any type whatsoever that might be sustained by virtue of the activities carried out by the RDA.

9. The RDA covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under this agreement. The RDA further covenants that in the performance of this agreement, no person having any such interest shall be employed.

10. The RDA shall not assign or transfer any interest in this

agreement without prior written consent of the City.

11. No recipient or proposed recipient of any funds, services, or other assistance under the provisions of this agreement or any program related to this agreement shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this agreement on the grounds of race, color, sex, religion, national origin, ancestry, physical handicaps, disability, or age.

12. All parties shall comply with applicable laws, ordinances, and codes of the State of Kansas and local governments.

13. The City may reduce the amount of funds authorized pursuant to this agreement if during the term of this agreement budget restrictions or reductions are placed upon the funds or funds utilized for this agreement due to unforeseen circumstances. These circumstances include, but are not limited, to unforeseen short falls in collections of tax revenues.

14. In order to provide necessary flexibility for the most effective execution of this project, from time to time, when both parties mutually agree, changes to this agreement may be effected by placing them in written form and incorporating them into this agreement as an amendment.

15. The RDA will cooperate fully with the City and consult with the City in receiving recommendations concerning programs to

City of Emporia/RDA Agreement

be implemented and expenditures to be made.

16. Time is of the essence of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

CITY OF EMPORIA
BY:



ATTEST:

Susan Mendoza
SUSAN MENDOZA, City Clerk

Tom Myers
TOM MYERS, Mayor

REGIONAL DEVELOPMENT ASSOCIATION
OF EAST CENTRAL KANSAS, INC.
BY:

Myron Van Lundy
Vice-President

ATTEST:

Donna Newkirk
Secretary

AMENDMENT TO CONTRIBUTION AGREEMENT

This AMENDMENT TO CONTRIBUTION AGREEMENT, made and entered into this 5th day of November, 1997, by and between the City of Emporia, Kansas, a municipal corporation, (hereinafter referred to as "City"), and the Regional Development Association of East Central Kansas, Inc., a Kansas nonprofit corporation, (hereinafter referred to as "RDA"). WITNESSETH:

WHEREAS the City and RDA entered into a Contribution Agreement dated July 7, 1995, (hereinafter "the Agreement"); and

WHEREAS the parties desire to amend the Agreement by adding a provision pertaining to the cash carry-forward of the RDA, and incorporating such provision into the Agreement; and

WHEREAS the Agreement at paragraph 14 provides for such amendment upon the mutual agreement of the parties.

NOW, THEREFORE, in consideration of the mutual covenants, promises and conditions hereinafter stated the parties hereto do hereby agree as follows:

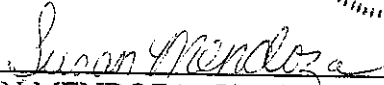
1. That the Contribution Agreement of July 7, 1995, is hereby amended to add the following paragraph:

That the RDA's cash carry-forward shall be limited to 25% of their prior year's operating budget. The calculation of cash carry-forward shall be determined as of December 31 of each calendar year. Any carry-forward in excess of the carry-forward limit will be remitted by the RDA to the City, with such remittance to occur by the following February 15.

2. That the original Contribution Agreement of July 7, 1995 is hereby ratified and confirmed and shall remain in full force and effect in accordance with the terms of such agreement as amended herein.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be duly executed by their respective appropriate representatives.

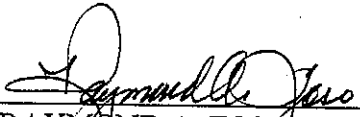
ATTEST:


SUSAN MENDOZA, City Clerk



CITY OF EMPORIA, KANSAS

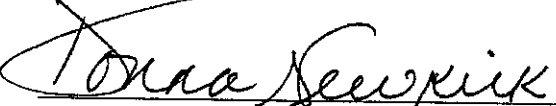
By:

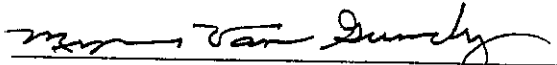

RAYMOND A. TOSO, Mayor

REGIONAL DEVELOPMENT
ASSOCIATION OF EAST CENTRAL
KANSAS, INC.

By:

ATTEST:


DONNA NEWKIRK, Secretary


MYRON VANGUNDY Vice-President

AGREEMENT

THIS AGREEMENT, made and entered into this 17th day of April, 2013, by and between the City of Emporia, Kansas, a municipal corporation, hereinafter referred to as "City" or "Governing Body", and the Emporia Area Chamber of Commerce, Inc., a Kansas nonprofit corporation, hereinafter referred to as "Chamber".

WITNESSETH

WHEREAS, the City pursuant to K.S.A. 12-1696 et seq and Charter Ordinance No. 31 levies a transient guest tax in the City of Emporia, Kansas, for the purpose of providing revenues to promote tourism and conventions in the City of Emporia and has appointed a Convention and Visitors Advisory Board (hereinafter "CVAB"); and

WHEREAS, the City and the Chamber wish to continue to improve the City of Emporia by expanding tourism and conventions; and

WHEREAS, the City desires to secure professional services in connection with the promotion and advertising of the City of Emporia in order to ensure the widest possible dissemination of factual information associated with programs for tourism and conventions; and

WHEREAS, the Governing Body of the City deems it advisable and proper to contract with the Chamber to render certain technical and professional services associated with convention and tourism programs upon the terms and conditions contained herein.

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, the parties hereto, do hereby agree as follows:

1. The City does hereby engage and retain the Chamber to provide certain technical, professional and managerial services associated with the operation and management of a

Convention and Visitors Bureau and the promotion of tourism and conventions in accordance with the terms and conditions contained herein and the Chamber does hereby agree to accept such engagement and to discharge its duties in accordance with such terms and conditions.

2. Prior to May 1 of each year or other date as set by the City Manager, the Chamber shall submit to the City a proposed convention and tourism program and budget for the forthcoming calendar year, hereinafter referred to as the "Program". Chamber shall obtain approval of said Program from CVAB prior to submittal of the Program to the City. Said Program shall reflect the proposed expenditures to be made, the purposes of such expenditures, contain detailed performance criteria and goals, and be otherwise in such form and contain such information as is acceptable to the City. Upon approval the Chamber agrees to perform and carry out the Program in a manner satisfactory to the City. In the event the Governing Body has not approved the Program for the following year by August 25, the parties agree to enter into good faith mediation. The final decision regarding the Program shall reside with the City. Failure of the City to approve, in its sole discretion, the proposed Program prior to January 1 of the forthcoming year shall cause the agreement to be deemed null and void with no further force and effect. The parties acknowledge that a proposed Program has prior to this agreement been proposed and accepted for calendar year 2013.
3. The term of this agreement shall be for the period of one year, commencing the first day of January and ending on the thirty-first day of December of each year, renewing annually upon the acceptance and approval by the Governing Body of a Program to be submitted by the Chamber in a form as set forth in paragraph 2 of this agreement. This

agreement shall take effect June 1, 2013. The Program for the 2013 fiscal year shall remain in effect through December 31, 2013. The parties agree that all terms and conditions herein shall be complied with by the parties upon execution of this agreement except that a retreat shall not be required for 2013.

4. In consideration of the services to be provided hereunder by the Chamber, the City shall pay to the Chamber, the total sum specified by the Program, such as but not limited to rent, utilities and other shared costs, as approved by the Governing Body. The first installment shall be paid upon receipt of the first quarterly payment from the State Treasurer, and then each quarter thereafter, until the sum is paid in full. Each quarterly installment shall be comprised of the full amount available in the fund, unless a lesser sum is necessary to satisfy in full the sum specified in the Program. The Chamber shall provide each month a monthly statement containing itemized explanations of the line item expenditures for the preceding month and certifying that all monies received under this agreement have been expended for only those services and activities outlined in the Program.
5. The Chamber shall establish and maintain separate records with respect to all matters covered in this agreement, and specifically in accordance with the following provisions:
 - a. All cost shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers or other official documents evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, vouchers, orders and other accounting documents shall be clearly identified and readily accessible. The Chamber shall retain all records with respect to all matters

covered by this agreement for period of two (2) years after completion of the annual period covered by this agreement.

- b. The Chamber shall at any time during normal business hours make available to the City or its designated representative all records pertaining to the matters covered by this agreement for inspecting and auditing for compliance with the Program. Upon the request of the City, the Chamber shall provide copies of any such documentation, statements, records, reports, or data to the City as may be requested pertaining to the matters covered by this agreement.
 - c. The Chamber shall prior to April 30 of the year provide to the City an accounting of receipts and expenditures in accordance with generally accepted accounting principles with respect to the activities conducted and funds expended pursuant to this agreement in the preceding year. Such accounting shall contain specific listing of all capital expenditures made during the preceding year.
6. During the term of this agreement the Chamber shall provide monthly written reports to the City Manager and members of the City Commission, detailing its activities for the prior month with respect to the promotion of the tourism and conventions in the City pertaining to the activities authorized pursuant to this agreement, and shall additionally provide oral reports to the Convention and Visitors Advisory Board as noted in Paragraph 9 herein and to the Governing Body of the City as may be requested by the City.
7. Notwithstanding the fact that the City has approved and funded the Program pursuant to this agreement or that this agreement has been partially performed by the parties hereto, either party hereto shall have the right to cancel this agreement at any time by providing

sixty (60) days written notice of cancellation of this agreement to the other party, and this agreement shall be forthwith canceled and terminated. The City agrees that if it terminates the agreement it will pay all expenditures made pursuant to this agreement prior to the notice of termination being received by the Chamber so as to hold the Chamber harmless for committed expenditures made on behalf of the City. Upon cancellation or termination of this agreement no further funds shall be payable or paid hereunder; and all funds remaining in possession of the Chamber at the time of a cancellation notice shall be forthwith returned to the City. For the purposes of this paragraph, notice shall be deemed to be given by one party and shall be received by the other when the said notice is deposited in an envelope addressed to the receiving party at its last known address in the United States mail with postage prepaid. Upon breach of this agreement by the Chamber, the City by given written notification to the Chamber, may withhold any convention and tourism monies and terminate this agreement immediately. A breach may include, but not be limited to, the failure to comply with any or all items contained within this agreement, exhibit, and/or provision of any subsequent contractual amendments executed relative to this agreement.

8. The Chamber represents that it has, or will secure, all personnel required to perform the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the City. All services required hereunder shall be performed by the Chamber or under its supervision, and all personnel engaged in the work shall be fully qualified.
9. The Chamber agrees to cooperate fully with the Convention and Visitors Advisory Board, appointed by the City, and shall regularly consult CVAB for its recommendations

concerning the programs and expenditures for the promotion of conventions and tourism in the City of Emporia, Kansas. Chamber shall consult the CVAB Chairman and City Manager for its recommendation regarding the hiring and termination of the Convention and Visitors Bureau Executive Director, including appointing the CVAB Chairman and City Manager to the search committee if one is formed. The parties agree that the final employment decisions shall reside with the Chamber. Chamber shall appoint one (1) Executive Committee member as a liaison to the CVAB Board. Chamber shall permit CVAB to appoint one (1) *ex officio* non-voting member to the Chamber Board. Chamber shall permit CVAB to appoint one (1) member to the Chamber Finance Committee, who shall be responsible for reviewing and approving the monthly billing by the Chamber to the CVB.

10. The Chamber agrees to hold an annual retreat with CVAB members to establish goals for the year. Said retreat shall be held no later than February 28 unless a later date is mutually agreed to by the Chamber and CVAB. The City shall be invited and permitted to participate in any and all retreat sessions.
11. It is specifically agreed between the parties that this agreement does not create a joint venture agreement, partnership, employment agreement or agency agreement between the parties, and the Chamber agrees to indemnify and hold harmless the City and any of its agents or employees from any and all liability for claims or causes of action of any person, firm or corporation, or of any entity for damages of any type whatsoever that might be sustained by virtue of the activities carried out by the Chamber.
12. The Chamber covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of

the services required to be performed under this agreement, including any CVB funds being restricted to use at Chamber members only. The Chamber further covenants that in the performance of this agreement, no person having any such interest shall be employed.

13. No officer, member or employee of the City, member of Governing Body or other public official of this locality who exercise any functions or responsibilities in the review or approval of the undertaking of the terms of this agreement, shall participate in any decision relating to this agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.
14. The Chamber shall not assign or transfer any interest this agreement without prior written consent of the City.
15. No recipient or proposed recipient of any funds, services, or other assistance under the provisions of this agreement or any program related to this agreement shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this agreement on the grounds of race, color, sex, religion, national origin, ancestry, physical handicaps, disability, or age.
16. All parties shall comply with applicable laws, ordinances, and codes of the State of Kansas and local governments.
17. In the event of this agreement results in a book or other copyrightable material, the author is free to copyright the work, but City reserves a royalty-free, non-exclusive, irrevocable license to reproduce, publish or otherwise use, and to authorize others to use all copyright material and material which can be copyrighted.

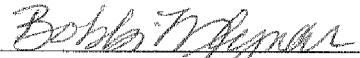
18. All office equipment, materials, and other personal property purchased with funds provided to the Chamber pursuant to this agreement shall be the sole and exclusive property of the City. In the case of termination or expiration of this agreement all such personal property in possession of the Chamber shall be delivered to the City immediately upon such termination.
19. The City may reduce the amount of funds authorized pursuant to this agreement if during the term of this agreement budget restrictions or reductions are placed upon the transient guest tax due to unforeseen circumstances. These circumstances include, but not limited, to unforeseen short falls in collections of tax revenues.
20. The Convention and Visitor's Bureau cash carry-forward shall be limited to twenty-five percent (25%) of the prior year's budget. The calculation of the cash carry-forward shall be determined within thirty (30) days of the close of the fiscal year. Any cash carry-forward in excess of the limit shall be remitted to the City by the following February 15.
21. In order to provide necessary flexibility for the most effective execution of this project, from time to time, when both parties mutually agree, changes to this agreement may be effected by placing them in written form and incorporating them into this agreement as an amendment.
22. The Chamber will cooperate fully with the City and consult with the City in receiving recommendations concerning programs to be implemented and expenditures to be made.
23. It is understood and agreed between the parties that this agreement replaces a current agreement between these parties, dated December 15, 1993 and amendment dated December 20, 2000, both agreements which will terminate upon the effective date of June 1, 2013.

24. Time is of the essence of this agreement.

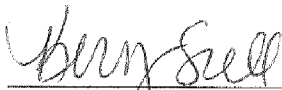
IN WITNESS HEREOF, the parties hereto have executed this agreement as of the date and year first above written.

CITY OF EMPORIA, KANSAS

By:


Bobbi Mlynar, Mayor

Attest:

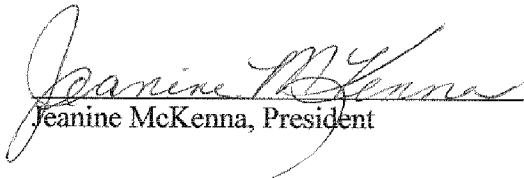

Kerry Sull, City Clerk

EMPORIA AREA CHAMBER OF COMMERCE,
INC

By:


Jose Feliciano, Chairman of the Board

Attest:


Jeanine McKenna, President

Economic Development Structure Advisory Task Force

Final Report

Purpose: Upon the request of the City, a task force was convened to assess and enhance the approach to economic development within the Emporia community. The primary objective of this task force is to review current operations, compare best practices from other communities, and ensure the city is meeting overall economic development goals.

Overview: Over a span of six weeks, the task force convened three times to deliberate on various aspects of economic development in Emporia. The initial meeting focused on appraising the present economic landscape of Emporia compared to other communities in the state. Subsequently, each member presented their vision for an 'ideal state' regarding the Regional Development Authority (RDA). The culmination of these discussions occurred during the final meeting, where recommendations were refined.

Definite Recommendations: After extensive deliberation, the task force unanimously agreed on specific measures aimed at bolstering the internal framework of the RDA to optimize its efficacy. Key proposals include enhancing talent acquisition processes and allocating sufficient resources to support this endeavor. Additionally, it is recommended to strengthen the RDA's governance structure by incorporating an additional representative from both the City and the County and increasing the County's financial investment in the RDA. Furthermore, there is a suggestion to explore the possibility of an elected county/city official assuming chairmanship of the RDA board. It is also advised to maintain the RDA as an independent entity.

Aspirational Recommendations: While numerous innovative ideas were proposed during discussions, achieving consensus proved challenging. These aspirational recommendations represent avenues that require broader collaboration and a willingness to explore unconventional strategies:

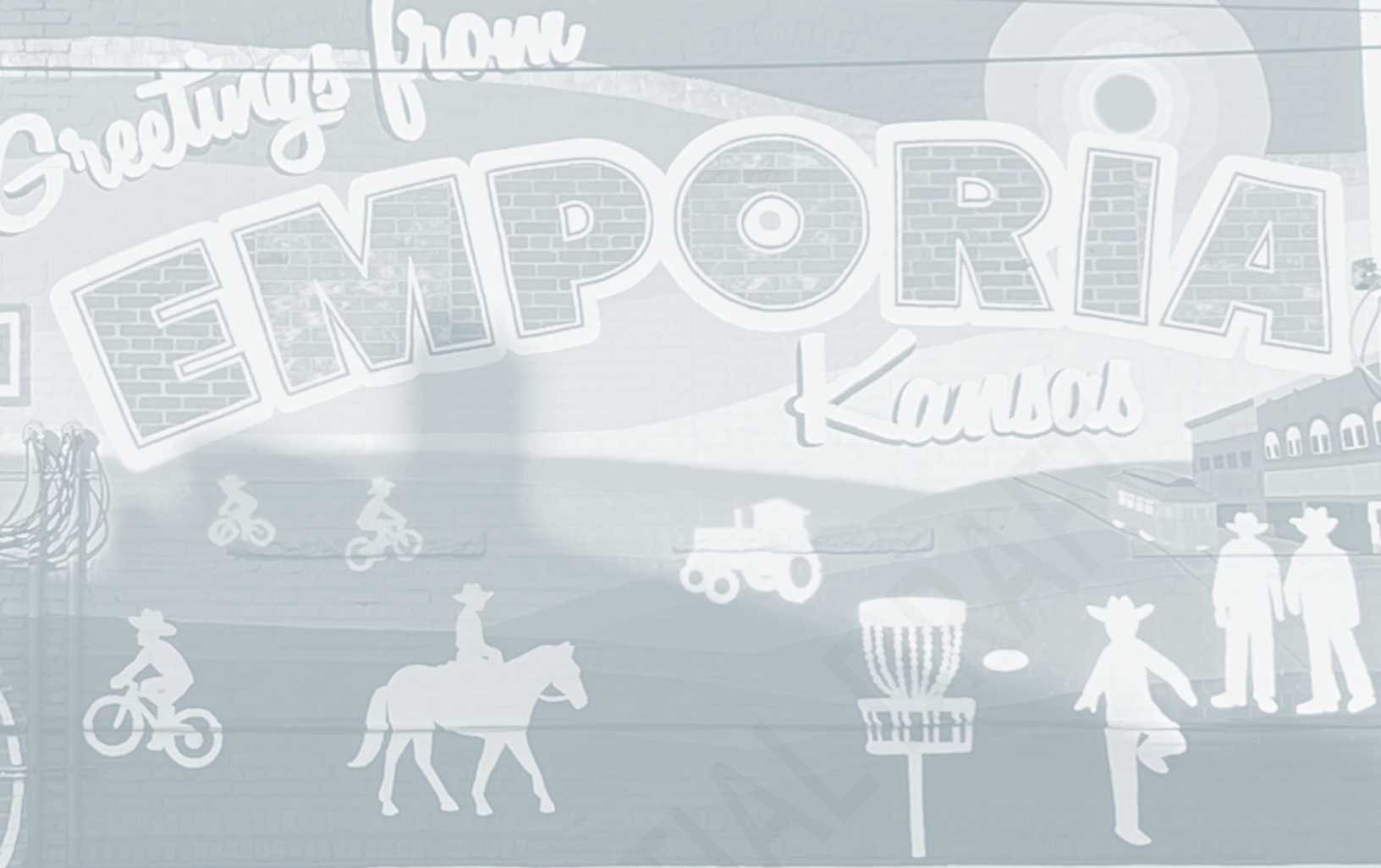
- Centralizing economic development efforts under a unified umbrella to foster collaboration and minimize redundant initiatives.
- Broadening the RDA's scope beyond large-scale endeavors to encompass support for commercial and small business development, with an emphasis on grassroots incentives for attracting small businesses and talent.
- Establishing a unified entity to dissolve barriers between various stakeholders impacting economic development and serve as the governing body for all facets of economic development in Emporia.
- Acknowledging niche industries such as cycling and disc golf and advocating for tailored recruitment and support efforts akin to traditional sectors.
- Devoting concerted efforts to cultivate a conducive environment for robust economic development within the community, including initiatives related to

education, housing, childcare, and workforce development, leveraging existing educational resources.

- Dedicate efforts and resources to research regarding the impact of our current economic development efforts on quality of life, economic stability, and overall community growth and well-being.
- Explore the possibility of relocating the RDA to White Auditorium, co-locating with other city offices for enhanced efficiency.

Final Thoughts: It is evident that the status quo of economic development in Emporia is unsustainable, particularly in the face of looming challenges such as automation, changes in the workforce, and changes in the overall economy. Our historical focus has predominantly centered on large-scale economic development initiatives. However, we have observed that heavy incentivization in this realm often results in a downward pressure on wages, creating a cheaper workforce. Moreover, it tends to prioritize short-term gains over long-term sustainability. Strategic measures must be implemented to strengthen our economic structures against future uncertainties and now is the ideal time to take action.

While these recommendations signify a significant step forward, they are subject to review and refinement based on feedback from the Commission.



ECONOMIC DEVELOPMENT ORGANIZATIONAL ASSESSMENT

EMPORIA, KANSAS

AUGUST 2024

Contents

Executive Summary » 2

Project Approach » 4

The First Impression | The Data » 5

Stakeholder Engagement | Themes & Takeaways » 9

The Second Impression | What We Saw & Heard » 12

Emporia’s Economic Development Ecosystem » 13

 A Shared Vision for Economic Development // 14

A Pathway Forward | Recommendations » 16

 Short-Term Recommended Tactics // 17

 Aspirational: Transition to an Umbrella Organization // 21

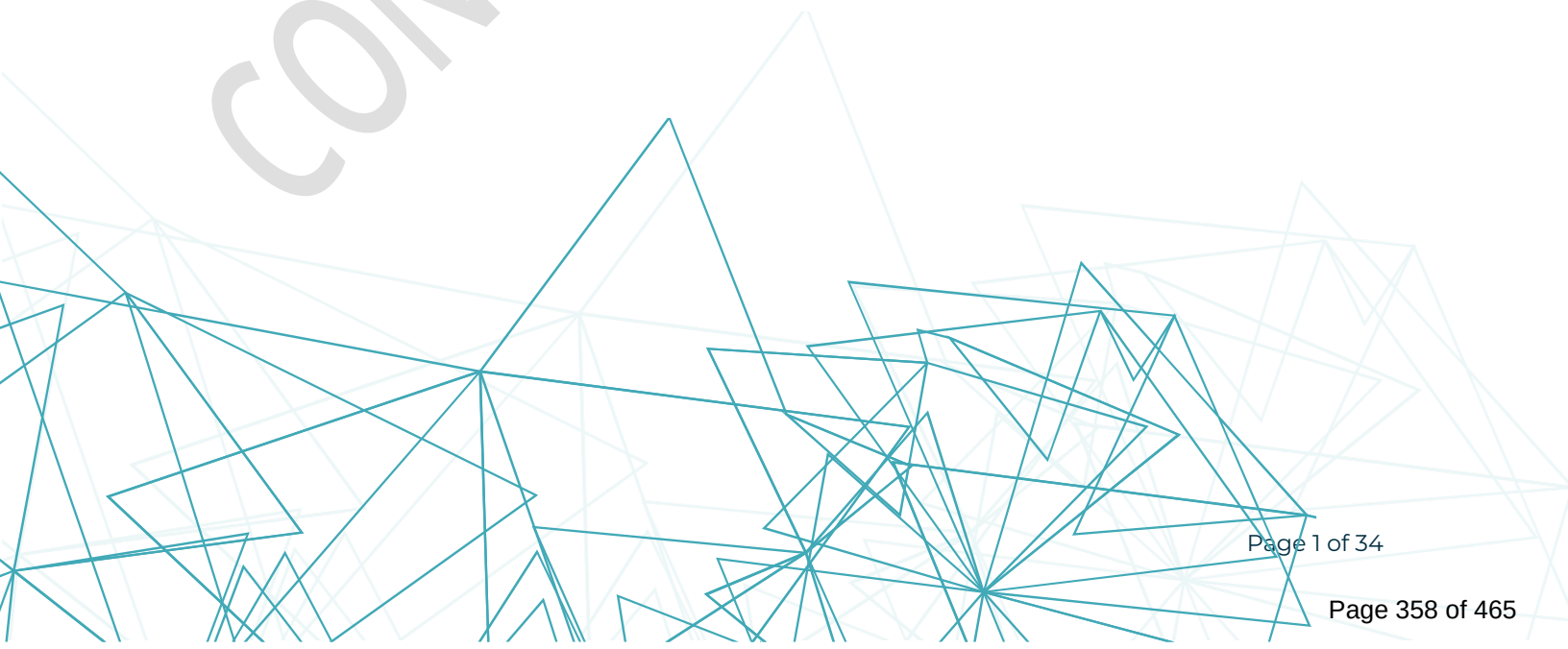
Appendix: Suggested Metrics » 25

Appendix: RDA Recruitment Profile 29

Appendix: Programmatic Best Practices 31

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CONFIDENTIAL DRAFT



Executive Summary »

The City of Emporia is fortunate to have dedicated elected officials, staff and partners committed to driving the city's growth and prosperity. In 2017, the city achieved voter approval for a referendum that extended the half-percent sales tax, targeting two key objectives: promoting industrial and economic development, and reducing city-levied property taxes. While this illustrates strong community support and provides a stable financial foundation, these measures alone do not constitute a complete strategy.

The sales tax revenue has enabled the city to support the operating budgets of various economic development organizations. Recognizing the significance of these organizations, the city commission engaged VisionFirst Advisors to evaluate the potential and effectiveness of the economic development ecosystem. The commission understands that government alone cannot tackle every challenge—successful communities are built on strong partnerships.

Utilizing both data analytics and stakeholder engagement, VisionFirst evaluated the structure of system, which is made up of the city, the Emporia Area Chamber of Commerce, Emporia Main Street, the Emporia Regional Development Association and Visit Emporia.

In meeting with more than 30 stakeholders, VisionFirst asked each why it was necessary to bring in a third-party consulting firm to recommend improvements in the city's economic development efforts. Responses fell into two themes:

1. "They are trying to fix a problem that does not exist."
2. "There is a lack of collaboration. Without partnerships, people and businesses will go somewhere else."

Ultimately, both can be true. The structure of having several organizations in addition to the city overseeing economic development activities is not flawed. What is flawed is the implementation of the activities. Critical elements such as meaningful collaboration, coordinated annual programs of work and contracted metrics to measure success are all currently missing.

It is critical to remember the referendum. The funds that are being utilized are taxpayer dollars. Dollars that demand accountability and transparency. Dollars that demand results. But achieving results requires breaking down silos, fostering collaboration and creating opportunities for open dialogue. By working together and actively listening to one another, these organizations can thrive both individually and collectively, and can set a new course for the city's future.

But it all begins with the city. Coordinated success will require selfless leadership that emphasizes metrics and fosters a holistic approach across various organizations. While structure provides the framework for implementation, leadership at the city and within each organization is the key to driving success.

A comprehensive vision and strategy are needed—one that encompasses business recruitment for competitive projects, business expansion and retention, entrepreneurship, small business formation, tourism and visitor attraction, retail development and downtown revitalization. The organizations responsible for these functions should be resourced based on proposed programs and services, with clear, measurable outcomes expected.

To drive meaningful outcomes, VisionFirst has developed a suite of recommendations and metrics for the city and its partner organizations, prioritizing alignment and accountability. These recommendations are grounded in research, best practices, stakeholder input and an understanding of community priorities. Each is designed to guide daily decision-making and shape the programs of work of the organizations, with the city government playing a pivotal role in ensuring success.

While the tactics provided do not suggest the need for an umbrella organization at this time, it is because understanding and collaboration must come first. Only after a deeper level of insight is achieved can the idea truly be considered – if and only if it serves the needs of the customer. If confidentiality is threatened, if resources are shifted based on personality rather than programming, if benefits to the taxpayers and businesses cannot be measured, then one organization is a detriment rather than an asset.

Regardless of the model, true success will only take place if both elected and private sector leadership create and share a unified vision, utilizing the existing organizations. This means holding each entity accountable for focusing on its core functions while collaborating within a well-aligned ecosystem.



Project Approach »

VisionFirst's approach incorporated a collection of local and regional data, a review of existing documentation and stakeholder feedback to offer recommendations to strategically align the city's economic development efforts. While each phase was unique, together the results provide the foundation for the recommendations.

01

Analyzed current economic factors and benchmarked the City of Emporia against the 60-minute drive time, the state and the nation.

02

Engaged leaders and staff, municipal officials and stakeholders about the city's priorities, values, strengths and challenges.

03

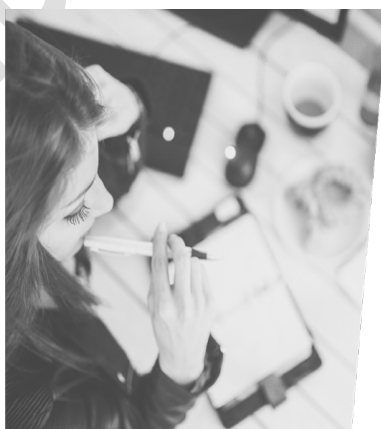
Assessed and evaluated organizational programs, practices and demographic data to identify how those factors support effectiveness and resident needs.

04

Synthesized key findings, themes along with best practices to develop the recommendations that meet community objectives.

05

Developed tactics and metrics for implementation across the ecosystem. The recommendations align resources to serve residents while ensuring fiscal accountability.



The First Impression | The Data »

To identify the best structure and strategies for the City of Emporia's economic development efforts, VisionFirst conducted high-level research on the county along with a 60-minute drive time (from the city center) and how those two regions compare to the state and the nation.

The figures on the following pages provide a snapshot of indicators that demonstrate the vitality of the community and region to residents, business and visitors alike. VisionFirst utilizes the data to provide insight into the community and offers the data as a benchmark for measuring the success of activities undertaken. Unless otherwise noted, the data is compiled from Chmura's JobsEQ as of Q4 in 2023 – the latest data available.

Figure 1: Demographic & Economic Overview

	Lyon County	60-Min Drive Time	Kansas	USA
Key Metrics				
Population (ACS)	32,182	614,191	2,935,922	331,097,593
Median Age	32.9	37.3	37.1	38.5
Under 18 Years	22.1%	22.7%	23.9%	22.1%
Population (Pop Estimates)	32,172	614,984	2,940,546	334,914,895
Population Annual Average Growth	-0.4%	0.1%	0.2%	0.6%
Labor Force Participation Rate (<i>civilian population 16 years and over</i>)	68.1%	64.8%	65.9%	63.3%
Prime-Age Labor Force Participation Rate (<i>civilian population 25-54</i>)	85.1%	84.9%	84.7%	82.8%
Median Household Income	\$56,415	\$66,712	\$69,747	\$75,149
Per Capita Income	\$29,425	\$35,002	\$38,108	\$41,261
Mean Commute Time (minutes)	14.9	21.1	19.7	26.7
Diversity & Race				
Race: White	79.80%	82.7%	79.80%	65.90%
Race: Black or African American	1.80%	4.8%	5.60%	12.50%
Race: American Indian and Alaska Native	0.50%	0.8%	0.70%	0.80%
Race: Asian	1.90%	2.0%	3.00%	5.80%
Race: Native Hawaiian and Other Pacific Islander	0.00%	0.1%	0.10%	0.20%
Race: Some Other Race	2.80%	2.4%	3.50%	6.00%
Race: Two or More Races	13.20%	7.2%	7.30%	8.80%
Hispanic or Latino (of any race)	22.50%	9.5%	12.60%	18.70%
Foreign Born	10.40%	4.3%	7.10%	13.70%
Speak English Less Than Very Well (population 5 yrs and over)	7.40%	2.7%	4.50%	8.20%

Educational Attainment, Age 25-64	Lyon County	60-Min Drive Time	Kansas	USA
No High School Diploma	12.4%	6.3%	8.3%	10.1%
High School Graduate	30.9%	26.9%	23.7%	25.1%
Some College, No Degree	21.7%	23.2%	22.2%	19.7%
Associate's Degree	8.3%	9.7%	9.8%	9.2%
Bachelor's Degree	16.4%	21.9%	23.2%	22.4%
Postgraduate Degree	10.3%	12.1%	12.9%	13.4%
Housing				
Total Housing Units	14,998	272,640	1,278,548	140,943,613
Median House Value (of owner-occupied units)	\$136,100	\$179,991	\$189,300	\$281,900
Occupied Housing Units with No Vehicle Available (% of Occupied Units)	6.5%	5.5%	5.1%	8.3%
Social				
Poverty Level (of all people)	16.2%	12.3%	11.6%	12.5%
Households Receiving Food Stamps/SNAP	7.2%	6.7%	7.0%	11.5%
Enrolled in Grade 12 (% of total population)	1.2%	1.2%	1.4%	1.4%
Disconnected Youth ³	1.8%	2.1%	2.2%	2.5%
Children in Single Parent Families (% of all children)	33.9%	28.9%	29.1%	34.0%
Commuting				
Worked in Region of Residence	89.8%	N/A	93.7%	100.0%
Worked Outside Region of Residence	10.2%	N/A	6.3%	0.0%
Worked in State of Residence	99.6%	N/A	93.7%	96.8%
Worked Outside State of Residence	0.4%	N/A	6.3%	3.2%
K-12 Characteristics				
Total Enrollment ²	5,128	101,253	485,424	49,342,118
Total Teachers (FTE) ^{2,6}	418	7,694	38,353	3,210,437
Pupil/Teacher Ratio ^{2,6}	12.3	13.8	12.7	15.4
Spending Per Pupil ³	\$14,096	\$11,829	\$11,960	\$13,514
Electricity Rates				
Residential ⁵	\$0.143	\$0.142	\$0.140	\$0.149
Commercial ⁵	\$0.116	\$0.116	\$0.115	\$0.125
Industrial ⁵	\$0.091	\$0.088	\$0.083	\$0.084
Union Membership				
Total ⁴	8.3%	13.8%	9.1%	10.0%
Private Sector ⁴	5.9%	12.0%	7.0%	6.0%
Manufacturing ⁴	10.8%	16.0%	13.8%	7.7%
Public Sector ⁴	15.9%	19.6%	18.9%	34.0%

Figure 2: Industry Snapshot | Emporia, Lyon County & 60-Minute Drive Time

NAICS	Industry	Empl	Current		5-Year History			5-Year Forecast
			Avg Ann Wages	LQ	Ann %	Ann % - Lyon County	Ann % 60 Min Drive	Ann % Growth
31	Manufacturing	4,189	\$56,559	3.37	4.8%	4.7%	2.8%	0.1%
62	Health Care & Social Assistance	1,872	\$47,265	0.82	-1.7%	-1.9%	0.5%	0.5%
61	Educational Services	1,859	\$44,187	1.50	-1.3%	-1.3%	-0.4%	-0.5%
44	Retail Trade	1,843	\$28,575	1.20	1.0%	0.9%	-0.4%	-0.6%
72	Accommod & Food Services	1,353	\$17,162	1.01	-0.3%	-0.4%	0.8%	-0.1%
92	Public Administration	697	\$50,222	0.98	0.6%	0.6%	0.3%	-0.2%
56	Administrative, Support & Waste Mgmt and Remediation Services	604	\$41,489	0.62	-5.6%	-5.1%	-1.2%	0.1%
81	Other Services (except Public Admin)	498	\$26,265	0.76	1.8%	1.9%	-1.3%	0.0%
42	Wholesale Trade	446	\$67,785	0.76	1.7%	1.5%	1.4%	-0.4%
48	Transportation & Warehousing	438	\$55,980	0.57	5.7%	1.5%	4.0%	0.2%
23	Construction	388	\$50,252	0.42	2.4%	2.1%	2.2%	-0.1%
54	Professional, Scientific & Tech Services	298	\$49,634	0.26	4.6%	5.1%	2.4%	0.3%
52	Finance & Insurance	254	\$56,705	0.41	0.1%	0.3%	-0.5%	0.0%
51	Information	213	\$41,332	0.70	-6.1%	-5.8%	-2.4%	-0.3%
71	Arts, Entertainment & Recreation	189	\$14,720	0.61	-0.2%	1.5%	1.0%	0.6%
53	Real Estate, Rental & Leasing	142	\$44,559	0.51	-5.6%	-3.5%	-1.5%	0.2%
11	Ag, Forestry, Fishing & Hunting	105	\$44,545	0.55	-2.0%	-1.1%	-1.3%	-1.0%
22	Utilities	75	\$106,638	0.95	-0.5%	0.6%	-0.5%	3.0%
21	Mining, Quarrying, Oil, Gas Extraction	13	\$36,853	0.22	-11.2%	-11.5%	-4.8%	-0.4%
55	Mgmt of Companies/Enterprises	0	n/a	0.00	n/a	n/a	-0.6%	0.7%
Total - All Industries		15,475	\$44,847	1.00	0.8%	0.7%	0.5%	0.0%

Figure 3: 60-Minute Drive Time County Definition

Emporia - 60 Minute Drive Time is defined as the following counties:	
Anderson County, Kansas	Jefferson County, Kansas
Butler County, Kansas	Lyon County, Kansas
Chase County, Kansas	Marion County, Kansas
Coffey County, Kansas	Miami County, Kansas
Douglas County, Kansas	Morris County, Kansas
Franklin County, Kansas	Osage County, Kansas
Geary County, Kansas	Shawnee County, Kansas
Greenwood County, Kansas	Wabaunsee County, Kansas
Harvey County, Kansas	Woodson County, Kansas

Analyzing the data provides valuable insight into how the city is perceived online. By leveraging online metrics in conjunction with JobsEQ data, it becomes clear that the city functions as a regional hub with a diverse economic base. Several key data points stand out and are worth noting.

Manufacturing \\\

- Emporia is home to several manufacturing facilities, including Hopkins Manufacturing, Inc. and Michelin/Casmo are notable.
- Manufacturing offers a wage significantly higher at \$56,559 compared to the average of \$44,847. The industry saw significant growth over the last five years at 4.8%.

Employment and Unionization \\\

- Major employers include Emporia State University, Tyson Fresh Meats and Hostess Brands, which provide stable employment opportunities.
- Union rates are lower than the benchmarked regions, but per capita income is significantly lower. There is a need to recruit industry that offers a higher wage but still offers value to business.

Education and Health Services \\\

- Emporia State University offers employment opportunities and contributes to the educational services sector. Health services provided by Newman Regional Health and other medical facilities are vital for residents and the local economy. The two provide more than 3,700 jobs at wages slightly higher than the average.

Infrastructure and Transportation \\\

- Emporia's strategic location at the intersection of major highways (I-35 and I-335) enhances its logistics and transportation sectors. This facilitates the movement of goods and services, supporting local businesses and industries. The transportation and warehousing sector has seen significant growth at 5.7% and is projected to grow at 0.2% over the next five years.

Population & Workforce \\\

- Given the size of the community, the labor force participation rate is impressive. The labor force participation rate for the civilian population 16 years and over is 68.1% and the prime-age labor force participation rate for the civilian population 25-54 is 85.1% - higher than the drive-time region, the state and the nation.
- The city has also experienced a significant growth in the Hispanic population topping more than 22% with 10% as foreign born.
- Two areas where the city should aim to improve are poverty level which currently is 16.2 higher than the other regions as well as educational attainment for those with an associate degree or higher which lags at 35.0%, compared to 43.6%, 45.8% and 45.0%, respectively.

Stakeholder Engagement | Themes & Takeaways »

In assessing the economic development structure and goals of the City of Emporia, VisionFirst Advisors, along with city staff, developed an engagement plan that included in-person interviews and discussions with municipal leaders, organizational heads and stakeholders. The purpose of this engagement was to gather candid observations, feedback and ideas from the community to help direct focus and prioritize efforts. Stakeholder engagement sought to answer key questions such as:

- What are your thoughts on how the city can grow?
- What does economic development success look like to you?
- How are the entities working together today? What's working well, and what isn't?
- Where should the city and each entity focus their efforts over the next three to five years?
- What is the city's top three strengths in growing the economy?
- What does success look like, and how should implementation proceed?

Additionally, VisionFirst asked stakeholders why it was necessary to bring in a third-party consulting firm to recommend improvements. The responses generally fell into two distinct groups, reflecting differing definitions of economic development. These strong and differing opinions could lead to resistance against any proposed organizational changes, making it challenging to implement necessary reforms.

The themes highlight the complexity and challenges facing Emporia's economic development efforts, emphasizing the need for strategic alignment, improved communication and greater collaboration among stakeholders.

The key findings from these meetings are summarized on the following pages, grouped by the main themes that emerged from stakeholder conversations. The comments presented are a sampling of the feedback from stakeholder engagement and do not reflect the opinions of VisionFirst Advisors.



PASSIONATE STAFF & BOARD LEADERSHIP

- Each organization is fortunate to have passionate leaders and a supportive board who are committed to organizational success.
- Staff at each of the organizations have developed innovative programming to engage their customers and clients.
- There are opportunities for improvement through better use of data, best practices and strategic partnerships.
- There is a need to engage and develop programming that leverages the growing Hispanic community especially for small business and workforce growth.



LACK OF COORDINATION

- Without contracts that define measures of success, each organization is undertaking programs and initiatives without considering the city's needs and outlined strategic plan.
- Retail development is wanted by many of the community, but no organization is willing to lead the effort or define the parameters for success.
- The changing economy and demographics provide a need for more long-term planning.
- There is a need for additional collaboration and a suite of metrics that each organization utilizes.
- There's a debate over the roles and responsibilities of various organizations such as the RDA, city commission, Main Street and others, and whether they overlap or complement each other effectively.
- Multiple sources mention communication problems among different entities involved in economic development, which hampers collaboration and creates misunderstandings.



RESIDENTS ARE PROUD BUT WANT ADDITIONAL SERVICES

- Residents enjoy the multitude of activities including the gravel bike event, the PRIDE parade and Veteran's Day history.
- The community has supported novel ideas including funding for expanding local childcare, affordable housing as well as creating a makerspace with the Main Street offices.
- Residents would like more services and amenities including large scale grocery stores and additional health care choices.
- Metrics need to be shared for residents to understand value and services.



What we heard...

"If we expect more, we have to do more."

"The structures should change because the times have changed."

"Trying to fix a problem where there isn't one."

"They should all be natural allies; they all have a role."

"There's a lot of fence building" and the longer this goes on, the deeper the division."

"Without partnerships, people and businesses will go somewhere else."



CONCERNS OVER IMPLEMENTATION

- Doubts exist if there really is a problem to fix and due to the current divides, no one will spearhead implementation of any recommendation despite validity.
- Programs, services and metrics need to align with the city's strategic plan.
- The importance of fostering collaboration and partnerships between different organizations and sectors to achieve common economic development goals.
- There is a desire for a unified approach to economic development goals and strategies.



BROAD DEFINITION OF ECONOMIC DEVELOPMENT

- Each organization has a different definition of economic development rather than a unified city approach.
- While each organization felt it was accomplishing objectives for economic prosperity there was little collaboration for focused efforts.
- Large misconceptions of traditional economic development and economic impact to area.
- Without an overarching vision, entrepreneurship and tourism is seen as competing with business recruitment.
- Lacking an in depth business retention and expansion program (BR&E).

The Second Impression | What We Saw & Heard »

Developing an effective strategy necessitates a clear understanding of the city's current situation from an outsider's perspective. **The following information presents VisionFirst's initial impressions of the city, the existing economic development organizations, the activities carried out and the level of stakeholder support.**



OUTPERFORMING EXPECTATIONS

The city's population is just 24,000, fitting the definition of a rural area. However, upon exiting the interstate, the city reveals a different narrative. Significant retail outlets and manufacturing activities are present, a vibrant main street is emerging and the city hosts international events.

Furthermore, the community's diversity and inclusivity, exemplified by its Pride parade, distinguish it from other similarly sized communities. Additionally, the city boasts impressive labor force participation rates for both the 16-and-over and prime-age categories.



MYTH VS. FACT

Throughout the stakeholder interviews, VisionFirst encountered several statements that undervalue the community's strengths. For instance, many mentioned that the community struggles to attract new industry due to the two-year timeframe required to bring utilities to a site. However, this is a national issue, with many communities facing similar timelines. Additionally, many stakeholders were unaware of the community's notable labor participation rates and amenities, considering its size. Finally, most stakeholders viewed the city's size as a disadvantage. However, companies and site selectors rarely focus solely on city limits. The area within a 60-minute drive encompasses a population of over 635,000 and is well-served by major interstates, highlighting its strategic location.



RESOURCES WITHOUT PLANS & MEASUREMENT

The city's leadership is dedicated to fostering a comprehensive economic development ecosystem, with each organization boasting passionate staff and leaders. However, the current funding process for these organizations does not promote or require collaboration, a coordinated plan of work or clear metrics for success. The issue is not the number of organizations but the lack of a unified vision to guide their efforts, collaboration and defined initiatives. Each organization should align its activities with the city's four strategic priorities: responsible resource stewardship, growth, quality of life and citizen engagement.

Emporia's Economic Development Ecosystem »

Government functions as an interconnected system driven by the needs of its residents, guided by the policies set by elected officials, executed by staff and stakeholder organizations and measured by the achievement of desired outcomes.

The city's strategic plan and subsequent goals serve as a roadmap for this system. Local goal setting and policymaking are complex processes that require the collective efforts of officials, staff, support organizations and even residents. Each participant must view the city as a whole, rather than focusing solely on individual interests, to create a system that ensures prosperity both now and in the future.

The City of Emporia's vision statement is:

"The City of Emporia is a thriving community where every citizen enjoys a high quality of life. Committed to excellence and good stewardship of our resources, we provide quality essential services and foster an environment where families and businesses flourish."

The vision, goals, priorities and policies adopted by the city for its 2024-2026 strategic plan impact everyone in the community – residents, businesses, customers and visitors. The pathway, priorities and policies determine what services will be provided, the level of those services, what kinds of development will occur and ultimately the community's future.

When goals are clearly defined and assigned, stakeholders can determine effectiveness. When staff and resources are allocated, stakeholders can measure efficiency. When rules and policies are developed and reported, stakeholders can understand progress and celebrate successful outcomes.

The same is true for the organizations that contract and support the city's services and priorities. An effective system requires those that work directly or indirectly within it to have a shared vision, an achievable mission, aligned goals and strategies that achieve each.

The creation, implementation and measurement of the city's strategic plan form the foundation for the road ahead. Aligning goals and strategies around a shared vision, mission and values enables those responsible for executing the plan to understand their roles and responsibilities in achieving success while showing programmatic and financial commitment to residents. This is particularly important for the organizations funded by the city. Their programs and associated metrics must align with the city's overall goals.

A Shared Vision for Economic Development //

Despite the city's vision and plan, the absence of a unified strategic direction for economic development has led to fragmented programs and hindered progress. A collaborative and inclusive approach is essential. By fostering a positive, dynamic and demonstrating collaboration, the city can generate momentum that not only excites and engages the community but also achieves results faster than ever before.

VisionFirst emphasizes the importance of identifying the community's "North Star"—a shared vision that reflects the community's values and aspirations and paints a collective image of what they want to achieve. This vision is too expansive for any single organization, individual or group to realize on their own; it can only be accomplished through collective effort.

This North Star, resonating with all those involved in the city's economic development, should guide efforts, outline a clear course of action, inspire participants and provide metrics to measure success. Aligning the vision, mission and values with the community's goals fosters trust and confidence. To this end, VisionFirst utilized the "Four W's": who you are, what you do, why you do it and for whom—ensuring that the community's aspirations are at the heart of every initiative.

Figure 4: The 4 W Visioning Process



Based on the interviews and engagement, VisionFirst developed the following vision, mission and values for the city's economic development efforts. However, this iteration will need to be discussed by staff and stakeholders.



VISION

Emporia is an economically vibrant community that provides opportunities for residents, visitors and businesses alike.



MISSION

Together, Emporia's economic development activities provide services that foster economic growth, community placemaking and fiscal sustainability and promoting resident, business and visitor wellbeing.



VALUES

Core values help define and drive behavior and should be integrated into daily operations. VisionFirst recommends adopting the following core values to ensure the delivery of services that the residents of the City of Emporia value.

- **Trusted:** Delivering services in a professional and honest manner that conveys trust, mutual respect and open lines of communication with elected officials, employees, residents and partner organizations.
 - **Collaborative:** Emphasizing the importance of cooperation, synergy and collective effort among individuals, teams and entities within the economic development ecosystem.
 - **Transparent:** Clearly communicating and engaging residents about plans, priorities and progress as well as ensuring easy access to public information and services.
 - **Responsive:** Consistently providing excellent customer service through active engagement and timely problem-solving to exceed expectations.
 - **Innovative:** Creating an environment that supports innovative ideas, creative solutions that elevate and diversify the city's services and economy.
-

A Pathway Forward | Recommendations »

The City of Emporia is fortunate to have dedicated elected officials, staff and partners committed to driving the city's growth and prosperity. In 2017, the city achieved voter approval for a referendum that extended a half-percent sales tax, targeting two key objectives: promoting industrial and economic development, and reducing city-levied property taxes. While this illustrates strong community support and provides a stable financial foundation, these measures alone do not constitute a complete strategy.

The sales tax revenue has enabled the city to support the operating budgets of various economic development organizations. However, critical elements such as collaboration, annual work programs and metrics to measure success are currently missing.

Recognizing the significance of these organizations, the city commission engaged VisionFirst Advisors to evaluate the potential and effectiveness of the economic development ecosystem. They understand that government alone cannot tackle every challenge—successful communities are built on strong partnerships.

While each entity within Emporia's economic development ecosystem plays a crucial role, achieving transformational change requires breaking down silos, fostering collaboration and creating opportunities for open dialogue. By working together and actively listening to one another, these organizations can thrive both individually and collectively, setting a new course for the city's future.

This initiative begins with the city. To drive meaningful outcomes, VisionFirst has developed a suite of recommendations and metrics for the city and its partner organizations, prioritizing alignment and accountability. These recommendations, grounded in research, best practices, stakeholder input and an understanding of community priorities, are designed to guide daily decision-making and shape the work programs of each organization, with the city government playing a pivotal role in ensuring success.

Short-Term Recommended Tactics //

Implementation would begin upon action plan approval through the next 18 months

Identify the Needs of the Customer

- **Utilize Customer Needs Matrix to Align Organizations:** Before developing annual activities, it is essential to outline the focus and responsibilities of each organization involved and then use this foundation to identify their customers and understand their needs. Based on the focus and responsibilities of each organization, VisionFirst developed a customer needs matrix, reflecting recommendations below, to optimize the efforts of these entities. The responsibilities outlined in Figure 6 to ensure roles are defined while identifying opportunities for strategic alliances. In a small city like Emporia, with limited resources, coordination and collaboration are vital to serving a broad range of customers effectively.

Figure 5: Organizational Focus & Roles

City	RDA	Chamber	Main Street	Visit Emporia
FOCUS				
Deliver Public Services to Enhance the Quality of Life for Residents	Business Recruitment, Retention & Expansion within Targeted Industry Sectors	Small Business Support for New & Growing Companies along with New Resident Services	Development & Revitalization of Designated Main Street Corridor	Increase Tourism to Emporia by Generating Awareness & Demand
RESPONSIBILITIES				
Provide essential services, such as public safety, infrastructure and utilities, enforcing local laws and regulations, managing public resources and promoting the overall welfare and development of the community.	Attract new businesses, supporting existing industry and promoting job creation. In coordination with the city, lead land acquisition and sales, provide financial incentives and infrastructure support to foster a job creation and capital investment.	Support and advocate for the business community and its members, by providing resources, networking opportunities and representation to help businesses thrive.	Revitalize and preserve the downtown area by promoting by supporting local businesses and enhancing the community's quality of life through redevelopment and community engagement.	Lead tourism planning, identify competitive advantages, create unique experiences, support the local community and ensuring tourism sustainability.

Figure 6: Customer Groups & Needs Assessment Matrix

	Needs	Expectations	Programs, Products, Services
Competitive Projects	• Developable sites that are shovel-ready • Competitive incentives and tax structure	• Accurate, timely and understandable information • Confidentiality • City and RDA are reliable partners • Seamless partner coordination	• Information on sites, buildings, incentives, regulatory environment, workforce, utilities • Long-term partnership
Existing Industry	• Long-term relationships that support growth • Available and reliable workforce • Conducive regulatory environment • Infrastructure to move product	• Accurate, timely and understandable information • Advocacy and partnership	• Assist in workforce development, attraction and retention • Relationships that support expansion, retention and prevent closure. • Connect to local suppliers to reduce logistics costs, getting critical materials
Small Businesses	• Programs that support business growth • Financing resources • Advocacy for policies and regulations that support growth • Access to customers • Market data	• Accurate, timely and understandable information • Advocacy and partnership	• Workshops and networking events, permitting and business regulation assistance • Advocate for small business growth • Inventory of space in downtown or other locations
Out-of-Market Retail	• Sites with infrastructure • Ease of permitting and regulatory environment	• Accurate, timely and understandable information • Advocacy and partnership	• Market demographics • Site characteristics • Public finance programs
Visitors	• Attractions • Events • Accommodations • Ease of travel • Ideas for leisure travel	• Accurate and updated information • Information is easy to find	• Websites, publications, news stories
Residents	• Housing options, quality education, safe environment, affordability, amenities, accountable government, job opportunities	• Knowledge of area as it relates to city services and options	• Online resources for new residents • Dashboard of economic measures

Not all customers are the same for each organization. Ultimately, there are two types of customers:

1. Core customers are critical to the organization's existence.
2. Indirect customers or stakeholders, while not central to the organization's mission, can significantly impact its success (e.g., media).

Each customer group has distinct needs and expectations that are dynamic and vary over time. A holistic economic development approach optimizes the city's ability to meet these needs by leveraging all organizations within a customer-focused framework.

The challenge is to establish ongoing methods to capture the "voice of the customer," translate these needs into improved products and services and gather feedback to assess performance. Successfully meeting these needs will turn customers into advocates for Emporia, amplifying the city's marketing and sales efforts.

Figure 7: Which Entities Support the Customer Group

	Competitive Projects	Existing Industry	Small Business (In-Market Retail)	Out-of-Market Retail (Chains & Franchises)	Visitors	Residents
City Staff	X	X	X	X	X	X
RDA	X	X		X		X
Chamber			X		X	X
Visit Emporia					X	X
Main Street			X	X		X

Establish a Coordinated Framework

- **Form a Steering Committee:** Create a steering committee comprising representatives from each organization and one city commissioner to oversee collaborative efforts, set goals and ensure accountability. The first meeting should be the joint planning session outlined below.
- **Set Shared Goals:** Conduct a half-day joint planning session to establish shared goals that align with each organization's mission, objectives and customers. The session should be facilitated by a professional from outside the community. The session should include the entire staff of each organization, the board chair, the city manager and one commissioner.
- **Identify Collaborative Projects:** Identify and prioritize projects that leverage the strengths of multiple organizations and where increased synergies could be beneficial.
- **Establish Annual Metrics:** Using the metrics located in the appendix, establish 10 metrics that apply to all organizations and 10 specific annual metrics related to their individual programs of work and activities – these should be tied to annual budget requests. The metrics should range from attainable to aspirational.

- **Streamline Data and Information Sharing:** Establish protocols for sharing data and information relevant to economic development initiatives. This includes market research, economic impact studies and community needs assessments. Identify cost savings measures as part of the effort.

Enhance Accountability & Transparency

- **Improve Contracting Mechanisms:** New agreements between the city and each entity should be reviewed annually but guarantee a three-year funding cycle.
- **Establish Reporting Timeframes:** Each agreement/contract between the city and the economic development organization should contain deliverables and reporting requirements, to include but not limited to:
 - **Annual Report** to include information, status and updates on the goals, metrics, key activities and deliverables as established in the funding agreement and how each aligns with the city's strategic plan (June).
 - **Quarterly Economic Development Meetings** to include the mayor, one additional city commissioner along with the executive director and board chair of each organization. The meetings will include but are not limited to the discussion of contracted programs and initiatives, the status of recruitments or ongoing projects (within confidentiality agreements); and discussion of any resources or assistance needed from the city to achieve the shared goals.
- **Implement Annual Board Training:** It is essential for board members to understand not only the operations of their own organization but also those within the broader economic development ecosystem. To achieve this, an annual joint board orientation should be established as part of the onboarding process for any new members and elected officials. Components of the orientation should include, but not limited to:

– Ethics policy	– Overall value proposition of past projects
– Role of the board	– Role of the staff
– Programs, products & services	– Financial overview
– How each organization fits in the economic development ecosystem	– Confidentiality of work and what is shared publicly
- **Executive Director Contracting:** Long-term consideration should be given to the approval of the contract of the executive director of each organization along with associated performance metrics.
- **Dissolve Emporia Enterprises:** Given the RDA's ability to purchase and sell land, Emporia Enterprises role is duplicative. In dissolving the organization, the Chamber would gain control of the assets which would then be transferred to the RDA. Coordination among the leadership of both entities along with the city is needed to ensure a smooth transition along with communicating the accountability and transparency aspects of eliminating the entity which would include additional board oversight. A new board structure is needed to ensure broad representation and the ability to maintain a quorum The current structure includes: from two city representatives, two county representatives, one Chamber representative,

one Emporia Enterprises representative and one at-large position. The structure would expand to 11 members and include: three city representatives (can include one commissioner, city manager and one representative), three county representatives (can include one commissioner, county controller and one representative), an utility representative, the Emporia State University president, the Flint Hills Technical College president, one representative from a business with more than 100 employees, one representative from a small business with less than 100 employees. In addition, both the Main Street director and the Chamber president would have non-voting seats on the board.

Expand Stakeholder Engagement

- **Enhance Websites:** Each organization’s website lacks details about programs, services and success. Collectively, the group should reimagine their websites with a unified look that clearly outlines staffing, programs by customer, services, how to volunteer, funding and metrics.
- **Gather Community Input:** Solicit feedback and input from the community through surveys, town hall meetings and focus groups. Ensure transparency and accountability in decision-making processes.

Aspirational: Transition to an Umbrella Organization //

Implementation to begin upon completion of short-term strategies and seek to create new organization at three years.

Based on our discussions and feedback, there is support for establishing a private, not-for-profit umbrella organization to coordinate a holistic approach to economic development in the city and county. However, the strong and varied opinions on which existing organizations should be consolidated, preserved or restructured—along with differing views on governance and funding—make this approach challenging to implement. Simply rebranding the existing organizations and creating an overarching 501(c)(6) board to direct funding is unlikely to succeed. Instead, VisionFirst recommends a strategic, phased approach with short-term, intermediate and long-term objective – a crawl, walk, run approach. **VisionFirst recommends the early development of an organization at 18 months with a goal to launch a new organization in three years.**

The short-term recommendations focus on fostering greater collaboration through clearly defined goals for each organization. These goals should be supported by appropriate funding and measured through metrics, with oversight provided by a steering committee to guide initial efforts.

Sustained success in economic development, however defined, is most effectively achieved when the business sector leads in partnership with government. While public-led economic development funded by single-source tax revenue can be effective, it often struggles to maintain long-term success due to the shifting nature of political influence. This is true not only for Emporia but for any economic development organization reliant on public funding.

As Emporia begins to reshape its overall organizational model, the focus should be on clearly defining economic development, establishing a forward-looking vision, allocating public funding based on sound objectives and metrics and leveraging selfless business leadership across all involved organizations to achieve these goals. The city must drive the vision and framework for the overall economic development strategy.

Any new umbrella organization should be designed around a clearly defined vision and measurable outcomes, such as increasing visitor spending, hotel room nights, reducing downtown property vacancy rates, boosting retail sales, fostering small business growth, supporting new business start-ups and attracting manufacturing capital investment and jobs. More ambitious goals might include population growth, higher household incomes, reduced poverty rates and an expanded tax base.

The umbrella organization should be structured around the functions required and the needs of its customer groups (as outlined in the matrix), utilizing a single paid team and drawing on resources from special-purpose entities like the RDA and Main Street, which could contract with the new 501(c)(6) organization. In this model, the boards of existing government organizations would continue to exist but would contract with the umbrella group, which would be led by a single CEO and governing board.

Regardless of structure, each of the entities should strive to be high-performing organizations operating efficiently and professionally, focusing on meeting the needs of its customers and proactively engaging stakeholders.

In working with and for numerous economic development entities throughout the country, VisionFirst has observed certain characteristics of those EDOs operating at a higher performance level regardless of structure which include:

- Operates at the speed of business.
- Solicits private sector involvement for incorporating business practices.
- Utilizes intellectual capital of business leaders to develop policy and strategy.
- Instills a laser-like focus on vision and purpose.
- Develops a culture for professional development of others within the community.
- Creates a collaboration of the public and private sectors and their various entities to achieve economic success.
- Focuses on programs and strategies that demonstrate measurable success.
- Understands the value proposition of investments and demonstrates the value of a project for public support.
- Commits to fiscal responsibility and management of programs and initiatives.
- Practices transparency with operations.
- Builds support and trust through proactive communications.
- Creates an operating congruence amongst the various boards that support and/or enable economic development.
- Communicates effectively so that stakeholders understand the purpose.

- Have succession planning in place for staff and board members.

One such example of an umbrella organization model described above is the **Area Development Partnership** in Hattiesburg, Mississippi.

Private Partnership with Public Support

In this model, the private corporation is a 501(c)(3) or 501(c)(6) not-for-profit corporation and serves as the leader in economic development. In certain instances, the funding comes directly from the city/county to the corporation and in others there is a contract for services.

About: The Area Development Partnership (ADP), based in Hattiesburg, Mississippi is recognized as the lead economic development organization for the greater Hattiesburg area serving Forrest, Lamar and Perry counties. All the staff are employees of the ADP and report to one board that is private sector driven with multiple public sector partners.

In 1992, the Hattiesburg Chamber of Commerce and the Forrest County Industrial Foundation were merged in to the new 501(c)(6) corporation named the Area Development Partnership. All the assets of those two organizations and staff become part of the ADP. While the new private sector organization was created, several public sector economic development partners remained in existence. Those public partners include the Forrest County Industrial Park Commission (FCIPC), Lamar County Economic Development Authority (LCEDA) and the Perry County Economic Development District (PCEDD).

While all three of these entities have a board, each has a multi-year contract with the ADP to provide specific economic development functions and services. These public entities are support organizations to the ADP providing critical tools for successful economic development. The FCIPC owns the industrial park and has built and leased spec buildings and purchased property with the intent of recruiting job creating businesses to the region. The same is true for both the LCEDA and PCEDD. The ADP staff manages the day-to-day operations and financials of these support organizations. In addition to the contract fees received, the ADP adds private sector dollars to the overall budget through membership dues, nontraditional income and capital campaigns.

- **Year Formed:** 1992 - In 1992, the Hattiesburg Chamber of Commerce and the Forrest County Industrial Foundation were merged in to the new 501(c)(6) corporation named the Area Development Partnership
- **Model:** Public/Private Economic Development Partnership
- **Staff Size:** 11: President, Executive Vice President, Chief Financial Officer, VP of Marketing & Research, Economic Development Director, Community Development Manager, Community Development Coordinator, Communications & Events Director, Communications & Events Coordinator, Membership Director, Investor Relations Director.
- **Board Members & Structure:** 20 representatives from the corporate sector and the president of the ADP serve as members on the board. 8 ex-officio members (non-voting) serve on the board including the Chair of Hattiesburg Tourism Commission, Forrest County

Industrial Park Commission, Hattiesburg Convention Commission, Lamar County Board of Supervisors, Mayor of the City of Hattiesburg, Forrest County Board of Supervisors, Mayor City of Petal, Perry County Board of Supervisors.

- **Funding:** Public and private

PROS	CONS
• Utilizes existing organizations. • A business focused board drives the decision making with limited direct public involvement. • Private funds support operations. • Staff are all private employees. • Public board focuses on managing its assets, i.e., industrial park, buildings, etc. • Private organization leads the process. • Disruptions in public funding can be offset by the private sector. • No local or state legislation required.	• Model relies on contractual relationships between private and public entities. • Public board focuses on managing its assets, i.e., industrial park, buildings, etc. • Contracts can become cumbersome. • Short-sighted agendas can disrupt the process. • Possible disruptions in funding.

Appendix: Suggested Metrics »

CITY METRICS

Indicator	Quantity	Units
Population growth	Population	#, % share
Median income growth (total, race, gender)	Population	%, \$
Tax revenue (sales, transient guest tax, etc.)	Revenue	\$
Cost (Taxes) per citizen versus peers	Revenue	\$
Surplus/deficit per citizen	Revenue	\$
Population diversity	Population	#, % share
New housing starts and sales	Infrastructure	#, %
Businesses by employment size	Businesses	#, %
Percent of locally owned businesses	Businesses	#, % share
Total and per capita expenditures on arts and culture	Investment	\$
Social amenities and services (parks, recreation, churches, schools, medical)	Facilities	#
Socio-economic profiles and indices (rank of local health areas)	Index	Rank
Poverty rate	Population	#, %
Health facilities (hospitals, beds, health centers)	Facilities	#
Average life expectancy, morbidity, mortality rates, other health measures	Years	#
Childcare openings	Facilities	#, % growth
Schools	Facilities	#
School achievement	Test scores	%
Third grade reading scores	Test scores	%
Attendance (reduce chronic absenteeism)	Achievement	%
Graduation numbers, rates	Graduation rates	#, %
Educational Attainment (associate degree & above)	Achievement	#, % increase in advanced education
Crime rates	Occurrences/1000	%
Transit services	Facilities	#, type
Festivals and events	Events	#, type

COLLECTIVE METRICS FOR CITY & FUNDED ENTITIES

Indicator	Quantity	Units
Linkage between city strategic plan & organizations' strategic plans	Relationships	#, narrative
Relationships with residents, business, educational institutions	Relationships	#, survey, qualitative
Partnerships for sharing resources	Partnerships	#, qualitative
Board roles and responsibilities trainings	Partnerships	#, qualitative
Volunteers	People	#, qualitative
Community outreach - meetings, workshops, presentations,	Interactions	#, survey, qualitative
Local/regional partnerships	Partnerships	#, size, type
Private/public contributions to engagement/outreach	Investment	\$, qualitative
Information sharing with stakeholders	Interactions	#, qualitative
Businesses participating in board/leadership	Businesses	#
Businesses, individuals participating in program delivery	Businesses	#
Website ranking (search engine optimization)	Search position	#
Client success stories	Stories	#, qualitative

CHAMBER METRICS

Indicator	Quantity	Units
Ignite funding granted	Grants	#, qualitative
Members (new and retained)	Partnerships	#, %
Programs conducted (satisfaction survey)	Programming	#, %, qualitative
Childcare spots created	Programs	#, % increase
Kindergarten readiness	Testing	% increase
Recipients of coaching/advocacy	Recipients	#, qualitative
Recipients of technical assistance	Recipients	#, qualitative
Recipients of training	Recipients	#, qualitative
Small business assisted	Recipients	#, qualitative
Small businesses surveyed	Businesses	#, qualitative
Host small business start-up and growth programs	Businesses	#, qualitative
Minority businesses supported	Businesses	#, % change
Marketing campaigns, type, reach, efficiency	Campaigns	#
Marketing expenditures	Expenditures	\$

MAIN STREET METRICS

Indicator	Quantity	Units
Total net jobs created (full, part-time, total)		#, \$ payroll
Hourly wage increase		%, \$ change
Square feet of buildings rehabilitated		#, \$ value
Vacancy rates		% change
Business program participants still in business 1 - 5 years		#, % change
Succession plans, transfers to new owners	Plans, Transfers	#, qualitative
Resources to current and prospective businesses		#, % change
Connect businesses with outside financial resources		%, \$ change
Networking and mentorship initiatives		#, % change
Minority businesses supported		#, % change
Offer direct financial support to businesses	Grants	#, \$
Assist with business marketing efforts		#, % change
Host entrepreneurship and incubator programs		#, % change
Volunteer recruitment, retention		#, hours
Online reputation	Net Promoter Score (NPS)	%
Website/social media hits	Page hits	#

RDA METRICS

Indicator	Quantity	Units
Businesses by industry	Businesses	#, %
Businesses created (by industry or sector) versus all businesses	Businesses	#, %
Availability and cost of business inputs (tax rates, energy, labor)	Various	#, \$
Business climate rating	Business climate	rank; qualitative
Labor force participation size and rate	Workforce	#, %
Relationships with site selectors	Relationships	#, qualitative
Businesses attracted (by industry or sector) versus all businesses	Attraction	#, %, qualitative
Business leads that choose to locate in community/region	Attraction	#, %, qualitative
Presence, quality, ROI of incentive programs	Investment	#, survey, qualitative
Branding efforts launched	Attraction	#, click rates, success measures
FDI attracted to the community/region	Attraction	#, \$
Timeline for project completion	Attraction	#
Businesses retained (by industry or sector) versus all businesses	Retention	#, %

Businesses expanded (by industry or sector) versus all businesses	Expansion	#, %
New products, product lines, services	Expansion	#, qualitative
Exports and trade activity	Exports, trade	\$, % growth
New market development	Expansion	\$
Businesses at risk retained	Retention	#, qualitative
Assessment of business workforce needs	Workers	rating, narrative

VISIT EMPORIA METRICS

Indicator	Quantity	Units
Tourists/visitors	Tourists	#, % change
Tourists/visitor total spending	Expenditures	\$, % change
Tourist/visitor average spending	Expenditures	\$
Tourist/visitor length of stay	Days	#
Accommodations facilities (hotels, motels, bed and breakfasts, vacation properties, lodges, resorts)	Properties	#
Accommodation units (hotels, motels, bed and breakfasts, vacation properties, lodges, resorts)	Rooms	#
Room revenues	Revenues	\$
Campground/RV facilities	Properties	#
Campground/RV units	Sites	#
Approved tourism facilities (accommodations, attractions, festivals, events)	Properties	#
Tourism businesses	Businesses	#
Packages, experiences	Packages	#
Online reputation	Net Promoter Score (NPS)	%
Website/social media hits	Page hits	#
Municipal and regional district tax (MRDT)	Revenues	\$

Appendix: RDA Recruitment Profile

Suggested Title »

- President & CEO

Suggested Compensation Range »

- Given the community's size, existing industry, organization size and fiduciary responsibilities the suggested salary range is \$150,000 to \$175,000 based on experience. This does not account for additional compensation such as vehicle allowance, bonus structure, etc.

Desired Job Experience and Expertise »

- Executive management experience with proven track record of successfully leading a similar organization, economic development or corporate experience
- Strong experience and knowledge of implementing programs and initiatives
- Ability to collaborate with local business, leaders and stakeholders and provide solutions and break down silos
- History of leadership with attention to details
- Knowledge and understanding of economic development operational functions
- Proven track record of successfully navigating relationships with industry professionals, consultants, elected officials, community partner organizations and community stakeholders
- Exceptional communication skills
- Ability to recommend and implement new programs and initiatives when needed

Characteristics & Personality Traits »

- | | |
|---------------------|-----------------------------|
| • Forward thinker | • Approachable |
| • Natural leader | • Resourceful |
| • Facilitator | • Driven |
| • Strong work ethic | • Creative |
| • Communicator | • Collaborator/team builder |
| • Focused | • Good listener |

Education »

Qualified candidates will have a bachelor's degree from an accredited college or university with major coursework in Business, Business Administration, Marketing or related field. The most highly qualified candidates for consideration will be selected based on a combination of education, career experience and accomplishments that best fits the needs of the organization.

Top Requirements »

- Executive leadership experience
- Leading as a team builder
- Ability to partner with local community leaders and partner organizations to deliver results
- Background, knowledge and familiarity with chamber of commerce, main street programs and economic development functions
- Strong work ethic
- Professionalism
- Communication skills
- Ability to navigate various issues and conversations

Goals & Objectives »

- Close communication with the Board of Directors, members and local leaders to prioritize initiatives
- Coordinate existing resources and identify needed resources, programs and partners to fill gaps
- Build reporting capability to allow for measuring activity and success
- Execute overall administrative strategy of the organization and build support for the strategy through creative leadership
- Develop the needed infrastructure, systems, protocols and partnerships
- Engage public and private sector leadership in activities and initiatives
- Gain quick understanding of Emporia region and community culture
- Continue focused approach to support minority business and diversity

Strengths of the Position »

- Engaged economic development community and stakeholders eager to move the community forward
- Opportunity to make significant impact
- Fulfilling professional growth opportunity
- Dedicated funding source and committed community to sell to prospects
- Existing institutions and industries headquartered in the community, region and state

Appendix: Programmatic Best Practices

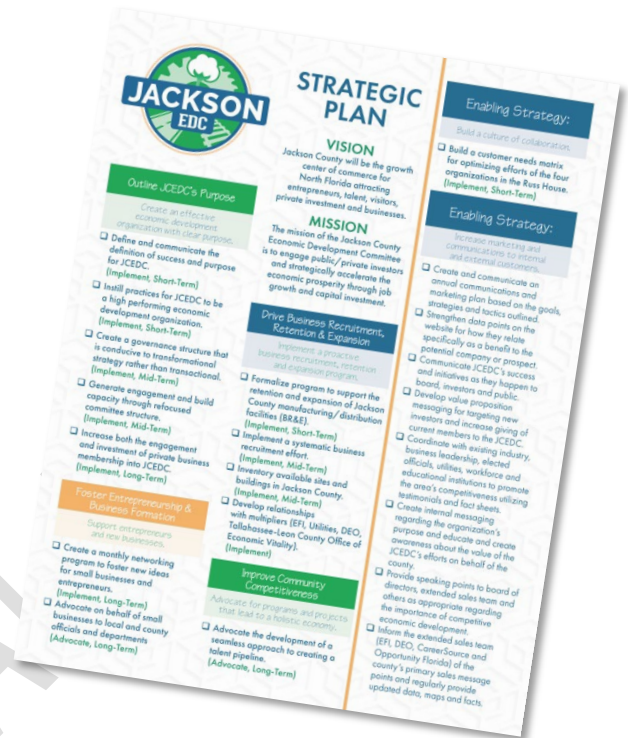
REGIONAL DEVELOPMENT ASSOCIATION

Building Broad Understanding of Economic Development: The Jackson County Florida EDC

(JCEDC) organized their strategic plan into a two-page PDF to guide residents, committee and board members, investors and elected officials through the key components of the organization's vision, mission, purpose, strategies and metrics for the next five years. The PDF is available for download and made available at all board and public gatherings.

The EDC also created **BASICS (Building Aware Stakeholders and Interested Citizens for Success)**.

The course spans two to three hours and focuses on five key components: an overview of economic development at all levels, the benefits of local economic development, the importance of competitiveness, supporting business and how residents can help. Cohorts are offered quarterly and rotate between lunchtime and early evening meetings to allow for maximum participation.



Leveraging Outdoor Resources: Roanoke Regional Partnership in Virginia includes the outdoor industry highlighting the area's natural resources including trails, events such as marathons and cycling events, parks and conservation lands. Bolstering the efforts, the region commissioned a study comparing it to other regions known for their outdoor lifestyle and highlighted in industry magazines and sites. The region also hosted the outdoor blogger summit, giving social media influencers a first-hand look at what the community offers. The efforts have been incredibly successful with the region home to two outdoor gear distribution centers, nearly 10 small manufacturers and a host of small businesses ranging from skills training to outfitters to retail.

CHAMBER OF COMMERCE

Supporting Entrepreneurs: 1 Million Cups is a national program designed to engage, educate and connect local entrepreneurs. Founded by the Kauffman Foundation, 1MC is based on the idea that entrepreneurs network and discover solutions over a million cups of coffee. The free, bi-weekly coffee gathering helps build startup communities at a grassroots level. At 1MC, everyone connects with each other: the entrepreneurs who present, the communities that offer support and the organizers who dedicate their time to make the program happen.

Grow Small Business: Kauffman's FastTrac Program is Designed in Spanish and English, FastTrac equips aspiring entrepreneurs with the business skills and insights, tools, resources and peer networks necessary to start and grow successful businesses. Coursework is offered in an 8–16-week format to help entrepreneurs build a business plan. Affiliates can determine the best delivery method for their entrepreneurial community: in-person, virtual or hybrid. FastTrac affiliates are expected to hold at least two FastTrac cohorts, or classes, and enroll at least 20 participants annually.

Reduce Employment Language Barriers: GreeneSpeaks! in Greene County, Tennessee is an English as a second language program that is open to any English language learner. The program is taught by volunteers and coordinated through the Greene County Partnership and the United Way of Greene County. With Greene County's ever-growing population of non-English speakers, a need for an English as a second language program was identified. By learning English, this growing population can obtain jobs or apply for better jobs, communicate effectively with children's teachers and integrate with the community.

Increase Home-Based Childcare: Transylvania County, North Carolina is supporting the county's home-based childcare providers through a comprehensive network that connects and educates the grandmas, aunts and neighbors taking care of the community's children and provides the financial and technical assistance to those who want to become licensed childcare providers in their own homes. Funded by a Building Comprehensive Networks grant from Home Grown and regional funders, the network will eventually serve as many as 150 home-based providers. Each provider who signs up for the program receives a developmental tool kit—books, toys, lessons and sometimes a free tablet that they can use with their children at home. They also get a gift card stipend for attendance at various social or learning activities: story time at the library, playtime at the recreation center and training on nutrition or safety led by experts. Finally, and most importantly, they are welcomed into a monthly roundtable which is run by home-based providers just like them. By licensing previously unlicensed providers, the community is increasing the number of childcare spots in their community.

MAIN STREET

Use Micro-Grants for Beautification Countywide: For more than seven years the [Hamilton County Development Authority \(HCDA\)](#) has utilized its Commercial Beautification Micro-Grant Program aimed to improve the visual appearance of businesses in Hamilton County. The micro-grant program provides matching funds to renovate and improve the visual impact of the properties in the county. This grant is available to all retail, commercial and industrial property owners. The board of the HCDA authorized a budget of \$25,000 for the initial pilot program with eligible businesses able to receive up to \$1,000 in matching funds – the effort has since been renewed. The funds can be used for beautification purposes for such things as exterior painting, new awnings, sign improvements, planting shrubs, flowers, trees, etc. The goal of the grants is to help stimulate redevelopment and increase property values while providing safe and attractive environments.

Support Low-Income Residents & Local Restaurants: [Hope & Main](#), a Rhode Island Culinary Incubator, hosts Main Street Meals which provides meals prepared by local food businesses to food insecure neighbors. Each week the organization distributes hundreds of meals at the point of need. No ID or registration is required. This program supports lives and livelihoods and is an innovative way to provide emergency food assistance while supporting the local economy. The organization also hosts a BOGO event where residents can purchase a single-serving meal, and another is automatically donated to a neighbor that is unable to pay for their own at this time. The program would offer exponential opportunity during Emporia's major tourism events.

VISIT EMPORIA

Attract Regional Visitors: [Downtown Thomasville Georgia](#), recognized as [Georgia's Downtown of the Year](#), has focused on reviving its downtown to enhance the community's identity and historic character. The goal of the community's improvement efforts was to create a dynamic and creative city center where people want "to live, aspire to work, love to play and long to return." Since 1981, hundreds of millions of in funding has been reinvested in downtown Thomasville in public and private improvements. In addition to facade restorations on downtown storefronts by individuals with grants and other funding, city government has boosted downtown by providing an amphitheater facility, removal of asphalt exposing downtown's original brick streets, improved parking at storefronts, improved sidewalks and enhanced lighting and landscaping. Tourism [generates](#) approximately \$77 million in total visitor spending, 845 jobs directly supported by tourism, \$6.2 million in state and local taxes generated by visitors, which equals an approximate \$347 in tax savings per household. What's notable is most visitors come from a three to five-hour radius of the community, with 50 percent of the city's downtown sales coming from Tallahassee – which is approximately one-hour away.

Thank You



VISIONFIRST ADVISORS
3800 Esplanade Way, Suite 195
Tallahassee, Florida 32311
(850) 558-6900



December 19, 2024

Regional Development Association of East Central Kansas Board
719 Commercial Street
Emporia, Kansas 66801

Dear Members of the Regional Development Association Board:

On behalf of the City Commission, I am writing to emphasize two longstanding and critical concerns regarding the governance of the Regional Development Association (RDA).

First, since the release of the VisionFirst Report, the Commission has repeatedly raised concerns about the Board's composition—particularly the limited number of members appointed directly by the City. According to the VisionFirst study, "A new board structure is needed to ensure broad representation and the ability to maintain a quorum." Given that the City of Emporia's sales tax provides 100% of the RDA's funding, the current structure neither adequately reflects the City's substantial investment nor provides the robust oversight our residents deserve.

Second, and separate from the matter of City appointments, the Commission has stressed since the summer of 2023 the importance of having meaningful diversity on the RDA Board. To serve our community effectively, the Board must reflect the broad range of perspectives that exist within it. Historically, only five Board members have been female (compared to over forty male Board members), and there has been only one female chair. By cultivating a governance body that mirrors Emporia's population, we can better support long-term growth, foster the creation of above-market paying jobs, and ensure that the RDA's actions advance sustainable economic development for all Emporians.

The urgency of these reforms is underscored by significant economic trends. According to data sourced from the Federal Reserve Bank of St. Louis (FRED), total employment in the Emporia area declined from about 18,910 in 2007 to approximately 16,400 in recent years. During this same period, Emporia's population has fallen. U.S. Census estimates suggest that in 2007, Emporia's population stood at roughly 26,300, but by 2024 projections place it around 24,109.

Furthermore, Emporia's median household income has not kept pace with national trends. Around 2007, Emporia's median household income was approximately \$34,000, compared to a national median of about \$50,000. By 2023, Emporia's median household income had risen to \$52,787, while the national median had climbed to \$80,600. These figures indicate that our current economic development strategy has not effectively countered the downward trends in employment and income growth relative to the nation.

We also face a future in which we must come together as a community, as the jobs we have long relied upon are increasingly threatened by advancements in artificial intelligence and automation. To remain competitive, Emporia must adapt its economic strategies to foster innovation, reskill its workforce, and attract employers ready to invest in sustainable, well-paying careers.



It is also essential that we leverage the talent emerging from Emporia State University (ESU) and Flint Hills Technical College (FHTC). We must create clear pathways for graduates of these institutions to find employment that aligns with their skills and aspirations. Doing so will help us retain this next generation of skilled professionals, strengthen our workforce, and encourage innovation—key factors in reversing negative trends and fostering long-term prosperity.

To achieve these goals, we formally request that the RDA Board be reorganized so that a majority of its members are appointed directly by the City Commission. It is important to emphasize that these appointments will not be limited to City staff or Commissioners; they may also include qualified community members who offer valuable expertise and diverse perspectives. Additionally, if Emporia Enterprises is dissolved, we will consider appointing financial and real estate professionals who can assist in managing the RDA's land portfolio, ensuring that these critical assets are administered responsibly and effectively. We also request that deliberate steps be taken to enhance the Board's diversity so that it fully represents the people it serves.

Moreover, the RDA Board must become a true working board. This means that each member should be actively engaged not only in attending meetings but also in contributing to the organization's initiatives, participating in committees or task forces, providing hands-on support for projects, and serving as ambassadors for the RDA's mission throughout the community. Board members should leverage their networks, expertise, and influence to identify opportunities, address challenges, and help the RDA adapt to changing economic conditions. A working board invests time, energy, and creativity to ensure that its strategies lead to tangible, positive outcomes for Emporia.

We ask for your written response by January 21, 2025, detailing the RDA's plan to address these requests. Should the Board fail to take timely and appropriate action, the City Commission will be compelled to reevaluate its financial commitment to the RDA. While we do not wish to move in that direction, we must ensure that the RDA's governance is representative, accountable, active, and equipped to spur economic growth—growth that leverages our local talent, supports upward mobility, and prepares us for the challenges posed by emerging technologies and shifting markets.

If you have any questions or need further clarification, please contact me directly. I am available to discuss the City's concerns, the path forward, and our shared vision for Emporia's future.

Sincerely,

Erren Harter
Mayor, City of Emporia

Request for Proposals

Emporia Visitor Bureau Management and Operation Services

- I. Purpose: This information was developed to facilitate the preparation of a proposal in response to this RFP and the subsequent evaluation of that response.

The City of Emporia funds the Emporia Visitor Bureau through the Transient Guest Tax. The City contracts for the management and operation of the Emporia Visitor Bureau and related services. The current contract is held by the Emporia Area Chamber of Commerce.

The City of Emporia is exploring opportunities to ensure the best possible management of our Visitor's Bureau. As part of this process, the City is opening a competitive bidding process to evaluate potential organizations or individuals who can bring fresh perspectives and innovative approaches to enhance our tourism efforts and showcase the unique character and vibrancy of Emporia.

- II. **Description:** Services described in this RFP, and included in responses, apply only to the City of Emporia and non-ancillary tourism-related operations that a provider may additionally engage in. Should a proposer wish to conduct ancillary programs beyond the scope, clear differentiation of services and costs should be included in the proposal. In the event that the proposer currently conducts or decides to conduct ancillary services, please provide a clear description of this service in the response to the RFP.

The selected proposer will be responsible for the management and operation of Visit Emporia, including but not limited to:

- a. **Administration**

- i. Develop and execute a strategic tourism and marketing plan for the Emporia community.
- ii. Manage financial operations including budgeting, grant application, and financial reporting.
- iii. Maintain a database of local tourism partners, attractions, and hospitality businesses.
- iv. Provide annual reports to the City of Emporia detailing visitor statistics, marketing effectiveness, and economic impact.
- v. Ensure compliance with federal, state, and local regulations regarding tourism promotion and business operations.

b. Marketing and Promotion

- i. Develop and implement advertising campaigns to promote Emporia as a travel destination.
- ii. Maintain and update the Visit Emporia website and social media platforms in alignment with best practices for digital marketing and promotions.
- iii. Create and distribute promotional materials, including visitor guides, brochures, and digital content.
- iv. Engage in public relations efforts to attract media coverage and external partnerships.
- v. Collaborate with various stakeholders to effectively showcase and promote the story of Emporia, including but not limited to:
 1. City of Emporia Government
 2. Lyon County Government
 3. Emporia Area Chamber of Commerce
 4. Emporia Main Street
 5. Regional Development Association
 6. Emporia State University
 7. Flint Hills Technical College
 8. Unified School District #253
 9. Newman Regional Hospital
 10. Retailers

c. Event and Convention Support

- i. Work with event organizers to attract and support conventions, sporting events, and festivals.
- ii. Assist with event logistics, venue recommendations, and related marketing support.
- iii. Coordinate with local businesses and stakeholders to maximize the economic impact of major events.

d. Visitor Services

- i. Operate a visitor center providing information, maps, and recommendations to tourists.
- ii. Train and manage staff to offer excellent customer service to visitors and residents.
- iii. Develop initiatives to encourage extended stays and repeat visits.

e. Economic and Tourism Development

- i. Develop and support new attractions, experiences, and initiatives that enhance Emporia's appeal as a destination.
- ii. Collaborate with local businesses, hotels, and restaurants to enhance the visitor experience.

- iii. Conduct market research and data analysis to inform strategic decision-making.
 - iv. Identify and advocate for infrastructure improvements and beautification projects that support tourism growth.
 - v. Partner with local businesses and organizations to create unique visitor experiences, such as cultural events, outdoor recreation opportunities, and historical tours.
- III. **Term:** The term of the contract is expected to be for an initial period of three (3) years with one (1) three-year renewal option upon mutual agreement. The assumption of Visit Emporia operations by the selected organization is anticipated to occur on April 2, 2025. The City will rebid out the contract after six years.
- IV. **Proposal Content and Format Requirements:** Proposers must submit their proposals in accordance with the following format:
 - a. **Proposal Acceptance:** Sealed proposals will be accepted at the City Clerk's office until 4:00pm.

Sealed proposals must be submitted to:

City of Emporia
104 E. 5th Avenue
Emporia, KS 66801

All proposals must be submitted by the indicated time and placed in a sealed envelope with the following markings:

"Emporia Visitor Bureau Management and Operation Services"

The respondent's name and address must also be indicated on the outside of the envelope. The City of Emporia reserves the right to reject any and all responses.
 - b. **Cover Sheet**
 - i. Provide full legal name of the proposer.
 - ii. Include the organization's legal entity type and Federal Tax ID number.
 - iii. The cover sheet must be signed by an authorized representative.
 - c. **Description of Services, Background, Staff**
 - i. **Services (30 points)**
 - 1. Provide an executive summary of qualifications and experience.

2. List all services to be provided, noting any enhancements beyond the outlined scope.
3. Describe and provide examples of metrics for tracking tourism impact and performance.
4. Provide information on partnerships with external organizations (locally, statewide, nationally)

ii. Background and Experience (25 points)

1. Provide an overview of the proposer's history and experience in tourism management.
2. Include at least three professional references from relevant partners, stakeholders, or peer organizations.
3. Describe and provide examples of past successful marketing campaigns or tourism development efforts.

iii. Staffing (10 points)

1. Outline key personnel and their qualifications. If key personnel are not currently identified, provide job descriptions for proposed positions.
2. Describe plans for hiring, training, and managing staff.

d. Proposed Costs

- i. Delineation of Costs:** If the proposer operates as a membership-driven entity, the proposal must clearly delineate how Visit Emporia services will be funded independently of membership revenue. The proposer must provide a detailed budget demonstrating that all core services outlined in this RFP will be sustained without reliance on membership dues or discretionary funding sources.

ii. Budget Proposal (20 points)

1. Provide a three-year budget proposal.
2. Outline estimated expenses by category. Include estimated revenue sources if separate from Transient Guest Tax funds.

iii. Budget and Cost Methodology (15 points)

1. Detail fixed and variable costs.
2. Explain pricing for any additional services beyond the base contract.

V. Selection Procedures

Proposals will be evaluated based on the criteria outlined above. The City may request interviews with top candidates before making a final selection.

The selected proposer will enter into a contract with the City and must comply with insurance and liability standards deemed acceptable by legal counsel.

VI. Conflict of Interest and Fair Competition

To ensure a fair and unbiased selection process, the following measures will be implemented:

- a.** The Transient Guest Tax Board will review all submitted proposals.
- b.** Any City staff involved in the preparation of a City-submitted proposal will be recused from the selection process.
- c.** Clear and standardized scoring criteria will be applied to all proposals to ensure transparency and objectivity.
- d.** No proposer, including the City, will have access to competitor proposals before the selection process is completed.

VII. Proposal Instructions

All proposals must be submitted in accordance with the outlined requirements. Failure to include requested information may result in disqualification. The City reserves the right to reject any or all proposals.

All inquiries regarding this RFP must be submitted in writing via email to Kerry Sull at ksull@emporiaks.gov no later than noon on March 6, 2025. Sealed proposals will be accepted at the City Clerk's office until 4:00pm, on March 11, 2025. Proposals must include one (1) electronic copy on a flash drive and five (5) printed copies. Send to:

City of Emporia
104 E. 5th Ave
Emporia, KS 66801

VIII. Disclosures

- a. Bulletins and Addenda:** any changes to the RFP will be issued as addenda.
- b. Rejection of Proposals:** the City reserves the right to reject any or all proposals.
- c. Acceptance of Proposals:** Submission of a proposal does not guarantee a contract award.
- d. Membership:** The winning bidder may not require membership in its organization as a condition for receiving any convention or visitor services.
- e. Insurance Requirements:** The selected proposer must provide proof of adequate insurance coverage.

- f. Contractual Provisions:** The selected proposer must sign and agree to the attached contractual provisions.
- IX. Acknowledgements:** By submitting a proposal, a proposing vendor acknowledges and agrees to the following:
 - a. Reliance:** The City is relying on all warranties, representations, and statements made by the vendors in their proposals.
 - b. Reservations of Rights:** The City reserves the right to reject any and all proposals, reserves the right to reject the lowest priced proposal, and reserves such other rights as are set forth in the instructions to proposing vendors.
 - c. Acceptance:** If a vendor's proposal is accepted by the City, the vendor shall be bound by each and every term, condition, and provision contained in the Request for Proposals, the vendor's proposal, and in the final contract to be negotiated between the selected vendor and the City.
 - d. Remedies:** Each of the rights and remedies reserved to the City in this Request for Proposals shall be cumulative and additional to any other or further remedies provided in law or equity.
 - e. Severability:** The provisions of this Request for Proposal shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of the Request for Proposals shall be held invalid, illegal, or unenforceable by a court with jurisdiction in the state of Kansas, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of the Request for Proposals shall be in any way affected thereby.
 - f. Amendments:** No modification, addition, deletion, revision, alteration, or other changes in this Request for Proposals shall be effective unless and until such change is reduced to writing and executed and delivered by the City to the prospective vendors.

PUBLIC POLICY & MANAGEMENT CENTER

Economic Advancement Committee (EAC) Report

Emporia RDA Meeting

April 10, 2025

Background

RDA asked EAC on January 10

- Evaluate VisionFirst report (p.3-5)
- Review RDA structure (p. 6-9)
- Recommend ways to strengthen ED efforts (p. 9-11)

Economic Development is...

- Fostering stability
- Creating growth
- Driving progress
- Achieving prosperity

For the continuous advancement of the Emporia area/Lyon County.



Recommendations

- Expand RDA Role
 - Broader definition
 - Lead
 - Name & location

Recommendations

- Address structure & culture
 - 11 voting members
 - Add ESU, FHTC
 - Chamber & Main Street appointees
 - 3 each for City & County

Recommendations

- Chamber & Main Street
- Communitywide plan after RDA director
- Allocate city funding based on results & goals
- Roles & culture
- Relationships & loss

Recommendations

- Learn from other communities
- Celebrate working together
- Transparency & trust
- Prioritize collaboration
- Purpose & membership of EAC

Conclusion

- Adapt to evolving business climate and cultural needs



WICHITA STATE
UNIVERSITY

Kathy Sexton

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www.Wichita.edu/PPMC

PUBLIC POLICY & MANAGEMENT CENTER



Flint Hills Economic Alliance

Growing Emporia and Lyon County, Kansas

Building a Better Tomorrow for Emporia & Lyon County - Briefing Presentation

February 18, 2026

What –What is the Flint Hills Economic Alliance?



- ❖ Establishes a unified economic development organization
- ❖ Eliminates fragmentation across existing efforts
- ❖ Reduces duplication of services and resources
- ❖ Aligns public and private efforts around shared goals
- ❖ Focuses on measurable outcomes:
 - ❖ Job creation
 - ❖ Population growth
 - ❖ Income growth
 - ❖ Long-term tax base stabilization
- ❖ Operates under a single board of directors
- ❖ Led by a working CEO responsible for day-to-day management of the community's economic development efforts

Founding Board



Brad Kraft, RDA Chair

Jeff Williams, RDA Vice Chair

**Caron Daugherty, Main Street
Chair**

**Eric Porter, Main Street, Vice
Chair**

Lisa Kirmer, Chamber Chair

**Amanda Cunningham,
Chamber Vice Chair**

**Kim Parks, Emporia
Enterprises**

**Brad Yount, Emporia
Enterprises**

Dan Williams, Lyon County

Molly Priest, Lyon County

Trey Cocking, City of Emporia

Tayler Wash, City of Emporia

Why Create the Flint Hills Economic Alliance (FHEA)



- ❖ Emporia and Lyon County have strong partners but historically lacked alignment and clear ownership of outcomes
- ❖ Fragmentation created duplication, slower response times, and unclear accountability
- ❖ Businesses and investors need clarity, speed, and a single front door
- ❖ FHEA unifies public and private efforts around shared priorities and measurable results
- ❖ Builds credibility with the State of Kansas, KCADC, site selectors, and expanding businesses by presenting a coordinated, professional, and accountable economic development organization
- ❖ The focus shifts from activity to outcomes that matter: jobs, wages, population stability, investment, and tax base growth

FHEA – President and CEO vs. Board

Why the President & CEO Role Exists

- ❖ Provides a single point of accountability for economic development results
- ❖ Translates alignment and strategy into execution and measurable outcomes
- ❖ Operates as a working CEO with authority to act, decide, and respond quickly
- ❖ Evaluated on outcomes, not process or organizational activity
- ❖ Ensures transparency, regular reporting, and trust with funders, partners, and the community

Why the Board Alone Cannot Do This

- ❖ Boards govern and provide oversight; they do not execute day-to-day work
- ❖ Economic development requires continuous leadership and rapid response
- ❖ Boards meet periodically and operate by consensus, which limits speed and execution
- ❖ Shared responsibility without an executive leads to reduced accountability
- ❖ A CEO executes priorities while the board sets direction and holds leadership accountable

FHEA -Vision & Mission



Mission:

- ◇ To lead and enhance public and private economic development efforts in Emporia and Lyon County around shared priorities and measurable outcomes that strengthen and grow the local economy and improve quality of life

Vision:

- ◇ A community where economic development efforts are coordinated, efficient, and trusted, resulting in growth opportunities, higher incomes, and long-term community stability

FHEA - Outcome Statement



Desired Outcomes (1 of 2):

System-Level Outcomes (How the work functions)

- ❖ A clearly defined economic development system with aligned roles, responsibilities, and accountability across organizations.
- ❖ Reduced duplication of effort and fewer competing or conflicting initiatives as evidenced through an Annual FHEA Report to the City and County Commissioners.
- ❖ Faster and more streamlined decision-making and response times for business recruitment, expansion, and retention
- ❖ Clear points of entry for businesses, investors, and developers navigating Emporia
- ❖ Shared priorities and metrics across economic development partners through agreed-upon data methods

Community & Economic Outcomes (What actually changes)

- ❖ Increased job creation and higher-wage employment opportunities
- ❖ Stabilization and growth of Emporia's population
- ❖ Growth in median household income
- ❖ Expansion and diversification of the local tax base
- ❖ Increased private-sector investment (commercial, industrial, and residential)

FHEA - Outcome Statement



Desired Outcomes (2 of 2):

Resident & Business Outcomes (What people experience)

- ❖ A more predictable, transparent, and user-friendly experience for businesses and entrepreneurs
- ❖ Improved confidence among residents and investors in Emporia and Lyon County's economic direction
- ❖ Reduced pressure on property taxes over time through broader revenue sources
- ❖ Greater trust that public and partner organizations are working toward shared results

Governance & Accountability Outcomes (How success is measured)

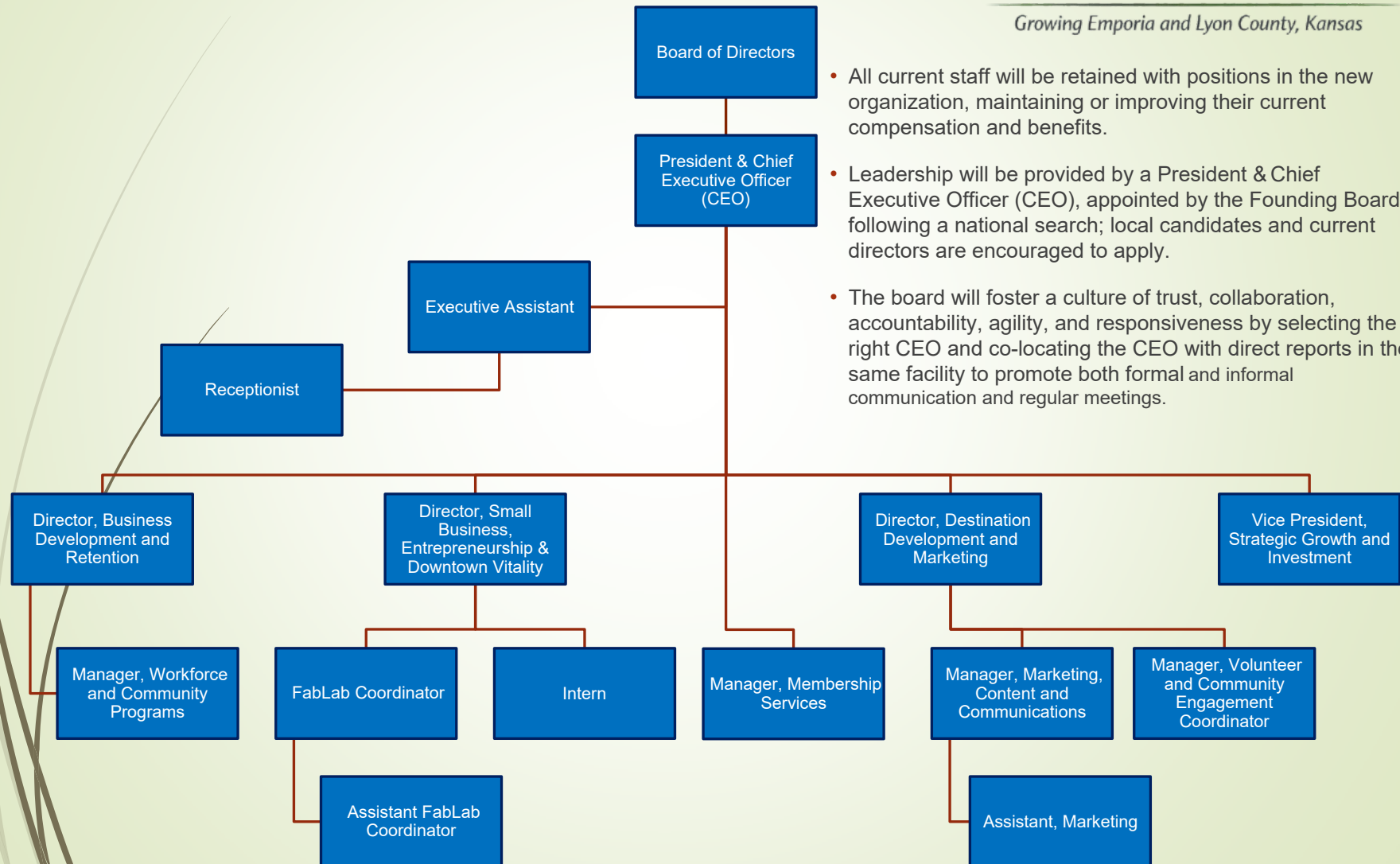
- ❖ Agreed-upon performance indicators tied to economic outcomes rather than activity as evidenced by the Annual FHEA Report to be presented at a public annual meeting
- ❖ Regular (Quarterly) reporting focused on progress toward shared goals, not organizational outputs
- ❖ A shift from “who is doing what” to “are we getting the results Emporia needs”
- ❖ State level advocacy through quarterly visits with legislators and visits to Topeka from the FHEA CEO.

FHEA - Organization



Flint Hills Economic Alliance

Growing Emporia and Lyon County, Kansas



- All current staff will be retained with positions in the new organization, maintaining or improving their current compensation and benefits.
- Leadership will be provided by a President & Chief Executive Officer (CEO), appointed by the Founding Board following a national search; local candidates and current directors are encouraged to apply.
- The board will foster a culture of trust, collaboration, accountability, agility, and responsiveness by selecting the right CEO and co-locating the CEO with direct reports in the same facility to promote both formal and informal communication and regular meetings.

FHEA - Board Governance

Founding Board (11):

- ◆ Lisa Kirmer, *Chamber of Commerce* Chair
- ◆ Amanda Cunningham, *Chamber of Commerce* Vice Chair
- ◆ Caron Daugherty, *Emporia Main Street* Chair
- ◆ Eric Porter, *Emporia Main Street* Vice Chair
- ◆ Brad Kraft, *Regional Development Association* Chair
- ◆ Jeff Williams, *Regional Development Association* Vice Chair
- ◆ Kim Parks, *Emporia Enterprises* Chair
- ◆ Brad Yount, *Emporia Enterprises* Vice Chair
- ◆ **City Commissioners (2)**
- ◆ **County Commissioner**

Ex-Officio (Non-Voting):

- ◆ City Manager
- ◆ Assistant City Manager
- ◆ County Controller
- ◆ County Counsel

Phase Out
Founding Board
Over Three Years*

Long Term Board (11):

- ◆ (3) City of Emporia
 - ◆ (2) City Commissioners
 - ◆ (1) At-Large Resident
- ◆ (2) Lyon County
 - ◆ County Commissioner
 - ◆ One At-Large Resident
- ◆ (2) Flint Hills Economic Alliance Members – selected by Members (representing large business and small business, respectively)
- ◆ (1) Emporia Enterprises – Chair or Designee
- ◆ (1) Flint Hills Technical College Designee
- ◆ (1) Emporia State University Designee
- ◆ (1) At Large – Selected by Board

Ex-Officio (Non-Voting):

- ◆ City Manager
- ◆ Assistant City Manager
- ◆ County Controller
- ◆ County Counsel

- Founding Board Members appointed and will remain as roles in current organization changes
 - Serve 1,2-, or 3-year term to Phase Out
 - Elect Chair, Vice-Chair, Treasurer, Secretary officer positions
 - Commissioners must be sitting elected officials
 - Long Term Board – Three-year first Term, Eligible for Second Three Year Term
- Board will conduct annual CEO evaluation & Facilitated 360 review every three years

FHEA - Financial Outlook

Revenue – *Projected at similar level to 2026 Budgets*

- ❖ *City Funding consistent with 2026 allocation*
- ❖ *County Funding – Current plus new 2026 allocated funding*
- ❖ *Retain Membership in Combined Organization*
- ❖ *Continue Current Programs*
- ❖ *Capitalize on new FabLab capabilities*

Expenses - *Projected at similar level to 2026 Budgets*

- ❖ *Number of Staff and Salary expense remains the same*
- ❖ *Synergies in non-valued-added Administration*

Net – *Projected break-even Budget*

FHEA – Outstanding Work

In process, addressing:

- ❖ Legal entity structure
- ❖ Articles of Incorporation - drafted
- ❖ Bylaws - drafted
- ❖ Delegation of Approval Authority
- ❖ Plan for current assets of each entity (e.g., buildings, endowments, bank accounts, other funds, etc.)
- ❖ Plan for current liabilities of each entity
- ❖ Plan for current contracts (e.g., loans, grants, etc.)
- ❖ Requirements to keep Main Street accreditation
- ❖ Requirements for Emporia Enterprise trust
- ❖ Inclusion and Representation of Large Business, Small Business, USD 253 and Newman Regional

FHEA - Transition Plan

First Quarter 2026

◆ First Quarter 2026

- ◆ Brief and Seek Input from Current Boards, Media, Staff, Members, Community and other Constituents
- ◆ Secure Transition Funding from City Economic Development Funds
- ◆ Establish Founding Board
- ◆ Retain Search Firm for National CEO Search
- ◆ Request Current Boards vote to support FHEA
- ◆ MOU to transfer current management, assets, and programs to FHEA
- ◆ Complete Legal Work (i.e., Incorporation, By-Laws, legal Structure, Plans for Assets and Liabilities, Main Street Accreditation, etc.)

Second Quarter 2026

◆ Second Quarter 2026

- ◆ Hire CEO
- ◆ Initiate weekly VP/Director Meetings
- ◆ Bring RDA and Enterprises into New Organization
- ◆ Hire VP Vice President, Strategic Growth and Investment
- ◆ Create Office Plan, Business Plan, Metrics
- ◆ Draft FHEA Funding Contracts with City and County
- ◆ Brief City and County Funders

Third Quarter 2026

◆ Third Quarter 2026

- ◆ Unify existing economic development, tourism, and business-support entities under FHEA, aligning leadership, operations, and strategy
- ◆ Create Combined Membership Program with Value Proposition and Dues Structure for 2027
- ◆ Create Aligned Benefit Structure for Staff
- ◆ Complete Physical Moves
- ◆ Brand and Operations Alignment under FHEA
- ◆ Brief City and County Funders

Fourth Quarter 2026 & 2027

◆ Fourth Quarter 2026

- ◆ Fully Operational Organization!
- ◆ Finalize FHEA Funding Contracts with City and County with Metrics and Goals
- ◆ Brief City and County Funders

◆ 2027

- ◆ Implement Combined Membership Program and Dues Structure
- ◆ Implement Aligned Benefit Structure for Staff
- ◆ City and County Funding to New Organization
- ◆ Begin phase out of Founding Board
- ◆ Annual Meeting/Brief City and County Funders Quarterly

FHEA - Keys to Success

- ❖ **Accountability – Metrics with Regular Reporting to Constituents**
 - ❖ Board, CEO, Staff aligned and focused on results to City/County Funders and community
 - ❖ Reduce duplication and overlap, Non-Value-Added Administration – focus resources on results
 - ❖ Job Creation, Population and Wage Growth, Lower Property Taxes, Strong Economy
- ❖ **Hire the Right CEO to Lead the Organization**
 - ❖ Accountable to Board, Funders and Community for results
 - ❖ Demonstrated ability to lead a multifaceted organization
 - ❖ Experience with creating an inclusive and collaborative culture
 - ❖ Exceptional communication and interpersonal skills, ability to inspire confidence and build trust
 - ❖ Strategic Visionary with Exceptional Tactical Execution Skills – Working CEO willing to “Roll up Their Sleeves” and contribute as Part of the Team
 - ❖ Strong analytical, strategic planning, and creative problem-solving abilities
 - ❖ Demonstrated Prior Economic Development Success
- ❖ **Support from Funders, Staff and Community**
 - ❖ Strong Communication Plan to Constituents
 - ❖ Alignment and Teamwork across Staff - “lead, follow or get the h_ll out of the way!”
 - ❖ Early successes to build on



Flint Hills Economic Alliance

Growing Emporia and Lyon County, Kansas

Title: Budget Discussion
Agenda Date: August 5, 2026
Presented By: Janet Harrouff, Director of Finance

Background

All funds will be reviewed.

Discussion

The revenue and expenditure for each fund is reflected in the fund's coversheet. The fund balances for each fund are positive for 2027. The capital items for each fund are included.

Two options have been presented for the general fund and Bond and Interest fund. One with a flat mill levy and one with a half mill levy decrease.

Staff will provide additional analysis for all funds during the study session.

Financial Considerations

A budget must be adopted in order to pay expenses for these funds.

Attachments

Coversheet for each fund flat mil levy

Coversheets for General and Bond & Interest with a ½ mill levy decrease

CIP items

2027	BUDGET YEAR	ADD 3.0% FOR	TOTAL	BUDGET	PREVIOUS	
	TAX	DELINQUENT	TAX	YEAR	YEAR	
FUND	REQUIREMENTS	TAXES	REQUIREMENT	LEVY	MILL LEVY	DIFFERENCE
GENERAL	\$7,888,640.00	\$236,659.20	\$8,125,299.20	32.114	32.115	0.000
LIBRARY	\$1,228,325.50	\$36,849.77	\$1,265,175.27	5.000	5.000	0.000
INDUSTRIAL	\$0.00	\$0.00	\$0.00	0.000	0.000	0.000
BOND&INTEREST	\$2,184,280.60	\$65,528.42	\$2,249,809.02	8.892	8.892	0.000
TOTAL	\$11,301,246.10	\$339,037.38	\$11,640,283.48	46.007	46.007	0.000
Assessed Valuation		253,010,919.00	Percentage Change of Mill Levy			0.00%
	Prior Year Valuation	\$251,041,317.00				
	Delinquency %	0.0300				

City of Emporia, Kansas			Column13	Column14	Column15	Column16	Column18
2027 & 5 year Budget				8/5/2026			
2025-2031				7/31/26 10:25 AM		1/2 mil decrease	
Revenue Detail and Expenditure Summary						4% salary	
GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Beginning Cash Balance	\$6,450,183	\$5,489,073	\$6,741,570	\$4,993,036	\$6,362,307	\$ 3,980,004	
REVENUE							
Ad Valorem Property Tax	\$6,381,559	\$7,141,464	\$7,321,134	\$7,848,034	\$7,913,734	7,888,640	101%
Sales Tax	\$9,875,366	\$9,960,982	\$10,175,776	\$10,198,000	\$10,282,401	10,462,343	103%
Franchise Tax	\$2,838,093	\$2,776,900	\$2,812,655	\$2,957,500	\$3,001,748	3,262,921	110%
Other Taxes	\$694,837	\$696,594	\$614,101	\$726,294	\$660,594	612,554	84%
Intergovernmental Taxes	\$444,354	\$399,838	\$391,198	\$424,683	\$373,303	594,437	140%
Licenses & Permits	\$281,051	\$264,350	\$237,010	\$248,250	\$248,050	264,350	106%
Charges for Services	\$2,630,347	\$2,420,816	\$2,714,587	\$2,426,220	\$2,510,635	2,544,964	105%
Fines & Fees	\$524,869	\$496,000	\$653,255	\$540,000	\$524,600	574,600	106%
Use of Property and Money	\$152,662	\$185,596	\$189,407	\$161,996	\$161,996	161,996	100%
Interest Receivable	\$811,328	\$550,000	\$334,217	\$300,000	\$275,000	250,000	83%
Reimbursements	\$21,025	\$5,100	\$9,349	\$4,100	\$4,100	4,300	105%
Misc. Rev. - Administrative Transfers 16%	\$2,733,556	\$2,953,560	\$2,995,436	\$2,736,000	\$2,736,000	2,736,000	100%
Transfer from Multi Year -PEP	\$0			\$0		-	#DIV/0!
Transfer	\$225,753	\$0		\$0		-	#DIV/0!
Operating Revenues		\$41,500	\$59,726	\$40,000	\$56,235	21,500	54%
Nonoperating Revenues		\$100,000	\$441,364				#DIV/0!
TOTAL RECEIPTS	\$27,614,800	\$27,992,700	\$28,949,215	\$28,611,077	\$28,748,396	29,378,605	98.83%
EXPENDITURES							
Commodities			83,935	-	14,000	-	
Other Charges			167,487	250,000	225,000	250,000	
Contractual Services			35,819	1,726,518	14,000	14,000	
Economic Incentives	-	-	287,242	1,976,518	253,000	264,000	13%
Personnel Services	\$1,154,971.95	\$1,023,047.00	1,015,926	964,761	964,762	798,606	
Maintenance & Repair	\$36,737.03	\$18,000.00	-	1,000	1,000	-	
Commodities	\$13,906.99	\$21,400.00	51,108	9,500	37,500	38,500	
Other Charges	\$295,376.24	\$333,586.00	138,913	37,800	38,800	37,900	
Utilities	\$10,881.28	\$8,200.00	10,525	11,000	11,000	12,000	
Communications	\$26,978.38	\$18,300.00	14,724	31,800	16,200	18,600	
Travel	\$34,538.70	\$21,500.00	25,796	25,000	11,000	11,000	
Contractual Services	\$52,871.09	\$3,513,147.00	12,447	5,000	5,000	10,000	
Commission/Manager/Clerk	1,626,262	4,957,180	1,269,439	1,085,861	1,085,262	926,606	85%
Personnel Services	\$414,064.72	\$487,261.00	501,843	511,461	511,460	589,952	
Commodities	\$3,130.29	\$2,950.00	3,780	2,950	3,050	3,050	
Other Charges	\$5,080.31	\$4,300.00	3,197	101,930	96,730	107,700	
Communications	\$2,497.06	\$1,800.00	3,395	900	4,300	5,760	
Travel	\$1,080.64	\$15,000.00	1,115	15,000	15,000	15,000	
Contractual Services	\$19,440.58	\$32,500.00	13,180	26,000	17,700	17,500	

City of Emporia, Kansas			Column13	Column14	Column15	Column16	Column18
2027 & 5 year Budget				8/5/2026			
2025-2031				7/31/26 10:25 AM		1/2 mil decrease	
Revenue Detail and Expenditure Summary						4% salary	
GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Accounting/HR	445,294	543,811	526,511	658,241	648,240	738,962	112%
Personnel Services	\$219,068.69	\$338,637.00	276,635	356,057	356,057	351,913	
Maintenance & Repair	\$102,035.42	\$113,600.00	25,231	35,600	35,600	35,600	
Commodities	\$85,100.01	\$82,200.00	143,448	197,200	197,200	209,200	
Other Charges	\$114.18	\$800.00	548	300	300	300	
Capital	\$0.00	\$0.00	-	75,000	37,500	50,000	
Transfers Out	\$0.00	\$8,100.00	15,882	15,882	7,866	7,154	
Communications	\$987.42	\$1,000.00	916	300	1,500	1,500	
Travel	\$719.93	\$5,000.00	611	5,000	5,000	5,000	
Contractual Services	\$37.50	\$100.00	37	100	100	100	
IT	408,063	549,437	463,308	685,439	641,123	660,767	96%
Personnel Services		\$0.00	56,820	114,175	114,175	123,137	
Maintenance & Repair		\$1,100.00	1,586	62,350	-	-	
Commodities		\$1,000.00	9,017	15,150	32,650	52,650	
Other Charges		\$500.00	1,183	3,730	3,730	5,325	
Communications		\$16,000.00	4,867	5,000	5,000	10,500	
Travel		\$1,500.00	-	2,945	2,945	900	
Contractual Services			19	-	-	-	
Communication	-	20,100	73,491	203,350	158,500	192,512	95%
Personnel Services	\$4,892,588.16	\$4,984,935.00	5,258,394	5,243,058	5,243,058	5,480,731	
Maintenance & Repair	\$170,363.59	\$210,270.00	140,799	122,600	122,600	137,600	
Commodities	\$209,738.01	\$235,350.00	213,228	234,350	234,350	279,850	
Other Charges	\$142,938.77	\$109,375.00	126,781	119,400	119,400	117,400	
Capital	\$0.00	\$40,000.00	33,375	30,000	15,000	15,000	
Transfers Out	\$0.00	\$255,000.00	358,837	358,837	341,346	237,221	
Utilities	\$3,572.81	\$14,000.00	3,851	3,500	4,000	4,500	
Communications	\$23,571.85	\$36,500.00	29,623	35,800	34,500	40,900	
Travel	\$56,240.08	\$63,750.00	68,190	53,750	53,750	53,750	
Contractual Services	\$16,981.70	\$33,500.00	18,950	32,500	26,000	26,000	
Police	5,515,995	5,982,680	6,252,028	6,233,795	6,185,004	6,392,952	103%
Personnel Services	\$111,161.38	\$111,988.00	116,483	118,527	118,527	127,678	
Maintenance & Repair	\$4,135.17	\$5,500.00	4,680	5,500	5,500	5,500	
Commodities	\$5,110.87	\$3,100.00	3,397	2,100	2,100	2,100	
Other Charges	\$219.63	\$600.00	2,808	720	950	960	
Utilities	\$13,617.98	\$7,000.00	3,526	4,000	5,000	5,500	
Communications	\$158.07	\$0.00	82	500	-	-	
Travel	\$0.00	\$300.00	14	300	300	300	
Contractual Services	\$115,013.87	\$158,396.00	159,323	136,460	162,500	165,740	
Animal Control	249,417	286,884	290,314	268,107	294,877	307,778	115%
Personnel Services	\$2,894,692.90	\$3,029,467.00	3,115,483	3,190,106	3,158,516	3,257,518	
Maintenance & Repair	\$106,690.86	\$113,500.00	67,531	117,000	112,000	112,000	
Commodities	\$155,391.85	\$161,320.00	107,631	182,320	160,120	158,620	

City of Emporia, Kansas			Column13	Column14	Column15	Column16	Column18
2027 & 5 year Budget				8/5/2026			
2025-2031				7/31/26 10:25 AM		1/2 mil decrease	
Revenue Detail and Expenditure Summary						4% salary	
GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Other Charges	\$66,636.82	\$85,800.00	97,834	92,060	107,960	111,650	
Capital	\$27,889.00		-	15,000	15,000	15,000	
Transfers Out		\$96,000.00	54,390	54,390	56,870	44,318	
Utilities	\$18,843.77	\$24,000.00	19,730	48,000	25,000	41,000	
Communications	\$10,951.32	\$13,200.00	11,135	13,200	12,500	14,300	
Travel	\$40,661.05	\$50,000.00	43,791	51,000	50,500	50,500	
Contractual Services	\$9,128.59	\$16,000.00	5,262	15,500	11,500	12,000	
Fire	3,330,886	3,589,287	3,522,787	3,778,576	3,709,966	3,816,906	101%
Personnel Services	3,031,687.64	\$3,173,037.00	3,164,174	3,340,484	3,308,372	3,350,667	
Maintenance & Repair	58,359.45	\$101,500.00	41,035	108,000	46,500	46,500	
Commodities	194,685.82	\$261,500.00	219,166	293,000	195,000	215,000	
Other Charges	203,076.31	\$369,549.00	(17,554)	375,350	224,650	230,750	
Capital	121,993.68	\$146,500.00	146,053	207,000	203,500	90,000	
Transfers Out		\$16,000.00	54,390	54,390	56,870	44,318	
Utilities	\$6,019.41	\$8,500.00	6,289	17,000	8,000	24,000	
Communications	\$9,605.19	\$10,600.00	9,647	10,500	12,300	14,000	
Travel	\$33,567.21	\$50,000.00	23,852	51,000	51,000	51,000	
Contractual Services	\$19,648.07	\$39,100.00	21,171	36,600	25,600	26,600	
EMS	3,678,643	4,176,286	3,668,224	4,493,324	4,131,792	4,092,835	91%
Personnel Services	\$510,928.52	\$416,803.00	514,884	438,450	438,450	528,135	
Maintenance & Repair	\$10,212.25	\$10,000.00	-	-	-		
Commodities	\$3,340.25	\$7,000.00	13,918	7,100	14,100	14,100	
Other Charges	-\$131,878.05	\$88,406.00	205,214	89,625	74,525	75,025	
Communications	\$2,536.72	\$2,800.00	2,480	2,800	2,900	4,020	
Travel	\$0.00	\$1,500.00	-	1,500	1,500	1,500	
Jail	\$62,200.00	\$87,500.00	56,400	87,500	87,500	87,500	
Contractual Services	\$40,112.19	45,300	36,725	40,000	40,000	40,300	
Municipal Court	497,452	659,309	829,621	666,975	658,975	750,580	113%
Personnel Services	\$753,599.91	767,974	730,511	808,589	808,589	770,739	
Maintenance & Repair	\$8,783.30	25,550	125	4,500	4,500	4,500	
Commodities	\$7,273.07	10,065	16,753	14,075	14,075	30,975	
Other Charges	-\$209,034.98	-115,236	22,182	(94,010)	29,690	30,535	
Transfers Out	\$0.00	31,500	55,862	47,402	35,515	22,987	
Utilities	\$397.56	350	407	350	600	600	
Communications	\$4,148.35	5,200	3,869	5,800	4,300	6,400	
Travel	\$3,137.06	5,000	5,387	4,650	4,650	4,650	
Contractual Services	\$27,058.45	25,000	14,631	31,000	31,000	25,000	
Engineering	595,363	755,403	849,727	822,356	932,919	896,386	109%
Commodities	\$25,275.46	55,000	70,922	53,000	53,000	53,000	
Capital			-	70,000	-	35,000	
Contractual Services	1,499.51	\$20,000.00	5,805	40,000	20,000	20,000	
Street	26,775	75,000	76,727	163,000	73,000	108,000	66%

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Revenue Detail and Expenditure Summary						4% salary	
GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Personnel Services	339,173.58	\$369,555.00	376,303	387,873	387,873	386,616	
Maintenance & Repair	85,056.74	\$59,400.00	62,813	66,858	66,858	69,858	
Commodities	80,120.27	\$84,400.00	76,209	88,900	88,900	97,900	
Other Charges	10,793.99	\$10,000.00	11,455	11,360	10,160	11,130	
Capital	18,000.00		-	-	-	90,000	
Transfers Out	0.00	\$13,000.00	12,628	12,628	12,900	8,316	
Utilities	38,389.56	\$39,400.00	23,146	39,400	36,000	38,200	
Communications	220.93	\$400.00	302	400	400	1,480	
Travel	0.00	\$500.00	-	500	500	500	
Contractual Services	3,956.71	7,500	14,020	4,500	4,500	7,500	
Golf Course Maintenance	575,712	584,155	576,876	612,419	608,091	711,500	116%
Personnel Services	255,920.42	269,589	274,057	283,983	283,983	275,989	
Maintenance & Repair	12,182.58	7,500	13,964	6,600	6,600	6,600	
Commodities	175,415.38	133,500	162,571	127,100	127,100	173,100	
Other Charges	30,183.17	19,535	18,635	31,900	29,700	30,200	
Transfers Out	0.00	8,100	8,245	8,245	8,008	4,330	
Utilities	11,784.68	15,700	14,498	13,200	14,000	16,000	
Communications	4,794.73	5,500	4,122	5,000	5,000	5,000	
Travel	360.00	1,000	1,435	2,500	2,500	2,500	
Contractual Services	13,097.14	67,600	64,429	66,100	66,100	23,100	
Golf Course Shop	503,738	528,024	561,956	544,628	542,991	536,819	
Personnel Services	859,363.15	954,566	902,776	1,011,134	1,011,134	1,006,799	
Maintenance & Repair	82,404.85	68,000	44,766	67,000	67,000	67,000	
Commodities	80,676.12	107,700	79,573	111,600	111,600	111,700	
Other Charges	49,984.73	42,450	54,448	54,940	52,940	57,400	
Capital	45,369.85	15,000	9,920	15,000	15,000	130,000	
Transfers Out	0.00	36,500	41,300	36,300	41,590	27,060	
Utilities	77,885.25	86,000	82,174	88,000	88,000	91,000	
Communications	1,997.87	2,400	1,416	2,400	1,600	1,600	
Travel	650.31	2,500	1,267	2,500	2,500	2,500	
Contractual Services	19,702.06	40,950	21,278	10,750	10,750	18,750	
Park Operations	1,218,034	1,356,066	1,238,918	1,399,624	1,402,114	1,513,809	108%
Personnel Services	61,805.59	89,235	-	95,623	95,625	-	
Commodities	32,055.63	114,000	21,217	-	-	-	
Other Charges		15,000					
Contractual Services	\$29,630.40	\$8,500.00	6,007	-	-	-	
PARK DISC GOLF	123,492	226,735	27,225	95,623	95,625	-	
Maintenance & Repair	\$17,329.49	\$58,500.00	32,637	59,000	59,000	48,000	
Commodities	\$31,403.10	\$42,650.00	34,044	42,150	42,150	37,150	
Other Charges	\$7,588.72	\$9,200.00	9,650	33,000	31,000	32,000	
Utilities	\$38,298.84	\$38,600.00	39,322	36,500	41,000	44,500	
Communications	\$431.25	\$350.00	-	350	-	-	

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GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Contractual Services	\$89,733.20	\$94,000.00	80,714	94,000	103,000	103,000	
Park Aquatic Center	184,785	243,300	196,366	265,000	276,150	264,650	
Personnel Services	\$603,403.36	\$587,417.00	551,684	623,538	623,538	647,614	
Maintenance & Repair	\$25,325.12	\$36,000.00	17,588	28,750	28,750	30,750	
Commodities	\$103,560.41	\$157,600.00	105,652	142,300	142,300	144,100	
Other Charges	\$16,794.08	\$20,170.00	14,688	49,573	46,375	47,500	
Capital	\$10,956.60		-	29,000	9,700	-	
Transfers Out	\$0.00	\$20,500.00	8,008	8,008	8,008	5,041	
Utilities	\$73,355.86	\$75,000.00	77,118	75,000	80,000	83,000	
Communications	\$3,629.17	\$6,400.00	3,173	5,250	4,250	8,760	
Travel	\$1,828.86	\$8,500.00	12,093	8,500	8,500	6,000	
Contractual Services	\$9,398.21	\$27,000.00	17,464	17,500	17,500	18,600	
Zoo	848,252	938,587	807,469	987,419	968,921	991,365	100%
Personnel Services	\$383,664.80	\$358,500.00	411,149	378,261	368,497	403,102	
Maintenance & Repair	\$104,178.07	\$183,080.00	76,316	167,300	167,300	167,300	
Commodities	\$36,438.83	\$49,000.00	37,260	43,300	43,300	40,300	
Other Charges	\$11,848.53	\$7,171.00	11,056	17,600	14,600	15,600	
Transfers Out	\$0.00	\$23,000.00	22,542	22,542	22,542	14,590	
Utilities	\$219,572.97	\$257,000.00	215,297	255,000	255,000	270,000	
Communications	\$2,591.45	\$5,300.00	2,584	4,550	3,500	4,300	
Travel	\$56.31	\$650.00	67	900	900	900	
Contractual Services	24,728.56	\$24,750.00	33,880	25,750	25,750	25,750	
Civic Auditorium	783,080	908,451	810,152	915,203	901,389	941,842	103%
Personnel Services	136,915.54	61,617	98,640	65,137	61,191	60,129	
Maintenance & Repair	10,695.38	18,500	17,538	19,850	19,850	22,000	
Commodities	355.27	2,950	242	750	750	750	
Other Charges	204.01	350	156	350	350	350	
Contractual Services	7,142.33	3,000	11,736	7,500	7,500	7,500	
Civic/Library	155,313	86,417	128,311	93,587	89,641	90,729	
Personnel Services	66,729.85	124,677	93,197	131,776	128,061	113,387	
Maintenance & Repair	339.78	9,000	686	10,500	10,500	10,500	
Commodities	1,163.95	5,250	1,428	5,250	5,250	5,250	
Other Charges	120.47	600	162	605	605	600	
Contractual Services	18.75	200	61	200	200	200	
Civic/Grounds Maintenance	68,373	139,727	95,534	148,331	144,616	129,937	
Personnel Services	33,214.48	37,552	37,649	39,054	36,527	37,337	
Maintenance & Repair	0.00	1,500	688	1,500	1,500	1,500	
Commodities	43,128.61	51,100	46,439	53,800	53,800	53,800	
Other Charges	2,937.70	800	2,948	2,500	2,500	2,500	
Contractual Services	235.34	0	143	-	-	-	
Civic/Concessions	79,516	90,952	87,866	96,854	94,327	95,137	
Personnel Services	702,633.66	729,014	742,837	769,237	769,237	708,848	

City of Emporia, Kansas			Column13	Column14	Column15	Column16	Column18
2027 & 5 year Budget				8/5/2026			
2025-2031				7/31/26 10:25 AM		1/2 mil decrease	
Revenue Detail and Expenditure Summary						4% salary	
GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Maintenance & Repair	39,929.60	36,500	31,714	4,000	4,000	5,500	
Commodities	11,991.98	40,350	20,856	51,350	54,850	55,350	
Other Charges	15,698.97	16,755	12,808	24,700	21,600	21,775	
Capital			-	-	-	50,000	
Transfers Out	\$40,000.00	\$32,000.00	55,792	55,792	44,330	35,172	
Communications	\$10,091.40	\$14,000.00	10,612	12,100	16,100	17,900	
Travel	\$8,270.87	\$8,000.00	4,522	8,000	8,000	8,000	
Contractual Services	39,507.39	122,000	63,557	117,000	117,000	117,000	
Building & Neighborhood Development	868,124	998,619	942,699	1,042,179	1,035,117	1,019,545	98%
Personnel Services	212,496.37	231,304	232,822	244,466	244,466	249,678	
Maintenance & Repair	8,893.21	10,300	2,210	5,000	5,000	5,000	
Commodities	11,342.22	24,650	13,393	20,000	23,000	23,000	
Other Charges	-252,843.80	-193,138	(291,398)	(191,110)	(192,810)	(191,650)	
Transfers Out	0.00	12,500	12,488	12,488	12,488	8,082	
Communications	753.37						
Travel	\$7.80	\$2,500.00	462	2,500	2,500	2,500	
Contractual Services	\$2,089.84	\$4,500.00	2,517	4,500	4,500	4,500	
Shop	(17,261)	92,616	(27,504)	97,844	99,144	101,110	103%
Utilities	\$587.62	\$0.00	3,179	-	5,000	5,000	
Contractual Services	\$317,411.94	\$349,020.00	315,233	322,176	322,176	322,176	
Street Lighting	318,000	349,020	318,412	322,176	327,176	327,176	102%
Maintenance & Repair	\$7,625.96	\$15,000.00	2,185	15,000	15,000	15,000	
Commodities	\$1,092.55	\$2,000.00	3,832	2,000	2,000	2,000	
Utilities	\$2,058.42	\$3,300.00	2,830	3,300	3,300	3,300	
Contractual Services	\$8,241.70	\$7,000.00	14,598	3,500	3,500	3,500	
Appropriations	19,019	27,300	23,445	23,800	23,800	23,800	100%
Other Charges	\$50,000.00	\$50,000.00	50,000	50,000	50,000	50,000	
MAINSTREET	50,000	50,000	50,000	50,000	50,000	50,000	
Utilities	\$2,337.52	\$2,000.00	2,545	2,000	3,000	3,000	
Contractual Services	\$665.00	\$700.00	1,515	700	700	700	
WAW HOUSE	3,003	2,700	4,060	2,700	3,700	3,700	
Maintenance & Repair	\$4,416.00	\$500.00	12	500	500	500	
Utilities	\$6,715.33	\$11,000.00	7,542	11,000	10,800	12,000	
Contractual Services	\$276.00	\$0.00	596	-	-	-	
618 MECHANIC	11,407	11,500	8,150	11,500	11,300	12,500	
Other Charges		\$0.00	15,236	-	22,000	-	
United Way of the Flint Hills - Abundant Grace	-	-	15,236	-	22,000	-	
Personnel Services	\$311,206.64	\$262,805.00	256,098	276,485	276,395	256,941	
Maintenance & Repair	\$73,019.64	\$50,500.00	36,159	109,800	56,500	56,500	
Commodities	\$319,752.03	\$478,300.00	349,019	479,350	427,350	429,350	
Other Charges	\$37,643.51	\$34,028.00	43,971	51,900	49,300	51,800	
Capital	\$0.00		-	-	-	-	

City of Emporia, Kansas			Column13	Column14	Column15	Column16	Column18
2027 & 5 year Budget				8/5/2026			
2025-2031				7/31/26 10:25 AM		1/2 mil decrease	
Revenue Detail and Expenditure Summary						4% salary	
GENERAL FUND							
	2024	2025	2025	2026	2026	Budget	Percent b/w
	(Actual)	Budget	(Actual)	Budget	Projection	2027	26 & 27 budget
Transfers Out	\$0.00	\$20,000.00	19,654	19,654	27,700	17,898	
Utilities	\$16,605.16	\$35,000.00	22,167	38,000	27,000	28,500	
Communications	\$1,353.55	\$4,500.00	1,385	4,800	2,000	2,960	
Travel	\$1,039.33	\$2,000.00	1,994	2,500	2,500	2,500	
Contractual Services	\$5,279.35	\$10,200.00	8,237	10,200	10,200	26,100	
Airport	765,899	897,333	738,684	992,689	878,945	872,549	88%
Maintenance & Repair	\$0.00	\$500.00	-	500	500	500	
Commodities	\$0.00	\$0.00	-	-	-	-	
Other Charges	\$16.48	\$100.00	7,075	105	105	100	
Utilities	\$9,122.72	\$10,000.00	9,421	14,000	12,000	14,000	
Communications	\$600.00	\$1,000.00	750	1,000	1,000	1,000	
Parking Facility	9,739	11,600	17,246	15,605	13,605	15,600	100%
Transfers - County Wide Sales Tax	\$3,316,346	\$3,416,507	\$3,457,388	\$3,550,000	\$3,468,000	3,550,000	100%
Transfer to Industrial Development Sales Tax	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	925,000	100%
Transfer to Special Street				\$376,389	\$376,389	200,000	53%
Transfer to Equipment Reserve	\$0			\$0		-	
Outstanding PO's	\$0			\$0		-	
Excess Carryover			\$0				
TOTAL EXPENDITURES	\$27,183,717	\$33,479,986	\$29,112,909	\$33,604,111	\$31,130,699	\$31,525,052	115.43%
Revenue less expenses	\$431,083	(\$5,487,286)	(\$163,694)	(\$4,993,034)	(\$2,382,303)	(2,146,447)	3050.21%
Cash Basis Adjustments/Non-appropriated Balance	(\$139,698)	\$0	(\$215,569)	(\$2)	\$0	-	
Ending Cash Balance	\$6,741,568	\$1,787	\$6,362,307	\$0	\$3,980,004	1,833,556	0.00%
Base for Reserve calculation	\$22,942,371	\$29,138,479	\$24,730,521	\$28,752,722	\$26,361,310	\$26,850,052	
15% Reserve	\$3,441,356	\$4,370,772	\$3,709,578	\$4,312,908	\$3,954,197	\$4,027,508	
Amount over 15% Reserve	\$3,300,212	(\$4,368,985)	\$2,652,728	(\$4,312,908)	\$25,807	(\$2,193,951)	
Percentage	29.38%	0.01%	25.73%	0.00%	15.10%	6.83%	

2027 & 5 year Budget

2025-2031

Revenue Detail and Expenditure Summary

8/5/2026

7/31/26 10:25 AM

GENERAL FUND

	2024 (Actual)	2025 Budget	2025 Actual	Budget 2026	2026 Projection	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Beginning Cash Balance	\$6,450,183	\$5,489,073	\$6,741,570	\$4,993,036	\$6,362,307	\$3,980,005	\$1,833,558	-\$2,648,378	-\$7,223,529	-\$12,658,489
REVENUE										
Ad Valorem Property Tax	\$6,381,559	\$7,141,464	\$7,321,134	\$7,848,034	\$7,913,734	\$7,888,640	\$7,888,640	\$7,888,640	\$7,888,640	\$7,888,640
Sales Tax	\$9,875,366	\$9,960,982	\$10,175,776	\$10,198,000	\$10,282,401	\$10,462,343	\$10,462,343	\$10,462,343	\$10,462,343	\$10,462,343
Franchise Tax	\$2,838,093	\$2,776,900	\$2,812,655	\$2,957,500	\$3,001,748	\$3,262,921	\$3,262,921	\$3,262,921	\$3,262,921	\$3,262,921
Other Taxes	\$694,837	\$696,594	\$614,101	\$726,294	\$660,594	\$612,554	\$612,554	\$612,554	\$612,554	\$612,554
Intergovernmental Taxes	\$444,354	\$399,838	\$391,198	\$424,683	\$373,303	\$594,437	\$594,437	\$594,437	\$594,437	\$594,437
Licenses & Permits	\$281,051	\$264,350	\$237,010	\$248,250	\$248,050	\$264,350	\$264,350	\$264,350	\$264,350	\$264,350
Charges for Services	\$2,630,347	\$2,420,816	\$2,714,587	\$2,426,220	\$2,510,635	\$2,544,964	\$2,544,964	\$2,544,964	\$2,544,964	\$2,544,964
Fines & Fees	\$524,869	\$496,000	\$653,255	\$540,000	\$524,600	\$574,600	\$574,600	\$574,600	\$574,600	\$574,600
Use of Property and Money	\$152,662	\$185,596	\$189,407	\$161,996	\$161,996	\$161,996	\$161,996	\$161,996	\$161,996	\$161,996
Interest Receivable	\$811,328	\$550,000	\$334,217	\$300,000	\$275,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Reimbursements	\$21,025	\$5,100	\$9,349	\$4,100	\$4,100	\$4,300	\$0	\$0	\$0	\$0
Misc. Rev. - Administrative Transfers 16%	\$2,733,556	\$2,953,560	\$2,995,436	\$2,736,000	\$2,736,000	\$2,736,000	\$2,720,000	\$2,720,000	\$2,720,000	\$2,720,000
Transfers	\$225,753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Revenues		\$41,500	\$59,726	\$40,000	\$56,235	\$21,500	\$0	\$0	\$0	\$0
Nonoperating Revenues		\$100,000	\$441,364	\$0	\$0					
TOTAL RECEIPTS	\$27,614,800	\$27,992,700	\$28,949,215	\$28,611,077	\$28,748,396	\$29,378,605	\$29,336,805	\$29,336,805	\$29,336,805	\$29,336,805
EXPENDITURES										
Personnel Services	\$17,949,291	\$18,408,986	\$18,728,364	\$19,392,234	\$19,308,492	\$19,525,516	\$20,306,537	\$21,118,798	\$21,963,550	\$22,842,092
Vacancy 3%	\$0	(\$356,397)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$968,713	\$1,153,800	\$620,264	\$1,018,708	\$836,558	\$848,208	\$1,159,838	\$1,159,838	\$1,159,838	\$1,159,838
Commodities	\$1,631,449	\$2,134,335	\$1,890,770	\$2,178,595	\$2,079,495	\$2,230,795	\$2,295,845	\$2,295,845	\$2,295,845	\$2,295,845
Other Charges	\$354,999	\$910,645	\$706,755	\$1,114,328	\$1,051,160	\$1,096,850	\$1,179,750	\$1,179,750	\$1,179,750	\$1,179,750
Capital Outlay	\$224,209	\$201,500	\$189,348	\$441,000	\$295,700	\$475,000	\$1,227,000	\$471,380	\$449,500	\$270,000
Stock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$550,047	\$635,050	\$543,567	\$659,250	\$628,700	\$696,100	\$698,100	\$698,100	\$698,100	\$698,100
Communications	\$107,898	\$145,250	\$105,081	\$142,450	\$127,350	\$158,980	\$150,500	\$150,500	\$150,500	\$150,500
Training & Travel	\$182,158	\$239,200	\$190,598	\$238,045	\$223,545	\$219,000	\$223,650	\$223,650	\$223,650	\$223,650
Jail Expenses	\$62,200	\$87,500	\$56,400	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500
Other Contractual	\$871,406	\$5,006,410	\$979,357	\$2,774,054	\$1,046,776	\$1,035,616	\$1,054,936	\$1,054,936	\$1,054,936	\$1,054,936
Transfers - County Wide Sales Tax	\$3,358,119	\$3,416,507	\$3,457,388	\$3,550,000	\$3,468,000	\$3,550,000	\$3,657,210	\$3,693,782	\$3,730,720	\$3,730,720
Transfer to Industrial Development Sales Tax	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000
Transfer to Equipment Reserve	\$0	\$572,200	\$720,018	\$706,558	\$676,033	\$476,487	\$476,487	\$476,487	\$476,487	\$476,487
Transfer for Special Street				\$376,389	\$376,389	\$200,000	\$376,389	\$376,389	\$376,389	\$376,389
Transfer to Projects	(\$1,774)		\$0	\$0						
Outstanding PO's										
Excess Carryover			\$0	\$0		\$0				\$0
TOTAL EXPENDITURES	\$27,183,715	\$33,479,986	\$29,112,909	\$33,604,111	\$31,130,698	\$31,525,052	\$33,818,742	\$33,911,955	\$34,771,765	\$35,470,807
Revenue less expenses	\$431,085	(\$5,487,286)	(\$163,694)	(\$4,993,034)	(\$2,382,302)	(\$2,146,447)	(\$4,481,937)	(\$4,575,150)	(\$5,434,960)	(\$6,134,002)
Cash Basis Adjustments/Non-appropriated Balance	(\$139,698)	\$0	(\$215,569)	(\$2)	\$0	\$0	\$0	\$0	\$0	\$0
Ending Cash Balance	\$6,741,570	\$1,787	\$6,362,307	\$0	\$3,980,005	\$1,833,558	(\$2,648,378)	(\$7,223,529)	(\$12,658,489)	(\$18,792,491)
Base for Reserve calculation	\$22,942,213	\$29,138,479	\$25,370,240	\$27,082,704	\$0	\$27,895,185	\$28,732,040	\$29,594,002	\$30,481,822	\$0
15% Reserve	\$3,441,332	\$4,370,772	\$3,805,536	\$4,062,406	\$0	\$4,184,278	\$4,309,806	\$4,439,100	\$4,572,273	\$0
Amount over 15% Reserve	\$3,300,238	(\$4,368,985)	\$2,556,771	(\$4,062,405)	\$3,980,005	(\$2,350,720)	(\$6,958,185)	(\$11,662,629)	(\$17,230,762)	(\$18,792,491)
Percentage	29.39%	0.01%	25.08%	0.00%	#DIV/0!	6.57%	-9.22%	-24.41%	-41.53%	#DIV/0!

2% inc sales tax, electric & gas

4% Valuation increase

2027 & 5 year Budget						8/5/2026				
2025-2031						7/31/26 10:25 AM				
Revenue Detail and Expenditure Summary										
Multi Year Fund										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	(Actual)	Budget	(Actual)	Budget	Projection	2027	2028	2029	2030	2031
Beginning cash balance	\$2,995,998	\$3,060,011	\$2,723,727	\$846,023	\$3,051,445	\$2,679,174	\$2,365,689	(\$753,990)	(\$3,244,527)	(\$6,031,579)
Revenue										
Sales Tax	\$3,358,119	\$3,416,507	\$3,462,388	\$3,468,000	\$3,550,000	\$3,380,515	\$3,414,320	\$3,448,463	\$3,482,948	\$3,517,777
Interest	\$191,881	\$130,000	\$125,803	\$50,000	\$110,000	\$100,000	\$30,000	\$30,000	\$30,000	\$30,000
Misc revenue	\$473,211			\$0		\$0	\$0	\$0	\$0	\$0
Accounts Receivable	\$0			\$0		\$0	\$0	\$0	\$0	\$0
TOTAL RECEIPTS	\$4,023,211	\$3,546,507	\$3,588,191	\$3,518,000	\$3,660,000	\$3,480,515	\$3,444,320	\$3,478,463	\$3,512,948	\$3,547,777
EXPENDITURES										
Transfers to projects	\$200,000		\$524,199	\$200,000	\$200,000	\$200,000	\$350,000	\$350,000	\$350,000	\$350,000
Projects	\$4,095,482	\$5,972,930	\$2,736,274	\$3,794,600	\$3,832,271	\$3,594,000	\$6,214,000	\$5,619,000	\$5,950,000	\$6,275,000
TOTAL EXEPENDITURES	\$4,295,482	\$5,972,930	\$3,260,473	\$3,994,600	\$4,032,271	\$3,794,000	\$6,564,000	\$5,969,000	\$6,300,000	\$6,625,000
Revenue less Expenses	(\$272,271)	(\$2,426,423)	\$327,718	(\$476,600)	(\$372,271)	(\$313,485)	(\$3,119,680)	(\$2,490,537)	(\$2,787,052)	(\$3,077,223)
Ending Cash Balance	\$2,723,727	\$633,588	\$3,051,445	\$369,423	\$2,679,174	\$2,365,689	(\$753,990)	(\$3,244,527)	(\$6,031,579)	(\$9,108,802)

2027 & 5 year Budget						08/05/2026				
2025-2031						7/31/26 10:25 AM				
Revenue Detail and Expenditure Summary										
LIBRARY FUND										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	(Actual)	Budget	Projection	2027	2028	2029	2030	2031
Beginning Cash Balance	\$0	\$0	\$78	(\$0)	(\$0)	\$0	\$0	\$0	\$0	\$0
REVENUE										
Ad Valorem Property Tax	\$1,086,316	\$1,147,212	\$1,148,824	\$1,218,213	\$1,218,213	\$1,228,326	\$1,263,911	\$1,301,829	\$1,340,884	\$1,381,110
Back Tax Collection	\$17,784	\$15,000	\$30,686	\$17,500	\$17,500	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Motor Vehicle Tax	\$109,107	\$98,235	\$98,218	\$98,031	\$98,031	\$96,667	\$98,031	\$98,031	\$98,031	\$98,031
Recreational Vehicle Tax	\$1,098	\$1,000	\$1,009	\$1,210	\$1,210	\$982	\$1,180	\$1,180	\$1,180	\$1,180
AdValorem Tax Reduction	(\$12,492)	(\$12,492)	(\$10,579)	(\$14,000)	(\$14,000)	(\$14,000)	(\$14,000)	(\$14,000)	(\$14,000)	(\$14,000)
General Fund Contribution										
TOTAL RECEIPTS	\$1,201,813	\$1,248,955	\$1,268,158	\$1,320,954	\$1,320,954	\$1,326,975	\$1,364,122	\$1,402,040	\$1,441,095	\$1,481,321
EXPENDITURES										
Misc Projects										
Appropriation	\$1,201,735	\$1,248,955	\$1,268,237	\$1,320,954	\$1,320,954	\$1,326,975	\$1,364,122	\$1,402,040	\$1,441,095	\$1,481,321
TOTAL EXPENDITURES	\$1,201,735	\$1,248,955	\$1,268,237	\$1,320,954	\$1,320,954	\$1,326,975	\$1,364,122	\$1,402,040	\$1,441,095	\$1,481,321
Ending Cash Balance	\$78	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2027 & 5 year Budget						8/5/2026				
2025-2031						7/31/26 10:25 AM				
Revenue Detail and Expenditure Summary										
Transient Guest Tax										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	(Actual)	Budget	Projected	2027	2028	2029	2030	2031
Beginning Cash Balance	\$999,063	\$588,887	\$671,185	\$459,241	\$582,733	\$694,383	\$582,233	\$690,033	\$797,833	\$905,633
REVENUE										
Transient Guest Tax	\$932,626	\$950,000	\$927,873	\$950,000	\$985,000	\$995,000	\$995,000	\$995,000	\$995,000	\$995,000
Interest on Investment	\$24,211	\$10,000	\$25,023	\$15,000	\$23,000	\$20,000	\$8,000	\$8,000	\$8,000	\$8,000
Fence Rental	\$2,369			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc	\$14,432		\$14,006	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accounts Receivable - Fence Rental	\$8,540									
TOTAL RECEIPTS	\$982,178	\$960,000	\$966,902	\$965,000	\$1,008,000	\$1,015,000	\$1,003,000	\$1,003,000	\$1,003,000	\$1,003,000
EXPENDITURES										
CVB Appropriation	\$462,000	\$480,000	\$480,000	\$485,000	\$266,000	\$455,000	\$455,000	\$455,000	\$455,000	\$455,000
City cost associated with events	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Civic Auditorium improvements	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Disc Golf course maintenance & Emplo	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000				
Red Rock's Appropriation	\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
ESU Welch Stadium	\$400,000									
Emporia Main Street	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000
Emporia Arts Council Support	\$30,000	\$30,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Emporia Granada	\$30,000	\$30,000	\$0	\$0	\$0					
Lifetime - Biking Event	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
DDO	\$20,000	\$50,000	\$50,000	\$45,000	\$45,000	\$25,000	\$45,000	\$45,000	\$45,000	\$45,000
Disc Golf World Event	\$20,000	\$20,000	\$20,000	\$0	\$0					
Kansas Free for Arts (Halfway to Everyw	\$20,000	\$20,000	\$20,000	\$25,000	\$25,000					
Imaginarium		\$45,000	\$0	\$30,000	\$30,000	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000
National Teachers Hall of Fame		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Emporia First Friday Art Walk				\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Lyon County Historical Society				\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Discover Gravel LLC				\$30,000	\$30,000	\$21,000				
Emporia Recreation Commission				\$28,200	\$28,200	\$36,000	\$28,200	\$28,200	\$28,200	\$28,200
Champion Landing Disc Golf Course				\$0	\$0					
Hispanics of Today and Tomorrow		\$20,000	\$20,000			\$30,000	\$20,000	\$20,000	\$20,000	\$20,000
Marketing money (Mainstreet & Visit Emporia)		\$120,000	\$0							
Dynamic Brewing						\$58,000				
Jones Disc Golf Course Improvements	\$17,900									
Dynamic Discs - course improvements			\$79,906							
Hammond Park Crossings										
Commodities					\$150	\$150				
Hotel Rebate					\$35,000	\$45,000				
Miscellaneous	\$2,656		\$448	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Special Projects	\$0									
TOTAL EXPENDITURES	\$1,310,056	\$1,140,000	\$1,055,354	\$1,080,200	\$896,350	\$1,127,150	\$895,200	\$895,200	\$895,200	\$895,200
Ending Cash Balance	\$671,185	\$408,887	\$582,733	\$344,041	\$694,383	\$582,233	\$690,033	\$797,833	\$905,633	\$1,013,433
25% reserve of revenue	\$245,545	\$240,000	\$241,726	\$241,250	\$252,000	\$253,750	\$250,750	\$250,750	\$250,750	\$250,750
Transient Guest Tax Receipts	2022		2023	2024	2024	2025	2026			
1ST QUARTER-JANUARY	\$184,682.75		\$217,964.96	\$208,253.00	\$208,253.00	\$229,900.15	289,257.29			
2ND QUARTER-APRIL	\$143,987.80		\$170,824.51	\$163,048.74	\$163,048.74	\$154,751.99	182,143.80			
3RD QUARTER-JULY	\$223,905.58		\$232,566.63	\$298,395.94	\$298,395.94	\$298,953.58	301,985.97			
4TH QUARTER-OCTOBER	\$219,288.14		\$230,393.63	\$262,929.27	\$262,929.27	\$244,267.67				
TOTAL	\$771,864.27		\$851,749.73	\$932,626.95	\$932,626.95	\$927,873.39	773,387.06			
Increased bed tax to 7% in January 2017										
Increased bed tax to 8% in April 2024										

2027 & 5 year Budget						08/05/26				
2025-2031						7/31/26 10:25				
Revenue Detail and Expenditure Summary										
Economic Sales Tax										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
Beginning Cash Balance	\$1,319,821	\$989,728	\$1,045,889	\$1,132,193	\$900,478	\$1,303,828	\$1,642,365	\$2,106,402	\$2,570,439	\$3,034,476
Revenue:										
Sales Tax Receipts	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000
Interest Income	\$31,551	\$20,000	\$25,821	\$22,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Sales of Bonds										
Transfer from Industrial Fund				\$0	\$0					
Miscellaneous	\$195,906			\$0	\$0	\$0	\$0	\$0	\$0	\$0
RDA returned money			\$79,182							
Total Revenue	\$1,152,457	\$945,000	\$1,030,003	\$947,000	\$945,000	\$945,000	\$945,000	\$945,000	\$945,000	\$945,000
Expense:										
Appropriation Eco Devo Admin	\$358,184	\$386,192	\$386,192							
Emporia Enterprises	\$35,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Main Street	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Dynamic Brewing LLC	\$500,000									
Transfer to Krestsinger Project			\$279,530		\$24,125					
Miscellaneous	-\$7,596		\$4,441	\$0	\$812	\$500	\$0	\$0	\$0	\$0
Transfer to Project										
Water Tower Pmt & Land Purchase	\$435,963	\$436,000	\$435,963	\$436,000	\$435,963	\$435,963	\$435,963	\$435,963	\$435,963	\$435,963
Contractual Services					35,750					
Spanish Speakers of Kansas						\$25,000				
Flint Hills Tech - Building						\$100,000				
RDA Structure consultant	59,839		24,288							
Excess Carryover	0.00	967,535.00								
Total Expenses	\$1,426,390	\$1,834,727	\$1,175,414	\$481,000	\$541,650	\$606,463	\$480,963	\$480,963	\$480,963	\$480,963
Ending Cash Balance	\$1,045,889	\$100,001	\$900,478	\$1,598,193	\$1,303,828	\$1,642,365	\$2,106,402	\$2,570,439	\$3,034,476	\$3,498,513
Main Street Allocation \$45,000										
Land Purchase Bond Pmt \$86,000										
\$350,000 water line & tower pmt pays off in 2033										
\$86,000 Smoot's land pays off in 2038										

2027 & 5 year Budget						8/5/2026				
2025-2031						7/31/26 10:25 AM				
Revenue Detail and Expenditure Summary										
SPECIAL ALCOHOL FUND										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
Beginning Cash Balance	\$120,433	\$116,893	\$122,643	\$117,603	\$108,353	\$103,653	\$127,653	\$151,653	\$175,653	\$199,653
REVENUE										
Private Club Liquor Tax	\$108,123	\$104,660	\$101,301	\$105,000	\$105,000	\$107,000	\$107,000	\$107,000	\$107,000	\$107,000
Interest on Investment	\$6,287	\$3,000	\$3,809	\$2,500	\$2,500	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TOTAL RECEIPTS	\$114,410	\$107,660	\$105,110	\$107,500	\$107,500	\$109,000	\$109,000	\$109,000	\$109,000	\$109,000
EXPENDITURES										
Appropriations	\$112,200	\$144,400	\$119,400	\$112,200	\$112,200	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Special Projects	\$0									
TOTAL EXPENDITURES	\$112,200	\$144,400	\$119,400	\$112,200	\$112,200	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
Ending Cash Balance	\$122,643	\$80,153	\$108,353	\$112,903	\$103,653	\$127,653	\$151,653	\$175,653	\$199,653	\$223,653
Appropriations	Receive in 2024			Receive in 2025	Receive in 2026	Requested in 2027				
Cross Winds	\$20,000			\$20,000	\$105,000	\$85,000				
Corner House	\$85,000			\$85,000	\$0					
Emporia State University	\$7,200			\$7,200	\$7,200					
FHTC Mental Health Licensed Therapist				\$7,200	\$0					
Crosswinds Building match				\$25,000	\$0					
Total	\$112,200			\$144,400	\$112,200	\$85,000				
Receipts	2023			2024	2024	2025	2026			
1ST QUARTER - MARCH	\$25,545.75			26,804.33	26,804.33	26,397.00	25,879.00			
2ND QUARTER - JUNE	\$26,129.12			26,489.58	26,489.58	24,503.17	20,745.21			
3RD QUARTER - SEPTEMBER	\$31,037.27			29,035.42	29,035.42	29,099.85				
4TH QUARTER - DECEMBER	\$27,455.87			25,793.55	25,793.55	21,301.00				
TOTAL	\$110,168.01			108,122.88	108,122.88	101,301.02	46,624.21			

2027 & 5 year Budget						8/5/2026				
2025-2031						7/31/26 10:25 AM				
Revenue Detail and Expenditure Summary										
SPECIAL PARKS & RECREATION										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
Beginning Cash Balance	\$115,908	\$103,068	\$124,327	\$71,737	\$74,446	\$25,446	\$27,396	\$47,296	\$130,796	\$84,296
REVENUE										
Private Club Liquor Tax	\$108,123	\$104,660	\$101,301	\$105,000	\$105,000	\$107,000	\$107,000	\$107,000	\$107,000	\$107,000
Donations& Grants	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Kahola Proceeds	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trf from projects	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest on Investment	\$8,719	\$4,000	\$5,867	\$3,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL RECEIPTS	\$116,842	\$108,660	\$107,168	\$108,000	\$109,000	\$111,000	\$111,000	\$111,000	\$111,000	\$111,000
EXPENDITURES										
Maintenance & Repair	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commodities	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Municipal Band Allocation	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Capital Outlay	\$93,423	\$135,250	\$142,049	\$143,000	\$143,000	\$94,050	\$76,100	\$12,500	\$142,500	\$112,500
Contractual Services	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Project Accounts	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Projects	\$0	\$61,478		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$108,423	\$211,728	\$157,049	\$158,000	\$158,000	\$109,050	\$91,100	\$27,500	\$157,500	\$127,500
Ending Cash Balance	\$124,327	\$0	\$74,446	\$21,737	\$25,446	\$27,396	\$47,296	\$130,796	\$84,296	\$67,796
Receipts	2023		2024	2025		2026				
1ST QUARTER - MARCH	\$25,546		\$26,804	\$26,397		\$25,879				
2ND QUARTER - JUNE	\$26,129		\$26,490	\$26,850		\$20,745				
3RD QUARTER - SEPTEMBER	\$31,037		\$29,035	\$29,035						
4TH QUARTER - DECEMBER	\$27,456		\$25,794	\$25,794						
TOTAL	\$110,168		\$108,123	\$108,076		\$46,624				
Municipal Band requested \$15,000										

2027 & 5 year Budget						8/5/2026				
2025-2031						7/31/26 10:25 AM				
Revenue Detail and Expenditure Summary										
SPECIAL STREET FUND										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
Beginning Cash Balance	\$179,135	\$113,211	\$188,563	\$103,825	\$73,005	\$236,933	\$105,439	\$208,115	\$282,484	\$327,413
REVENUE										
Gasoline Tax	\$653,077	\$664,752	\$655,731	\$650,000	\$650,000	\$665,000	\$665,000	\$665,000	\$665,000	\$665,000
Special City-County Tax	\$80,767	\$80,631	\$80,631	\$79,813	\$79,813	\$79,813	\$79,813	\$79,813	\$79,813	\$79,813
Damages- Storm	\$20,438	\$5,000	\$17,596	\$5,000	\$12,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Interest on Investment	\$15,927	\$10,000	\$7,657	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Transfer of Funds	\$102,420	\$100,000	\$102,467	\$576,389	\$576,389	\$400,000	\$576,389	\$576,389	\$576,389	\$576,389
Sale of Salvage	\$0			\$0		\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$125			\$0		\$0	\$0	\$0	\$0	\$0
TOTAL RECEIPTS	\$872,754	\$860,383	\$864,082	\$1,316,202	\$1,323,702	\$1,154,813	\$1,331,202	\$1,331,202	\$1,331,202	\$1,331,202
EXPENDITURES										
Personnel Services	\$632,443	\$622,141	\$613,233	\$673,766	\$679,970	\$680,463	\$707,682	\$735,989	\$765,428	\$796,045
Vacancy	\$0		\$0	\$0		\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$87,417	\$131,870	\$115,107	\$151,722	\$141,722	\$158,722	\$158,722	\$158,722	\$158,722	\$158,722
Commodities	\$108,214	\$154,350	\$118,280	\$154,450	\$154,450	\$197,600	\$197,600	\$197,600	\$197,600	\$197,600
Other Charges	\$20,827	(\$41,712)	\$53,806	\$58,530	\$56,510	\$61,200	\$61,200	\$61,200	\$61,200	\$61,200
Capital Outlay	\$0			\$25,000	\$25,000	\$85,000	\$0	\$0	\$0	\$0
Transfers Lease payments	\$0	\$25,000	\$33,109	\$34,000	\$33,272	\$33,272	\$33,272	\$33,272	\$33,272	\$33,272
Utilities	\$9,225	\$5,750	\$4,284	\$31,450	\$5,500	\$5,700	\$5,700	\$5,700	\$5,700	\$5,700
Communications	\$2,420	\$2,700	\$3,320	\$2,700	\$4,050	\$4,550	\$4,550	\$4,550	\$4,550	\$4,550
Training & Travel	\$6,216	\$8,000	\$14,484	\$13,500	\$13,500	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Contractual Services	\$24,585	\$41,100	\$41,870	\$45,800	\$45,800	\$45,800	\$45,800	\$45,800	\$45,800	\$45,800
Outstanding PO's			\$0							
Excess Carryover	\$0	\$24,394	\$0							
Audit Adjustments	(\$28,021)		(\$17,853)	\$0		\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$863,326	\$973,593	\$979,640	\$1,190,918	\$1,159,774	\$1,286,307	\$1,228,526	\$1,256,833	\$1,286,272	\$1,316,889
Net Change in Cash	\$9,428	(\$113,210)	(\$115,558)	\$125,284	\$163,928	(\$131,494)	\$102,676	\$74,369	\$44,929	\$14,312
Ending Cash Balance	\$188,563	\$1	\$73,005	\$229,109	\$236,933	\$105,439	\$208,115	\$282,484	\$327,413	\$341,726
Receipts	2023		2024	2025	2026					
1st Quarter - Jan Payment	\$167,413		\$159,680	\$180,485	\$164,859					
2nd Quarter - April Payment	\$149,530		\$151,744	\$129,636	\$160,585					
3rd Quarter - July Payment	\$166,506		\$174,866	\$171,627	\$174,205					
4th Quarter - Oct Payment	\$164,910		\$166,787	\$173,983						
Total	\$648,358		\$653,077	\$655,731	\$499,648					
1 1/2 mil trf for street repairs										

City of Emporia, Kansas					08/05/2026				
2027 & 5 year Budget					7/31/26 10:25 AM				
2025-2031									
Revenue Detail and Expenditure Summary									
DRUG FORFEITURES									
	2024	2025	2025	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	2027	2028	2029	2030	2031
Beginning Cash Balance	\$35,885	\$40,045	\$65,741	\$60,620	\$94,020	\$87,720	\$89,720	\$91,720	\$93,720
REVENUE									
Receipts from Drug Forfeitures	\$40,393	\$5,000	-\$2,110	\$43,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Interest on Investment	\$2,710	\$2,000	\$2,280	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Audit Adjustment									
TOTAL RECEIPTS	\$43,103	\$7,000	\$170	\$45,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
EXPENDITURES									
Maintenance & Repair	\$0			\$0	\$0	\$0	\$0	\$0	\$0
Commodities	\$11,268	\$5,000	\$1,218	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Capital Outlay	\$0			\$0	\$0	\$0	\$0	\$0	\$0
Communications	\$330			\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$1,649		\$2,172	\$0	\$0	\$0	\$0	\$0	\$0
Other Contractual	\$0		\$1,901	\$6,600	\$8,300	\$0	\$0	\$0	\$0
Excess Carryover	\$0			\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$13,247	\$5,000	\$5,291	\$11,600	\$13,300	\$5,000	\$5,000	\$5,000	\$5,000
Ending Cash Balance	\$65,741	\$42,045	\$60,620	\$94,020	\$87,720	\$89,720	\$91,720	\$93,720	\$95,720

City of Emporia, Kansas						08/05/2026				
2027 & 5 year Budget						7/31/26 10:25 AM				
2025-2031										
Revenue Detail and Expenditure Summary										
Storm Water										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
Beginning Cash Balance	\$243,446	\$0	\$139,005	\$151,446	\$167,407	\$142,407	\$5,590,407	\$415,407	\$16,915,407	\$13,390,407
REVENUE										
Storm Water Fee			\$0	\$250,000	\$215,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Interest on Investment	\$13,609		\$7,734	\$13,000	\$10,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000
Transfer of Funds	\$100,000		\$150,000	\$150,000	\$150,000	\$150,000				
Sale of Bonds				\$5,600,000	\$1,000,000	\$5,600,000		\$17,650,000		
Audit Adjustment										
TOTAL RECEIPTS	\$113,609	\$0	\$157,734	\$6,013,000	\$1,375,000	\$6,013,000	\$263,000	\$17,913,000	\$263,000	\$263,000
EXPENDITURES										
Maintenance of Storm Sewer	\$137,906		\$28,524	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Commodities	\$0			\$0		\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$7,184		\$0	\$565,000		\$565,000	\$5,025,000	\$1,000,000	\$2,075,000	\$14,575,000
Communications	\$702			\$0		\$0	\$0	\$0	\$0	\$0
Other Charges	\$0			\$0		\$0	\$0	\$0	\$0	\$0
Transfer to Bond & Interest							\$413,000	\$413,000	\$1,713,000	\$1,713,000
Transfer to Project fund					\$1,000,000	\$0				
Other Contractual	\$72,258		\$100,808	\$0	\$390,000	\$0	\$0	\$0	\$0	\$0
Excess Carryover	\$0			\$0		\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$218,050	\$0	\$129,332	\$565,000	\$1,400,000	\$565,000	\$5,438,000	\$1,413,000	\$3,788,000	\$16,288,000
Ending Cash Balance	\$139,005	\$0	\$167,407	\$5,599,446	\$142,407	\$5,590,407	\$415,407	\$16,915,407	\$13,390,407	-\$2,634,593

City of Emporia, Kansas				8/5/2026				
2027 & 5 year Budget				7/31/26 10:25 AM				
2025-2031								
Revenue Detail and Expenditure Summary								
BOND & INTEREST FUND								
	2024	2025	2026	2026	Budget	Budget	Budget	Budget
	(Actual)	Actual	Actual	Projected	2027	2028	2029	2030
Beginning Cash Balance	\$2,358,483	\$3,958,724	\$5,581,481	\$5,581,481	\$6,035,315	\$6,139,550	\$5,970,226	\$5,757,062
REVENUE								
Ad Valorem Property Tax	\$2,064,333	\$2,068,052	\$2,061,111	\$2,166,253	\$2,184,281	\$2,275,050	\$2,343,301	\$2,413,600
Back Tax Collection	\$35,227	\$59,164	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Special Assessments	\$67,861	\$39,466	\$39,053	\$34,000	\$30,000	\$25,000	\$25,000	
Motor Vehicle Tax	\$217,199	\$186,648	\$192,974	\$176,455	\$192,974	\$192,974	\$192,974	\$192,974
Recreational Vehicles	\$2,199	\$1,917	\$2,363	\$2,179	\$2,179	\$2,179	\$2,179	\$2,179
Ad Valorem Tax Reduction	-\$23,734	-\$19,075	-\$22,000	-\$25,000	-\$25,000	-\$25,000	-\$25,000	-\$25,000
Interest on Investment	\$217,984	\$191,374	\$130,000	\$130,000	\$130,000	\$100,000	\$100,000	\$100,000
Recreation Center - Fitness Room	\$51,360	\$49,440	\$0					
Industrial Land Payment - Econ Sales Tax	\$85,963	\$95,650	\$85,963	\$85,963	\$85,963	\$85,963	\$85,963	\$85,963
RHID Krestinger Tax payment	\$44							
RHID Mahtropolis			\$2,330	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700
CID Flinthills Crossing				\$20,000	\$66,000	\$66,000	\$66,000	\$66,000
Sales of Bonds		\$12,210,000		\$14,319,559				
Miscellaneous	-\$15,345	\$221	\$0	\$0	\$0			
Transfer of Funds from Project Accounts	\$0		\$0	\$0				
TOTAL RECEIPTS	\$2,703,091	\$14,882,857	\$2,531,794	\$16,959,109	\$2,716,097	\$2,771,866	\$2,840,117	\$2,885,416
EXPENDITURES								
Principal	\$875,000	\$855,000	\$855,000	\$1,195,000	\$1,135,000	\$1,673,000	\$1,843,656	\$2,197,397
Interest Coupons	\$227,850	\$195,100	\$195,100	\$990,716	\$1,476,861	\$1,268,190	\$1,209,625	\$1,146,594
Transfer to project funds		\$12,210,000		\$14,319,559				
Excess Carryover	\$0							
TOTAL EXPENDITURES	\$1,102,850	\$13,260,100	\$1,050,100	\$16,505,275	\$2,611,861	\$2,941,190	\$3,053,281	\$3,343,991
Ending Cash Balance	\$3,958,724	\$5,581,481	\$7,063,175	\$6,035,315	\$6,139,550	\$5,970,226	\$5,757,062	\$5,298,487

City of Emporia, Kansas			08/05/2026							
2027 & 5 year Budget			7/31/26 10:25 AM							
2025-2031										
Revenue Detail and Expenditure Summary										
WATER FUND										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
BEGINNING CASH	\$830,591	\$357,845	\$10,000	\$758,314	\$496,701	\$621,834	\$1,039,574	\$802,502	\$357,478	\$49,047
REVENUE										
Sale of Water	\$9,286,308	\$9,873,500	\$9,569,050	\$11,200,000	\$10,047,503	\$10,525,955	\$10,525,955	\$10,525,955	\$10,525,955	\$10,525,955
Penalties	\$102,425	\$100,000	\$122,732	\$95,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000	\$110,000
Service Charge	\$83,539	\$92,000	\$91,121	\$80,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000
Sale of Salvage	\$0		\$0			\$0	\$0	\$0	\$0	\$0
Reimbursed Expense - New Taps	\$57,451	\$20,000	\$0	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Interest on Investment	\$42,986	\$40,000	\$28,160	\$20,000	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Sale of Bonds	\$0		\$0			\$0	\$0	\$0	\$0	\$0
Trf from Industrial Development Sales Tax fund	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Non Operating Revenue	\$5,240,370		\$4,321,335			\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$2,100	\$22,665	\$2,100	\$16,500	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
TOTAL RECEIPTS	\$15,163,079	\$10,477,600	\$14,505,063	\$11,767,100	\$10,659,003	\$11,113,055	\$11,113,055	\$11,113,055	\$11,113,055	\$11,113,055
EXPENDITURES										
Personnel Services	\$1,387,665	\$1,473,897	\$1,463,421	\$1,584,076	\$1,584,050	\$1,864,840	\$1,939,434	\$2,017,011	\$2,097,691	\$2,181,599
Vacancy	\$0		\$0			\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$1,381,379	\$1,110,400	\$866,438	\$1,203,550	\$858,550	\$898,550	\$898,550	\$898,550	\$898,550	\$898,550
Commodities	\$2,047,987	\$1,769,350	\$2,299,182	\$2,165,850	\$2,236,250	\$1,808,400	\$1,808,400	\$1,808,400	\$1,808,400	\$1,808,400
Other Charges	\$321,710	\$340,260	\$256,352	\$316,450	\$280,250	\$297,350	\$297,350	\$297,350	\$297,350	\$297,350
Industrial Discount	\$322,829	\$320,000	\$202,719	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$373,685	\$415,000	\$117,955	\$318,000	\$328,000	\$435,000	\$160,000	\$400,000	\$285,000	\$0
Debt Payment	\$1,825,075	\$1,635,939	\$1,834,690	\$1,923,869	\$2,209,869	\$2,324,025	\$3,179,244	\$3,069,618	\$2,967,344	\$2,642,193
Stock	\$120,609	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Transfer to Project Account	\$5,240,370		\$3,688,238			\$0	\$0	\$0	\$0	\$0
Utilities	\$630,971	\$712,100	\$531,651	\$594,600	\$602,600	\$616,800	\$616,800	\$616,800	\$616,800	\$616,800
Communications	\$24,833	\$44,700	\$26,416	\$40,400	\$32,000	\$36,200	\$36,200	\$36,200	\$36,200	\$36,200
Travel & Training	\$19,330	\$22,500	\$26,267	\$20,200	\$18,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500
Contractual Services	\$1,222,028	\$1,329,450	\$1,155,267	\$1,250,300	\$1,258,800	\$1,275,650	\$1,275,650	\$1,275,650	\$1,275,650	\$1,275,650
Administrative Fee 16%	\$1,105,842	\$1,405,680	\$1,405,680	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000
Change in Liabilities	(\$40,644)		\$144,086			\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,983,671	\$10,584,276	\$14,018,362	\$10,892,295	\$10,533,869	\$10,695,315	\$11,350,128	\$11,558,079	\$11,421,485	\$10,895,242
NET CHANGE IN CASH	(\$820,592)	(\$106,676)	\$486,701	\$874,805	\$125,134	\$417,740	(\$237,073)	(\$445,024)	(\$308,430)	\$217,813
ENDING CASH	\$10,000	\$251,169	\$496,701	\$1,633,119	\$621,834	\$1,039,574	\$802,502	\$357,478	\$49,047	\$266,860
Base for reserve calculation	\$15,609,986	\$10,169,276	\$13,900,407	\$10,574,295	\$10,205,869	\$10,260,315	\$11,190,128	\$11,158,079	\$11,136,485	\$10,895,242
20% reserve amount	\$3,121,997	\$2,033,855	\$2,780,081	\$2,114,859	\$2,041,174	\$2,052,063	\$2,238,026	\$2,231,616	\$2,227,297	\$2,179,048
Amount over 20% reserve	(\$3,111,997)	(\$1,782,686)	(\$2,283,381)	(\$481,740)	(\$1,419,340)	(\$1,012,489)	(\$1,435,524)	(\$1,874,138)	(\$2,178,250)	(\$1,912,188)
Percent	0.06%	2.47%	3.57%	15.44%	6.09%	10.13%	7.17%	3.20%	0.44%	2.45%

City of Emporia, Kansas			8/5/2026							
2027 & 5 year Budget			7/31/26 10:25 AM							
2025-2031										
WASTE WATER FUND										
	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
BEGINNING CASH	\$1,029,529	\$726,707	\$640,980	\$1,321,734	\$1,452,173	\$1,452,173	\$1,064,308	\$1,214,997	\$463,102	(\$149,822)
REVENUE										
Sales/Charges	\$6,600,709	\$7,040,000	\$7,124,223	\$8,140,000	\$7,700,000	\$7,700,000	\$7,700,000	\$7,700,000	\$7,700,000	\$7,700,000
Extra Strength Surcharge	\$163,428	\$155,000	\$276,057	\$162,500	\$337,000	\$337,000	\$337,000	\$337,000	\$337,000	\$337,000
Interest on Investment	\$45,923	\$30,000	\$45,078	\$20,000	\$36,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
New system Taps	\$2,000	\$5,000	\$3,400	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Sale of Bonds	\$0		\$0			\$0	\$0	\$0	\$0	\$0
Non Operating	\$135,920		\$283,352			\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$6,808	\$1,000	\$9,585	\$1,000	\$8,450	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL RECEIPTS	\$6,954,789	\$7,231,000	\$7,741,695	\$8,324,500	\$8,082,450	\$8,069,000	\$8,069,000	\$8,069,000	\$8,069,000	\$8,069,000
EXPENDITURES										
Personnel Services	\$1,425,385	\$1,287,571	\$1,492,043	\$1,502,707	\$1,512,246	\$1,648,674	\$1,714,621	\$1,783,206	\$1,854,534	\$1,928,715
Vacancy	\$0									\$0
Maintenance & Repair	\$420,819	\$489,100	\$539,211	\$546,500	\$552,150	\$463,750	\$463,750	\$463,750	\$463,750	\$463,750
Commodities	\$534,367	\$374,750	\$387,750	\$579,750	\$489,150	\$419,150	\$419,150	\$419,150	\$419,150	\$419,150
Other Charges	\$165,841	\$187,785	\$165,926	\$212,865	\$178,365	\$194,100	\$194,100	\$194,100	\$194,100	\$194,100
Capital Outlay	\$117,523	\$405,000	\$6,300	\$1,178,000	\$798,000	\$1,120,000	\$425,000	\$675,000	\$25,000	\$25,000
Debt Payment	\$2,983,764	\$2,800,484	\$2,767,241	\$2,758,691	\$2,735,540	\$2,742,091	\$2,832,590	\$3,416,590	\$3,856,290	\$3,853,490
Transfer to Project fund	\$135,920	\$79,100	\$0			\$0	\$0	\$0	\$0	\$0
Utilities	\$749,512	\$599,500	\$824,756	\$675,500	\$901,500	\$936,500	\$936,500	\$936,500	\$936,500	\$936,500
Communications	\$22,855	\$29,600	\$23,260	\$30,300	\$33,400	\$33,400	\$33,400	\$33,400	\$33,400	\$33,400
Travel & Training	\$9,652	\$11,500	\$16,280	\$16,000	\$12,000	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500
Contractual Services	\$344,176	\$239,550	\$462,360	\$237,050	\$278,200	\$277,700	\$277,700	\$277,700	\$277,700	\$277,700
Administrative Fee Flat	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000	\$610,000
Change in Liabilities	(\$176,476)		(\$364,625)			\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$7,343,338	\$7,113,940	\$6,930,502	\$8,347,363	\$8,100,551	\$8,456,865	\$7,918,311	\$8,820,896	\$8,681,924	\$8,753,305
NET CHANGE IN CASH	(\$388,549)	\$117,060	\$811,193	(\$22,863)	(\$18,101)	(\$387,865)	\$150,689	(\$751,896)	(\$612,924)	(\$684,305)
ENDING CASH	\$640,980	\$843,767	\$1,452,173	\$1,298,871	\$1,434,072	\$1,064,308	\$1,214,997	\$463,102	(\$149,822)	(\$834,127)
Base for reserve calculation	\$7,225,815	\$6,708,940	\$6,924,202	\$7,169,363	\$7,302,551	\$7,336,865	\$7,493,311	\$8,145,896	\$8,656,924	\$8,728,305
20% Cash Reserve amount	\$1,445,163	\$1,341,788	\$1,384,840	\$1,433,873	\$1,460,510	\$1,467,373	\$1,498,662	\$1,629,179	\$1,731,385	\$1,745,661
Amount over 20% Cash Reserve	(\$804,183)	(\$498,021)	\$67,333	(\$135,002)	(\$26,439)	(\$403,065)	(\$283,665)	(\$1,166,077)	(\$1,881,207)	(\$2,579,789)
Percentage	8.87%	12.58%	20.97%	18.12%	19.64%	14.51%	16.21%	5.69%	-1.73%	-9.56%

City of Emporia, Kansas							8/5/2026				
2027 & 5 year Budget							7/31/26 10:25 AM				
2025-2031											
SOLID WASTE DISPOSAL FUND											
	2023	2024	2025	2025	2026	2026	Budget	Budget	Budget	Budget	Budget
	(Actual)	Actual	Budget	Actual	Budget	Projection	2027	2028	2029	2030	2031
BEGINNING CASH	\$3,549,209	\$3,388,240	\$2,347,675	\$2,528,037	\$733,639	\$1,965,630	\$1,965,630	\$327,787	(\$1,793,351)	(\$4,100,758)	(\$5,871,082)
REVENUE											
Refuse Collection Fees	\$3,004,195	\$3,047,423	\$3,300,000	\$3,315,313	\$3,520,000	\$3,520,000	\$3,520,000	\$3,520,000	\$3,520,000	\$3,520,000	\$3,520,000
Loss on Sale of Assets	\$0	\$0		\$0			\$0	\$0	\$0	\$0	\$0
Interest on Investments	\$150,996	\$156,375	\$120,000	\$74,105	\$70,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Resale of Recyclables	\$84,117	\$144,698	\$90,000	\$102,845	\$90,000	\$60,000	\$60,000	\$60,000	\$90,000	\$90,000	\$90,000
Box Container Fees	\$1,868,989	\$1,869,277	\$2,013,000	\$1,919,089	\$2,220,000	\$2,020,000	\$2,020,000	\$2,020,000	\$2,220,000	\$2,220,000	\$2,220,000
Landfill Fees	\$611,254	\$578,017	\$597,500	\$574,261	\$849,000	\$609,000	\$609,000	\$609,000	\$849,000	\$849,000	\$849,000
Transfers	\$19,428	\$0		\$16,387			\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$5,664	\$15,845	\$5,500	\$7,812	\$4,800	\$6,110	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
TOTAL RECEIPTS	\$5,744,642	\$5,811,637	\$6,126,000	\$6,009,812	\$6,753,800	\$6,265,110	\$6,263,800	\$6,263,800	\$6,733,800	\$6,733,800	\$6,733,800
EXPENDITURES											
Personnel Services	\$2,268,626	\$2,496,197	\$2,585,861	\$2,670,130	\$2,791,045	\$2,772,130	\$2,794,893	\$2,906,689	\$3,022,956	\$3,143,874	\$3,269,629
Vacancy	\$0	\$0									
Maintenance & Repair	\$372,042	\$257,114	\$390,500	\$315,294	\$318,000	\$291,000	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000
Commodities	\$408,039	\$399,765	\$447,100	\$445,883	\$542,300	\$552,100	\$563,200	\$563,200	\$563,200	\$563,200	\$563,200
Other Charges	\$278,567	\$395,271	\$248,730	\$189,458	\$403,900	\$359,950	\$373,250	\$373,250	\$373,250	\$373,250	\$373,250
Industrial Discount			\$130,000	\$140,820		\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$3,970	\$320,359	\$1,150,000	\$320,359	\$100,000	\$421,300	\$721,500	\$1,093,000	\$1,633,000	\$975,000	\$0
Debt Payment								\$0	\$0	\$0	\$0
Trf to Project fund	\$25,000	\$0		\$0			\$0	\$0	\$0	\$0	\$0
Utilities	\$60,758	\$52,096	\$74,000	\$57,645	\$80,000	\$62,600	\$69,500	\$69,500	\$69,500	\$69,500	\$69,500
Communications	\$37,201	\$38,036	\$54,300	\$37,477	\$52,400	\$44,500	\$47,300	\$47,300	\$47,300	\$47,300	\$47,300
Travel & Training	\$10,752	\$6,051	\$11,600	\$6,395	\$8,750	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Contractual Services	\$1,675,146	\$1,759,615	\$1,879,000	\$1,926,987	\$1,943,440	\$2,011,500	\$2,014,000	\$2,014,000	\$2,014,000	\$2,014,000	\$2,014,000
Administrative Fee 16%	\$877,017	\$975,905	\$924,880	\$924,880	\$990,000	\$990,000	\$990,000	\$990,000	\$990,000	\$990,000	\$990,000
Change in Liabilities	(\$111,506)	(\$28,569)		(\$463,109)			\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$5,905,612	\$6,671,840	\$7,895,971	\$6,572,219	\$7,229,835	\$7,513,080	\$7,901,643	\$8,384,939	\$9,041,206	\$8,504,124	\$7,654,879
NET CHANGE IN CASH	(\$160,969)	(\$860,203)	(\$1,769,971)	(\$562,407)	(\$476,035)	(\$1,247,970)	(\$1,637,843)	(\$2,121,139)	(\$2,307,406)	(\$1,770,324)	(\$921,079)
ENDING CASH	\$3,388,240	\$2,528,037	\$577,704	\$1,965,630	\$257,604	\$717,660	\$327,787	(\$1,793,351)	(\$4,100,758)	(\$5,871,082)	(\$6,792,161)
Base for reserve calculation	\$5,901,642	\$6,351,481	\$6,745,971	\$6,251,860	\$7,129,835	\$7,091,780	\$7,180,143	\$7,291,939	\$7,408,206	\$7,529,124	\$7,654,879
20% cash reserve amount	\$1,180,328	\$1,270,296	\$1,349,194	\$1,250,372	\$1,425,967	\$1,418,356	\$1,436,029	\$1,458,388	\$1,481,641	\$1,505,825	\$1,530,976
Amount over 20% Cash Reserve	\$2,207,911	\$1,257,741	(\$771,490)	\$715,258	(\$1,168,363)	(\$700,696)	(\$1,108,241)	(\$3,251,739)	(\$5,582,399)	(\$7,376,907)	(\$8,323,137)
Percentage	57.41%	39.80%	8.56%	31.44%	3.61%	10.12%	4.57%	-24.59%	-55.35%	-77.98%	-88.73%

2027	BUDGET YEAR	ADD 3.0% FOR	TOTAL	BUDGET	PREVIOUS	
	TAX	DELINQUENT	TAX	YEAR	YEAR	
FUND	REQUIREMENTS	TAXES	REQUIREMENT	LEVY	MILL LEVY	DIFFERENCE
GENERAL	\$7,827,340.00	\$234,820.20	\$8,062,160.20	31.865	32.115	0.250
LIBRARY	\$1,228,325.50	\$36,849.77	\$1,265,175.27	5.000	5.000	0.000
INDUSTRIAL	\$0.00	\$0.00	\$0.00	0.000	0.000	0.000
BOND&INTEREST	\$2,122,925.43	\$63,687.76	\$2,186,613.19	8.642	8.892	0.250
TOTAL	\$11,178,590.93	\$335,357.73	\$11,513,948.66	45.508	46.007	0.499
Assessed Valuation		253,010,919.00	Percentage Change of Mill Levy			1.09%
	Prior Year Valuation	\$251,041,317.00				
	Delinquency %	0.0300				

2027 & 5 year Budget

2025-2030

Revenue Detail and Expenditure Summary

8/5/2026

7/30/26 3:23 PM

1/2 mil decrease

GENERAL FUND

	2024 (Actual)	2025 Budget	2025 Actual	Budget 2026	2026 Projection	Budget 2027	Budget 2028	Budget 2029	Budget 2030	Budget 2031
Beginning Cash Balance	\$6,450,183	\$5,489,073	\$6,741,570	\$4,993,036	\$6,362,307	\$3,980,005	\$1,772,258	-\$3,041,405	-\$7,449,277	-\$13,070,482
REVENUE										
Ad Valorem Property Tax	\$6,381,559	\$7,141,464	\$7,321,134	\$7,848,034	\$7,913,734	\$7,827,340	\$8,300,199	\$8,549,205	\$8,805,682	\$0
Sales Tax	\$9,875,366	\$9,960,982	\$10,175,776	\$10,198,000	\$10,282,401	\$10,462,343	\$10,401,960	\$10,401,960	\$10,401,960	\$0
Franchise Tax	\$2,838,093	\$2,776,900	\$2,812,655	\$2,957,500	\$3,001,748	\$3,262,921	\$2,987,075	\$2,987,075	\$2,987,075	\$0
Other Taxes	\$694,837	\$696,594	\$614,101	\$726,294	\$660,594	\$612,554	\$645,594	\$645,594	\$645,594	\$0
Intergovernmental Taxes	\$444,354	\$399,838	\$391,198	\$424,683	\$373,303	\$594,437	\$529,683	\$529,683	\$529,683	\$0
Licenses & Permits	\$281,051	\$264,350	\$237,010	\$248,250	\$248,050	\$264,350	\$248,250	\$248,250	\$248,250	\$0
Charges for Services	\$2,630,347	\$2,420,816	\$2,714,587	\$2,426,220	\$2,510,635	\$2,544,964	\$2,426,220	\$2,426,220	\$2,426,220	\$0
Fines & Fees	\$524,869	\$496,000	\$653,255	\$540,000	\$524,600	\$574,600	\$540,000	\$540,000	\$540,000	\$0
Use of Property and Money	\$152,662	\$185,596	\$189,407	\$161,996	\$161,996	\$161,996	\$161,996	\$161,996	\$161,996	\$0
Interest Receivable	\$811,328	\$550,000	\$334,217	\$300,000	\$275,000	\$250,000	\$1	\$250,000	\$250,000	\$250,000
Reimbursements	\$21,025	\$5,100	\$9,349	\$4,100	\$4,100	\$4,300	\$44,100	\$44,100	\$44,100	\$0
Misc. Rev. - Administrative Transfers 16%	\$2,733,556	\$2,953,560	\$2,995,436	\$2,736,000	\$2,736,000	\$2,736,000	\$2,720,000	\$2,720,000	\$2,110,000	\$0
Transfers	\$225,753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Revenues		\$41,500	\$59,726	\$40,000	\$56,235	\$21,500	\$0	\$0	\$0	\$0
Nonoperating Revenues		\$100,000	\$441,364	\$0	\$0					
TOTAL RECEIPTS	\$27,614,800	\$27,992,700	\$28,949,215	\$28,611,077	\$28,748,396	\$29,317,305	\$29,005,078	\$29,504,083	\$29,150,560	\$250,001
EXPENDITURES										
Personnel Services	\$17,949,291	\$18,408,986	\$18,728,364	\$19,392,234	\$19,308,492	\$19,525,516	\$20,306,537	\$21,118,798	\$21,963,550	\$22,842,092
Vacancy 3%	\$0	(\$356,397)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$968,713	\$1,153,800	\$620,264	\$1,018,708	\$836,558	\$848,208	\$1,159,838	\$1,159,838	\$1,159,838	\$1,159,838
Commodities	\$1,631,449	\$2,134,335	\$1,890,770	\$2,178,595	\$2,079,495	\$2,230,795	\$2,295,845	\$2,295,845	\$2,295,845	\$2,295,845
Other Charges	\$354,999	\$910,645	\$706,755	\$1,114,328	\$1,051,160	\$1,096,850	\$1,179,750	\$1,179,750	\$1,179,750	\$1,179,750
Capital Outlay	\$224,209	\$201,500	\$189,348	\$441,000	\$295,700	\$475,000	\$1,227,000	\$471,380	\$449,500	\$270,000
Stock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$550,047	\$635,050	\$543,567	\$659,250	\$628,700	\$696,100	\$698,100	\$698,100	\$698,100	\$698,100
Communications	\$107,898	\$145,250	\$105,081	\$142,450	\$127,350	\$158,980	\$150,500	\$150,500	\$150,500	\$150,500
Training & Travel	\$182,158	\$239,200	\$190,598	\$238,045	\$223,545	\$219,000	\$223,650	\$223,650	\$223,650	\$223,650
Jail Expenses	\$62,200	\$87,500	\$56,400	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500	\$87,500
Other Contractual	\$871,406	\$5,006,410	\$979,357	\$2,774,054	\$1,046,776	\$1,035,616	\$1,054,936	\$1,054,936	\$1,054,936	\$1,054,936
Transfers - County Wide Sales Tax	\$3,358,119	\$3,416,507	\$3,457,388	\$3,550,000	\$3,468,000	\$3,550,000	\$3,657,210	\$3,693,782	\$3,730,720	\$3,730,720
Transfer to Industrial Development Sales Tax	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000	\$925,000
Transfer to Equipment Reserve	\$0	\$572,200	\$720,018	\$706,558	\$676,033	\$476,487	\$476,487	\$476,487	\$476,487	\$476,487
Transfer for Special Street			\$376,389	\$376,389	\$376,389	\$200,000	\$376,389	\$376,389	\$376,389	\$376,389
Transfer to Projects	(\$1,774)		\$0	\$0						
Outstanding PO's										
Excess Carryover			\$0	\$0		\$0				\$0
TOTAL EXPENDITURES	\$27,183,715	\$33,479,986	\$29,112,909	\$33,604,111	\$31,130,698	\$31,525,052	\$33,818,742	\$33,911,955	\$34,771,765	\$35,470,807
Revenue less expenses	\$431,085	(\$5,487,286)	(\$163,694)	(\$4,993,034)	(\$2,382,302)	(\$2,207,747)	(\$4,813,663)	(\$4,407,872)	(\$5,621,205)	(\$35,220,806)
Cash Basis Adjustments/Non-appropriated Balance	(\$139,698)	\$0	(\$215,569)	(\$2)	\$0	\$0	\$0	\$0	\$0	\$0
Ending Cash Balance	\$6,741,570	\$1,787	\$6,362,307	\$0	\$3,980,005	\$1,772,258	(\$3,041,405)	(\$7,449,277)	(\$13,070,482)	(\$48,291,288)
Base for Reserve calculation	\$22,942,213	\$29,138,479	\$25,370,240	\$27,082,704	\$0	\$27,895,185	\$28,732,040	\$29,594,002	\$30,481,822	\$0
15% Reserve	\$3,441,332	\$4,370,772	\$3,805,536	\$4,062,406	\$0	\$4,184,278	\$4,309,806	\$4,439,100	\$4,572,273	\$0
Amount over 15% Reserve	\$3,300,238	(\$4,368,985)	\$2,556,771	(\$4,062,405)	\$3,980,005	(\$2,412,020)	(\$7,351,211)	(\$11,888,377)	(\$17,642,756)	(\$48,291,288)
Percentage	29.39%	0.01%	25.08%	0.00%	#DIV/0!	6.35%	-10.59%	-25.17%	-42.88%	#DIV/0!

2% inc sales tax, electric & gas

4% Valuation increase

2% rate	\$19,565,492.00	-\$39,976.00
Zero rate	\$19,166,196.00	\$359,320.00

City of Emporia, Kansas				8/5/2026				
2027 & 5 year Budget				7/30/26 3:23 PM				
2025-2031				1/2 mil decrease				
Revenue Detail and Expenditure Summary								
BOND & INTEREST FUND								
	2024	2025	2026	2026	Budget	Budget	Budget	Budget
	(Actual)	Actual	Actual	Projected	2027	2028	2029	2030
Beginning Cash Balance	\$2,358,483	\$3,958,724	\$5,581,481	\$5,581,481	\$6,035,315	\$6,078,195	\$5,908,871	\$5,695,707
REVENUE								
Ad Valorem Property Tax	\$2,064,333	\$2,068,052	\$2,061,111	\$2,166,253	\$2,122,925	\$2,275,050	\$2,343,301	\$2,413,600
Back Tax Collection	\$35,227	\$59,164	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Special Assessments	\$67,861	\$39,466	\$39,053	\$34,000	\$30,000	\$25,000	\$25,000	
Motor Vehicle Tax	\$217,199	\$186,648	\$192,974	\$176,455	\$192,974	\$192,974	\$192,974	\$192,974
Recreational Vehicles	\$2,199	\$1,917	\$2,363	\$2,179	\$2,179	\$2,179	\$2,179	\$2,179
Ad Valorem Tax Reduction	-\$23,734	-\$19,075	-\$22,000	-\$25,000	-\$25,000	-\$25,000	-\$25,000	-\$25,000
Interest on Investment	\$217,984	\$191,374	\$130,000	\$130,000	\$130,000	\$100,000	\$100,000	\$100,000
Recreation Center - Fitness Room	\$51,360	\$49,440	\$0					
Industrial Land Payment - Econ Sales Tax	\$85,963	\$95,650	\$85,963	\$85,963	\$85,963	\$85,963	\$85,963	\$85,963
RHID Krestinger Tax payment	\$44							
RHID Mahtropolis			\$2,330	\$9,700	\$9,700	\$9,700	\$9,700	\$9,700
CID Flinthills Crossing				\$20,000	\$66,000	\$66,000	\$66,000	\$66,000
Sales of Bonds		\$12,210,000		\$14,319,559				
Miscellaneous	-\$15,345	\$221	\$0	\$0	\$0			
Transfer of Funds from Project Accounts	\$0		\$0	\$0				
TOTAL RECEIPTS	\$2,703,091	\$14,882,857	\$2,531,794	\$16,959,109	\$2,654,741	\$2,771,866	\$2,840,117	\$2,885,416
EXPENDITURES								
Principal	\$875,000	\$855,000	\$855,000	\$1,195,000	\$1,135,000	\$1,673,000	\$1,843,656	\$2,197,397
Interest Coupons	\$227,850	\$195,100	\$195,100	\$990,716	\$1,476,861	\$1,268,190	\$1,209,625	\$1,146,594
Transfer to project funds		\$12,210,000		\$14,319,559				
Excess Carryover	\$0							
TOTAL EXPENDITURES	\$1,102,850	\$13,260,100	\$1,050,100	\$16,505,275	\$2,611,861	\$2,941,190	\$3,053,281	\$3,343,991
Ending Cash Balance	\$3,958,724	\$5,581,481	\$7,063,175	\$6,035,315	\$6,078,195	\$5,908,871	\$5,695,707	\$5,237,132

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
TGT allocation								
Replace arena bleachers (1992)	Civic Building			175,000				
Patch and Paint walls and Ceilings in Main Arena	Civic Building	125,000						
Handrails in black chair section	Civic Building			60,000				
Basketball back stops	Civic Building			50,000				
ADA assistive listening system & Audio	Civic Building						90,000	
Arena Handrails	Civic Building							
Civic Auditorium Arena Score Board with Video Donations needed	Civic Building				450,000			
Total Auditorium Improvements		125,000	-	285,000	450,000	-	90,000	-

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Storm water fund								
E. 12th Ave & Whildin St. Drainage - combine with Michelle St Development	Storm Water				25,000	75,000		
29th & Westridge	Storm Water							
Commercial St (downtown) Emergency Repair	Storm Water	1,000,000						
Becker Addition	Storm Water	165,000		3,600,000				
Industrial Park II Drainage	Storm Water	143,300		650,000				
West 6th Thompson Brake	Storm Water				???			
Potwin & Cottonwood St Storm Sewer	Storm Water						250,000	5,250,000
4th Ave & Arundel St Storm Sewer Lining	Storm Water						150,000	1,200,000
8th & Commercial St. Downtown Storm Sewer	Storm Water						500,000	4,000,000
18th Ave Drng Channel (EHS Pond)	Storm Water				25,000	375,000		
18th Ave & Holiday Drive (Flint Hills Mall/I35)	Storm Water				50,000	550,000		
Williby Ave (12th Ave to Williby Ct)(StormPond/Swr)	Storm Water						150,000	1,350,000
Rural & State St. SWS Improvs. (7th -12th Ave)	Storm Water						75,000	675,000
Drainage Chnl W. of Prairie (US50 to 7th Ave)	Storm Water				25,000	225,000		
5th Ave & Oak to 500 Blk Chestnut S (60" clayblock lining)	Storm Water					65,000	610,000	
Randolph & Washington (Washington to West)	Storm Water						30,000	270,000
Total Storm Water		1,308,300	-	4,250,000	125,000	1,290,000	1,765,000	12,745,000

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Special Street								
Graco Paint Machine	Sign & Marking	25,000	23,472					
3/4-ton pickup with speciality sign bed (Replace 2011 1-ton)	Sign & Marking			85,000				
Total Special Street		25,000	23,472	85,000	-	-	-	-

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Special Park								
Tees & Banks Reel Mower (2004) 3300 hours	Golf Course							
Wide Area Mower (2007) 4900 hours	Golf Course			81,550				
Master Park Plan split with Multi Year	Park	\$25,000						
Tree Repopulation Project/All Parks	Park			12,500	12,500	12,500	12,500	12,500
11 Foot Rotary Mower (2012) #617	Park	100,000						
11 Foot Rotary Mower (20#658	Park							100,000
Riding Lawn Mower 60"	Park	\$18,000						
Greens Mower, with cutting units and Verti cut units (1999) 4400 hours	Golf Course				63,600			
Greens Mower (1 of 2) Replaces 2016 Mowers	Golf Course						65,000	
Greens Mower (2 of 2) Replaces 2016 Mowers	Golf Course						65,000	
Total Special Park		143,000	-	94,050	76,100	12,500	142,500	112,500
Community Foundation - Kahola fund								
Rehab Band Stand at Fremont Park Roof and siding	Park							
Skate board Park	Park							
Dog Park at Whittier & other improvements \$26000 donations	Park	75,000						
Whittier Park bike pump track	Park			400,000				
Whittier Park lights for dog, skate and bike	Park			85,000				
Whittier Park improvements to paving	Park				65,000			
Quaker Park Basketball Court	Park			50,000				
Quaker Park climbing wall surfacing and walking path(\$10k Everygy donation) KAHOLA	Park	35,000						
Total Community Foundation - Kahola Fund		110,000	-	535,000	65,000	-	-	-

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
General Fund								
Skidsteer & accessories Lease	Airport							
Comprehensive Plan	Band			50,000	150,000			
Community Affordable Housing Program For Land Bank	Band				200,000			
Monitor/Defibrillator	EMS	56,500		57,000	57,000	58,000	58,500	
Mechanical CPR Devices	EMS	44,500		33,000	34,000	35,000		
Replace Power Cots	EMS	37,500			37,500	37,500		
Power Load Cot System	EMS	65,000			67,500	70,000		
Communication Equipment	Fire	15,000		15,000	15,000	15,000	15,000	15,000
Utility Vehicle width hydraulic dump bed and HI-FLOW hydraulics (1998) 5100 hours	Golf Course					42,380		
Chemical sprayer & Cushman (2001) 2200 hours	Golf Course			90,000				
Sand topdresser (1992)	Golf Course				31,000			
Bunker Rake w/attachments	Golf Course						35,000	
Greens Rotary Brush	Golf Course						11,000	
2 Autonomous rough mowers	Golf Course				60,000			
Brine Maker with no storage tanks	Snow Removal				60,000			
Road Temperature and weather stations	Snow Removal			10,000				
Skidsteer plow box	Snow Removal			25,000				
1-ton with flat bed (Replace 2020)	Snow Removal						65,000	
48 inch commercial zero turn mower w/bagger #657	Park	15,000	10,759					
John Deere Gator UTV	Park			30,000				
Dump Truck	Park						120,000	
Flatbed Truck	Park					70,000		
John Deere Blade tractor replace #626-1	Park					56,000		
11 foot rotary mower (2015) 1435 hours	Park			100,000				
11 Foot Rotary Mower 2016 #651-4	Park				100,000			
Mini Excavator-Venrtrac 4502N w/95" wide area mower, cab, stumpgrinder, dozer blade	Park						80,000	
Large Bucket truck #610 (can be used)	Park							80,000
3/4 ton pickup w/dump bed replaces #609	Park					55,000		
3/4 ton pickup w/dump bed replaces #607	Park							55,000
3/4 ton pickup w/dump bed replaces #601	Park							55,000
Camera for Peter Pan Park splash pad	IT	12,500						
Camera for Las Casitas	IT			12,500				
Camera for East Side Memorial Park	IT			12,500				
Camera for Reeble Park	IT			12,500				
Camera for Whittier Skatepark	IT	12,500						
Camera for Veterans Memorial	IT	12,500						
Camera for Debaugue Soccer Complex	IT			12,500				
Communication Equipment	Police	15,000		15,000	15,000	15,000	15,000	15,000
Spillman Server	Police							50,000
Fire Wall Split with Dispatch & Sheriff	Police	17,000						
Police Radios	Police						50,000	
Bearcat/Rescue Vehicle	Police				400,000			
Replace truck	Zoo					55,000		
UTV - New	Zoo	9,700	9,700					
Total General Fund		312,700	20,459	475,000	1,227,000	508,880	449,500	270,000

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Mil Levy								
Civic Building & Carnegie Building Remodel	City			???				
Addition to Fire Station #2 & new fire station #1	Fire	7,000,000						
Quint 1 (2001) Replacement	Fire							
Fire Engine - 1,000 gallon tank & foam	Fire			750,000				
Ambulance Purchase (2011), (2014), (2017)	EMS	400,000		450,000		500,000		
Course renovations	Golf Course							2,500,000
Par 3 course	Golf Course							1,500,000
Maintenance and equipment building Built in early 1970's with Cart storage	Golf Course			750,000				
Clubhouse (dining, merchandise, shelter)	Golf Course					1,300,000		
Flint Hills Crossing Street CID to pay 50%	Paving							
Major Street Repair TBD	Paving						18,500,000	
Brick Streets \$200,000 per block 47.5 blocks \$9,500,000	Paving							
Street Sweeper Vacuum (2014)	Special Street							
Plow Truck with spreader (replace 2003)	Special Street			400,000				
Plow Truck with spreader (replace 2014)	Special Street			400,000				
1-ton with plow/ spreader and hydraulics (replace 2011 1-ton)	Special Street			100,000				
1-ton with plow/ spreader and hydraulics (replace 2017 1-ton)	Special Street			100,000				
Street Sweeper (Replace 2021)	Special Street			300,000				
Wheel Loader to Replace 2017 Volvo	Special Street					310,000		
Pothole Repair Truck	Special Street				400,000			
New Hanger for monthly and daily rental	Airport			1,200,000				
Adding onto Existing T-Hangar	Airport					1,500,000		
New Hanger	Airport							1,500,000
Park & Zoo Maintenance Facility w Generator	Park				900,000			
Veterinary Building update/addition	Zoo					450,000		
Total Mil Levy		7,400,000	-	4,450,000	1,300,000	4,060,000	18,500,000	5,500,000

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Multi-Year								
Private/Public partnership	Administration	200,000		200,000	200,000	200,000	200,000	200,000
Install Security Fencing and Gates	Airport				\$100,000			
Ramp Expansion Design (KDOT 95%)	Airport	2,600						
Ramp Expansion Construction (KDOT 90%)	Airport	88,000						
Repair South Ramp (KDOT 95%) (Design)	Airport	15,000						
Repair South Ramp (KDOT 90%) (Construction)	Airport	50,000						
Replace Mogas Fuel tank and 24 hour fuel pumps (KDOT 80%)	Airport	50,000						
6000' 60,000lb Runway (Complete Reconstruction of Existing and 1000' Extension) (Design) (FAA 90%)	Airport					100,000		
6000' 60,000lb Runway (Complete Reconstruction of Existing and 1000' Extension) (Construction) (FAA 90%)	Airport						600,000	
Replace Windows	Civic Building			\$150,000				
Little Theater Sound Treatment	Civic Building	35,000						
Civic Roof areas K,M & N (Cover asphalt roof with TPO Rubber Material) and A,B,D Metal roof coating	Civic Building			300,000				
Sewer Lift station - Police department - basement Sewer	Civic Building						150,000	
ADA Improvements	Civic Building	100,000		100,000	100,000	100,000	100,000	100,000
Downtown breezeway lights	Downtown			60,000				
New pond construction on new plot of land	Golf Course						750,000	
Practice facility and driving range expansion	Golf Course				500,000			
Golf Course Irrigation updates	Golf Course			55,000				
Electrical update - install panel and light switches	Library							
Remodel Public Bathrooms	Library							
Seal South and East foundation, remove rock from flower beds, East french drain	Library					175,000		
New light fixtures on 1st and 2nd floor	Library			55,000				
Children and large meeting room door replacement	Library				25,000			
Exterior window replacement	Library						150,000	
Replace Atrium plexiglass 2nd floor	Library				15,000			
Staff and family bathroom remodel	Library							80,000
Park Master Plan split with Special Park	Park	25,000						
JAC replace sand in filters	Park							75,000
JAC Slides - repair or new	Park				\$350,000			
JAC-Resurface zero entry to pool and lazy river	Park			25,000				
JAC-Paint pool and lazy river	Park				\$100,000			
Jones Park Mower Shed	Park		30,144					
Peter Pan Park Pond cleanup	Park	200,000						
Eastside Memorial Park - Resurface Basketball Courts	Park					\$20,000		
Hammond Park - repaint tennis courts	Park					\$16,000		
Propagation Greenhouse 24x48x8	Park	\$200,000						
Reeble Park - resurface Pickleball courts	Park						\$20,000	
Restroom in Fremont Park	Park							\$150,000

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Santa Fe Park bathroom renovations	Park							\$150,000
Misc. Street Repairs Transfer to Special Street	Paving	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Street Rehabilitation	Paving	1,100,000	1,178,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
18 Avenue (Road G to JAC)	Paving			150,000	1,500,000			
CCLIP	Paving			\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
CCLIP Geom. Improvs. K99/Commercial (KS Ave to SCL)	Paving	680,000	680,000	128,000				
Riley Avenue (Burlingame to Whittier St) Widening & Overlay	Paving				\$300,000			
24th Ave. (Pavilions to Prairie St)	Paving				\$215,000	2,600,000		
Prairie St (30th Ave to bridge)	Paving						65,000	700,000
9th Avenue (Anderson to Congress) (Overlay)	Paving						900,000	
Lincoln Street (18th Ave to 24th Ave)	Paving				\$500,000			
South Ave (to City Standards, Prairie to Solid Waste?)	Paving						???	
Weaver St (Logan to Morse Rd)(When IP3 develops)	Paving						250,000	240,000
Weaver St (US-50 to I35)	Paving						275,000	1,725,000
Downtown Alleys	Paving						500,000	500,000
Outdoor warning siren - location tbd	Police						45,000	
Sidewalk Improv. (S. side 15th Ave. from Industrial Rd. to Stanton St.)	Sidewalk				100,000			
Sidewalk Improv. (S. side 15th Ave. from Graphic Arts to Hatcher St.)	Sidewalk				50,000			
KDOT TA - SRTS Improvs	Sidewalk			125,000	150,000			
Sidewalk Improv. (12th Ave. from Graphic Arts to Industrial Rd.)	Sidewalk							225,000
15th Ave (Graphic Arts to Hatcher)	Sidewalk							125,000
9th Ave (Eastside Park to Lakeview St	Sidewalk						45,000	
Sidewalk Improvement (9th Ave from Fairgrounds to Elm)	Sidewalk					100,000		
Hazardous Sidewalk Program & CG Program	Sidewalk	150,000	150,000	150,000	150,000	150,000	150,000	150,000
12th and Merchant Replace signal heads and upgrade cameras to opticon	Sign & Marking			\$90,000				
18th and Industrial N & S And I-35 camera upgrades	Sign & Marking							
18th & Industrial Replace Signal heads and upgrade controller	Sign & Marking							
Ped Signal Upgrade to Audible in the Downtown Area	Sign & Marking				50,000	50,000		
Traffic Signal Removals Downtown & Ped Upgrades	Sign & Marking			\$50,000	50,000	50,000		
Traffic Control HUB System	Sign & Marking				50,000			
Industrial and 15th upgrade cameras to Radar for accident reduction	Sign & Marking			\$26,000				
Miscellaneous Storm Water Repairs	Storm Water	150,000	150,000					
Street Preservation	Street	\$200,000		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Hoof stock Sheds - Bison	Zoo	50,000						

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Trumpeter Swan Exhibit; sealing pond/stream, repair waterfall	Zoo	23,161	16,961					
Bird enclosure sheds, enclosures & ventilation (New USDA Regulations)	Zoo	64,000	18,991					
Butt Rail Replacement (Bison, mule deer, llama)	Zoo	55,000						
King Vulture Remodel (New USDA Regulations)	Zoo	394,510	394,530					
Off-exhibit holding - chain-link tops added - 6 pens/B runs caging replacement	Zoo			\$20,000				
Split Rail Fence Replacement & Bridge Replacement	Zoo				\$179,000			
Generator-Main Zoo	Zoo					100,000		
New electrical service at SW end of facility	Zoo							150,000
Backup generator for new electrical service at SW end of facility	Zoo							100,000
3/4 Truck #600-2	Zoo							55,000
Generator-Zoo Education Center	Zoo						100,000	
Stockade Fence Replacement- Keeper Access Road behind Exhibits at Center of Facility	Zoo						\$100,000	
Addition of 9 Security Cameras (SW)	Zoo			30,000				
Addition of 9 Security Cameras (SE)	Zoo				30,000			
Zoo Road removal, relocate utility	Zoo					138,000		
Quarantine Facility - Replacement	Zoo					270,000		
Hoofstock Work Area (Bison, mule deer llama) AZA Requirement	Zoo			180,000				
Total Multi Year		4,032,271	2,818,626	3,794,000	6,614,000	5,969,000	6,300,000	6,625,000
				65% streets				

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Water Fund to Bond								
Water Plant Improvements	Water Plant				32,000,000			
Weaver St (US 50 to 10th Ave)	Water Main			800,000				
Prairie St. from 30th to Crestview to include Sonora loop	Water Main			960,000				
Water Mains under Weaver	Water Distribution				??			
Water mains under Chestnut	Water Distribution				??			
Rural St (E Wilman Ct to 18th), W 17th Ave (W Wilman to Rural), W Wilman (17th to 18th)	Water Main					\$850,000		
Sylvan to East from 6th to 4th	Water Main					500,000		
Total Water fund to bond		-	-	1,760,000	32,000,000	1,350,000	-	-
Water Fund								
15 Yd Dump Truck (Split with Sewer)	Water Distribution	120,000	60,000					
Vactor (Replace 2021 Split with Sewer)	Water Distribution			270,000				
Tilt Trailer for Mini Excavator (Split with Sewer)	Water Distribution	\$8,000	\$0					
1.5-ton Truck for supplies and pulling Mini Excavator (Split with Sewer)	Water Distribution	\$70,000	\$38,000					
Small Vac-Trailer (Split with Sewer)	Water Distribution					250,000		
Walk-behind Pavement Saw	Water Distribution							
Water Plant Evaluation	Water Plant							
Replace 1-30 year old pump and motor w/VFD (HS Pump 2)	Water Plant			100,000				
Backwash return Pump	Water Plant				\$115,000			
VFD at River Intake	Water Plant	\$170,000				150,000		
Slaker room blast and repaint	Water Plant						200,000	
Slaker Rehabilitation (Added 2025)	Water Plant	60,000						
Ammonia Tank Replacement	Water Plant			\$65,000				
Hach Ozone Analyser	Water Plant				45,000			
Chlorine Equipment Rehab	Water Plant						85,000	
Total Water Fund		428,000	98,000	435,000	160,000	400,000	285,000	-

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Water Mains - State loans								
Watermain project (Lincoln street under I35 connection)	Water Main	315,000						
Watermain project (24th Ave to Prairie St to 18th Ave)	Water Main							
Watermain project Prairie Street (18th Ave to 12th Ave)	Water Main							
Watermain project Peyton Street (Water Tower to 12th & 6th to South Ave Peyton to Carter)	Water Main							
Watermain project SE Transmission Main	Water Main							
Watermain project Lincoln - 24th to Briarcliff	Water Main	850,000						
Total State Loan		1,165,000	-	-	-	-	-	-

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Waste Water Fund to Bond								
Screw Press (Addition to the existing press building with adjoining bulk holding area)	Waste Water Plant			1,750,000				
Screw Press and Building for Solid Handling (Design)	Waste Water Plant				\$300,000			
Screw Press and Building for Solid Handling (Construction)	Waste Water Plant					3,000,000		
Digester (Design)	Waste Water Plant			700,000				
Digester (Construction)	Waste Water Plant				\$7,000,000			
Wastewater Master Plan	Waste Water Plant			250,000				
Recycle pump station Wastewater Plant to Water Plant	Waste Water Plant				\$500,000			
Redirecting to Circuit Feed Restoration & Pumps to Mitigate	Waste Water Plant	400,000						
Solids Handling Area Rehabilitation	Waste Water Plant					3,000,000		
Total Wastewater to bond		400,000	-	2,700,000	7,800,000	6,000,000	-	-
Wastewater								
Waste water plant master plan				250,000				
Sewer Main relining	Sewer Maintenance	175,000		175,000				
Add Fiber to LS #s 4, 6, 7, 8, 13, 14 to add SCADA monitoring	Sewer Maintenance	\$25,000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
15 Yd Dump Truck ((Split with Water)	Sewer Maintenance	120,000	60,000					
Replace LS #7	Sewer Maintenance	\$100,000						
I&I Study (Smoke test 25% of sanitary sewer system over 4 years)	Sewer Maintenance	\$400,000		\$400,000	\$400,000	\$400,000		
Vactor (Replace 2021 Split with Water)	Sewer Maintenance			\$270,000				
Tilt Trailer for Mini Excavator (Split with Water)	Sewer Maintenance	\$8,000	\$0					
1.5-ton Truck for supplies and pulling Mini Excavator (Split with Water)	Sewer Maintenance	\$70,000	\$38,000					
Small Vac-Trailer (Split with Water)	Sewer Maintenance					\$250,000		
Total Wastewater Fund		898,000	98,000	1,120,000	425,000	675,000	25,000	25,000

<u>7/21/2026</u>	<u>Department</u>	<u>2026</u>	<u>2026 Spent</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Solid Waste								
Solid Waste Master Plan	Solid Waste	100,000						
Automated side load truck (2015)	Collections		381,078					
Automated side load truck (2019)	Collections					470,000		
Automated side load truck (2020)	Collections						487,500	
Roll-off truck replacement (2016)	Collections			297,000				
Roll-off truck replacement (2018)	Collections					342,000		
Rear-Load Truck and Packer Body (2013)	Collections				350,000			
Rear-Load Truck and Packer Body (2017)	Collections				350,000			
Grapple Truck with Dump Bed -New item	Collections					250,000		
Automated side load truck (2021)	Recycling Center						487,500	
Rear Load Trash Truck Replacement (2013)	Recycling Center			340,000				
Fork Lift Replacement (2018)	Recycling Center			52,000				
Horizontal Baler & Conveyor (Replacement)	Recycling Center				143,000			
Replace waste oil heater	Recycling Center					6,000		
Tipping floor resurfacing	Transfer Station	500,000	359,002					
Rebuild/refurbish track loader plus rent machine	Transfer Station					475,000		
Skid Mounted litter vacuum w/trailer	Transfer Station			32,500				
Backhoe Replacement (2023)	Transfer Station				250,000			
Rehab old landfill equipment shed	Transfer Station					90,000		
Total Solid Waste		600,000	740,080	721,500	1,093,000	1,633,000	975,000	-



Commission Action Report

Executive Session

Title: Executive Session

Agenda Date: August 5, 2026

Recommended Action:

Recess into executive session for 30 minutes, inviting pertinent city staff for the purpose of consultation with the City Attorney regarding a legal matter. The justification for executive session is provided in K.S.A. 75-4319(b)(2) to protect privileged communication in the attorney-client relationship. The open meeting will resume at approximately __:____ a.m./p.m. and the live stream will resume.