



3800 Stone Road  
Kilgore, Texas 75662 - 903-218-6400 - Fax 903-983-1440

Serving a Fourteen County Region

August 15, 2023

Mayor Jayne Lankford  
CITY OF MINEOLA  
P.O. Box 179  
Mineola, Texas 75773

Subject: Database Maintenance FY 2024

Dear Mayor Lankford,

In 2005, the City of Mineola entered into a contract to allow ETCOG to provide 9-1-1 addresses to your citizens. The deliverables outlined in the contract includes providing mapping services and maintenance of the 9-1-1 Database. ETCOG greatly appreciates the opportunity to provide these support services. Because you have maintained this service, ETCOG has reduced the cost to you by 30% of the base cost. Today, the cost for this service is \$3,089.80.

ETCOG proposes to continue this effort on behalf of the City of Mineola. With that in mind, we are sending you the contract and invoice, via email, for your review. Please print two copies of the contract, sign them both, and mail them back to ETCOG along with your payment. Once the contracts are received, we will route them for signature by our Executive Director. At that time one original contract will be returned to you for your files. The contract period will begin October 1, 2023 and ends on September 30, 2024.

Please contact me at (903) 218-6461 with any questions you have concerning these documents. We look forward to continuing this service for the City of Mineola.

Sincerely,

Stephanie Heffner  
Director of Public Safety

SH/sv  
Enclosures

cc: David A. Cleveland, Executive Director



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**PUBLIC SAFETY DEPARTMENT**

**Invoice # MINEOLADBМ-FY24**

**9-1-1 PROGRAM**

**PROGRAM CONTACTS: Database Maintenance FY 2024**

STEPHANIE HEFFNER 903 218 6461

STEFFANY VERCHER 903 218 6430

**To: CITY OF MINEOLA**

**Date: 8/15/2023**

**Database Maintenance:**  
1 YEAR AGREEMENT FOR 911 ADDRESSING

*PLEASE ATTACH A COPY WITH PAYMENT*

**TOTAL AMOUNT DUE: \$3,089.80**

**EAST TEXAS COUNCIL OF GOVERNMENTS**  
**INTERLOCAL CONTRACT FOR**  
**CITY 9-1-1 DATABASE MAINTENANCE**

**Article 1: Parties and Purpose**

1.1. The East Texas Council of Governments (ETCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, chapter 391 of the Local Government Code. ETCOG has developed a *Strategic Plan* to establish and maintain 9-1-1 emergency telephone services in State Planning Region 06, and the Texas Commission on State Emergency Communications (CSEC) has approved its current *Plan*.

1.2. The **CITY OF MINEOLA**(“The City”), in the County of **WOOD**, is a Texas municipality that has completed the physical addressing process as defined by County Addressing Standards and is a member government of ETCOG.

1.3 This contract is entered into between ETCOG and **CITY OF MINEOLA** under chapter 791 of the Government Code so that ETCOG can maintain the physical addresses assigned in the City and assign new growth addresses in the City.

**Article 2: Goods and Services**

2.1 ETCOG agrees to:

- (1) Perform tasks listed in *Attachment A, Scope of Work; and*
- (2) Protect the confidentiality of addressing databases furnished by telecommunications providers.

**Article 3: Contract Price and Payment Terms**

3.1. After the effective date of this contract ETCOG agrees to conduct all assigned services for the amount listed in *Attachment B, Cost of Services*. The cost of services is to be prepaid and are due immediately and in advance of services to be rendered.

**Article 4: Effective Date and Term of Contract**

4.1. This agreement shall be in effect **October 1, 2023 to September 30, 2024**, unless sooner terminated under Article 10.

**Article 5: Performance Reports**

5.1 No performance reports are required under this contract.

**Article 6: Compliance with Applicable Law and Policy**

6.1. ETCOG agrees to comply with all applicable law and policy in carrying out this contract. Applicable law and policy include but are not limited to the State Administration of Emergency Communications Act, chapter 771, Texas Health and Safety Code; rules implementing the Act contained in title I, part XII, Texas Administrative Code; the *Uniform Grant Management Standards* (Governor's Office of Budget and Planning, Jan. 1998); Texas Advisory Commission on State Emergency Communications, *9-1-1 PROGRAMS Policies and Procedures*.

**Article 7: Independent Contractor, Assignment and Subcontracting**

7.1. ETCOG is not an employee or agent of the city but furnishes goods and services under this contract solely as an independent contractor.

7.2. ETCOG may not assign its rights or subcontract its duties under this contract without the prior written consent of the city. An attempted assignment or subcontract in violation of this paragraph is void.

7.3. If the **CITY OF MINEOLA** consents to subcontracting, each subcontract is subject to all of the terms and conditions of this contract, and ETCOG agrees to furnish a copy of this contract to each of its subcontractors.

**Article 8: Records and Monitoring**

8.1. ETCOG agrees to maintain financial, statistical, costs, and receipts under this contract. ETCOG agrees to maintain these records at their offices.

8.2. Subject to the additional requirement of paragraph 8.3, ETCOG agrees to preserve the records for three years after receiving its final payment under this contract.

8.3. If an audit of or information in the records is disputed or the subject of litigation, ETCOG agrees to preserve the records until the dispute or litigation is finally concluded, regardless of the expiration or early termination of this contract.

8.4. The **CITY OF MINEOLA** is entitled to inspect and copy, during normal business hours at ETCOG's office, the records maintained under this contract for as long as they are preserved. The city is also entitled to visit ETCOG's offices, talk to its personnel, and audit its records, all during normal business hours, to assist in evaluating its performance under this contract.

8.5. The **CITY OF MINEOLA** agrees to notify ETCOG at least 24 hours in advance of any intended visit for the purposes described in paragraph 8.4. Upon receipt of the city's notice, ETCOG agrees to notify the appropriate department(s) specified in the notice.

8.6. The CSEC and the Texas State Auditor have the same inspection, copying, and visitation rights as the city.

**Article 9: Nondiscrimination and Equal Opportunity**

9.1. ETCOG shall not exclude anyone from participating under this contract, deny anyone benefits under this contract, or otherwise unlawfully discriminate against anyone in carrying out this contract because of race, color, religion, sex, age, disability, handicap, or national origin.

**Article 10: Suspension and Early Termination of Contract**

10.1. If the city or ETCOG breaches a material provision of this contract, the other may notify the breaching party describing the breach and demanding corrective action. The breaching party has five business days from its receipt of the notice to correct the breach, or to begin and continue with reasonable diligence and in good faith to correct the breach. If the breach cannot be corrected within a reasonable time, despite the breaching party's reasonable diligence and good faith effort to do so, the parties may agree to terminate the contract or either party may invoke the dispute resolution process of Article 12.

10.2. Termination for breach under paragraph 10.1 does not waive either party's claim for damages resulting from the breach, and both the **CITY OF MINEOLA** and ETCOG among other remedies may withhold from compensation owed the other an amount necessary to satisfy its claim against the other.

10.3. The ending of this contract under Article 4 or its early termination under this Article 10 does not affect ETCOG's duty:

- (1) to repay the **CITY OF MINEOLA** for expenditures made in violation of applicable law or policy in accordance with Article 6; and
- (2) to preserve its records and permit inspection, copying, and auditing of its records and visitation of its premises and personnel under Article 8.

**Article 11: City Responsibilities**

11.1 The city agrees to notify ETCOG of any changes in their city limit boundaries (annexation or de-annexations). The notification of the changes shall be made in writing with the supporting documentation to ETCOG at least 15 days prior to the change.

**Article 12: Dispute Resolution**

12.1. The parties desire to resolve disputes arising under this contract without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between them. To this end, the parties agree not to sue one another, except to enforce compliance with Article 12, until they have exhausted the procedures set out in this Article.

12.2. At the written request of either party, each party shall appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising under this contract. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.

12.3. If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to refer the dispute to the Dispute Resolution Center of Austin for mediation in accordance with the Center's mediation procedures by a single mediator assigned by the Center. Each party shall pay half the cost of the Center's mediation services.

12.4. The parties agree to continue performing their duties under this contract, which are unaffected by the dispute, during the negotiation and mediation process.

**Article 13: Notices to Parties**

13.1 Notice to be effective under this contract must be in writing and received by the party against whom it is to operate. Notice is received by a party: (1) when it is delivered to the party personally; (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in paragraph 13.2 and signed on behalf of the party; or (3) three business days after its deposit in the United States mail, with first-class postage affixed, addressed to the party's address specified in paragraph 13.2.

13.2. ETCOG's address is:  
3800 Stone Road  
Kilgore, TX 75662  
Attention: Executive Director

**CITY OF MINEOLA'S** address is:  
CITY HALL, P.O. Box 179  
Mineola, Texas 75773  
Attention: Mayor Jayne Lankford

13.3 A party may change its address by providing notice of the change in accordance with paragraph 13.1.

**Article 14: Miscellaneous**

14.1. Each individual signing this contract on behalf of a party warrants that he or she is legally authorized to do so and that the party is legally authorized to perform the obligations undertaken.

14.2. This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.

14.3. The following Attachments are part of this contract:

Attachment A	Scope of Work
Attachment B	Cost of Services

14.4. This contract is binding on and insures to the benefit of the parties' successors in interest.

14.5 This contract is executed in duplicate originals.

14.6 This contract replaces all previous contracts and/or amendments in effect for the purpose of provisioning 9-1-1 database maintenance for the city.

**CITY OF MINEOLA, TEXAS**

**EAST TEXAS COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_  
Jayne Lankford  
Mayor

By: \_\_\_\_\_  
David A. Cleveland  
Executive Director

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

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

## **Attachment A Scope of Work**

### ***Appendix A – Scope of Work***

#### ***Inventory***

- Current Materials
- Base Map
- Edit Sheets
- County Databases
- Contact information for US Post Office Address Management System
- Local Points of Contact

#### ***Procedures***

1. All activities are to be completed and documented, tracking new requests for addresses.
  - Example:
    - Call comes in to ETCOG.
    - Individual information is recorded on a work order sheet.
    - Physical Location is found on map.
    - Address is assigned based upon standard scheme.
    - New address is given to the owner
    - Map edits and database update is completed
    - Quality Analysis is performed
    - Address verification letter is mailed and/or emailed to the owner
    - USPS Address Management System is notified of new assignment.
1. Will follow the established guidelines for mapping database and software
  - Use ESRI products as directed for mapping maintenance
  - Use 9-1-1 Geodatabase design
  - Use 9-1-1 USPS Circular C for Master Street Address Guide (MSAG) Road Name Creation
2. Will perform all corrections, additions, and deletions to 9-1-1 Database as needed:
  - extend, correct, create or resolve conflicts within the MSAGs maintained by and for county due to but not limited to the following:
    - Changes in Fire Response Zones
    - Changes in EMS Response Zones
    - Changes in Law Enforcement Response Zones
    - Changes in Public Safety Answering Point Boundaries
  - correct, create, or resolve conflicts within the Telephone Number (TN) database which may be due to the following:
    - Error reports created by Telco submitted data
    - Changes due to re-addressing
    - Changes in Fire Response Zones
    - Changes in EMS Response Zones
    - Changes in Law Enforcement Response Zones
    - Changes due to Public Safety Answering Point Boundaries



### Attachment B Cost of Services

- Cost is based on **2020** population data projection of **4,814** citizens
- Cost annually is \$100 for the first 500 population
- Cost is \$1.00 per population above the base \$100
- Less 30% for continued service
- Total costs to the city are: **\$3,089.80**
- Cost is to be paid in advance of receipt of services, invoice is attached.

FY24 ETCOG Interlocal Database Maintenance Agreements with Cities							
City	Population Data	Base Cost	Remainder Population	\$1 Per	Total Annual	30% Discount	with 30% off Discount (2nd year & beyond)
		1st 500 people		Person	Amount (1st year)	(after 1st year)	
Alba	561	\$100.00	61	\$61.00	\$161.00	\$48.30	\$112.70
Big Sandy	1450	\$100.00	950	\$950.00	\$1,050.00	\$315.00	\$735.00
Canton	3915	\$100.00	3415	\$3,415.00	\$3,515.00	\$1,054.50	\$2,460.50
Clarksville City	972	\$100.00	472	\$472.00	\$572.00	\$171.60	\$400.40
East Mountain	883	\$100.00	383	\$383.00	\$483.00	\$144.90	\$338.10
East Tawakoni	1043	\$100.00	543	\$543.00	\$643.00	\$192.90	\$450.10
Easton	519	\$100.00	0	\$0.00	\$100.00	\$30.00	\$70.00
Edom	398	\$100.00	0	\$0.00	\$100.00	\$30.00	\$70.00
Elkhart	1273	\$100.00	773	\$773.00	\$873.00	\$261.90	\$611.10
Emory	1431	\$100.00	931	\$931.00	\$1,031.00	\$309.30	\$721.70
Frankston	1172	\$100.00	672	\$672.00	\$772.00	\$231.60	\$540.40
Fruitvale	434	\$100.00			\$100.00	\$30.00	\$70.00
Gilmer	5229	\$100.00	4729	\$4,729.00	\$4,829.00	\$1,448.70	\$3,380.30
Gladewater	6397	\$100.00	5897	\$5,897.00	\$5,997.00	\$1,799.10	\$4,197.90
Grand Saline	3215	\$100.00	2715	\$2,715.00	\$2,815.00	\$844.50	\$1,970.50
Hawkins	1339	\$100.00	839	\$839.00	\$939.00	\$281.70	\$657.30
Jefferson	1883	\$100.00	1383	\$1,383.00	\$1,483.00	\$444.90	\$1,038.10
Mineola	4814	\$100.00	4314	\$4,314.00	\$4,414.00	\$1,324.20	\$3,089.80
Ore City	1254	\$100.00	754	\$754.00	\$854.00	\$256.20	\$597.80
Pittsburg	4773	\$100.00	4273	\$4,273.00	\$4,373.00	\$1,311.90	\$3,061.10
Point	970	\$100.00	470	\$470.00	\$570.00	\$171.00	\$399.00
Quitman	1861	\$100.00	1361	\$1,361.00	\$1,461.00	\$438.30	\$1,022.70
Van	2801	\$100.00	2301	\$2,301.00	\$2,401.00	\$720.30	\$1,680.70
Warren City	298	\$100.00	0	\$0.00	\$100.00	\$30.00	\$70.00
White Oak	6340	\$100.00	5840	\$5,840.00	\$5,940.00	\$1,782.00	\$4,158.00
Wills Point	3711	\$100.00	3211	\$3,211.00	\$3,311.00	\$993.30	\$2,317.70
Winnsboro	3319	\$100.00	2819	\$2,819.00	\$2,919.00	\$875.70	\$2,043.30

**\$36,264.20**