

Date of Action: 2/27/17	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>Jamie Newman</i>	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 17-07: Authorizing The Purchase Of 10 iPads, Cases, Keyboards, and Stylus Pencils In An Amount Not To Exceed \$9,000, From Appropriated CIP Funds For Use By The City Council To Access Meeting Packets, Email, And Other Related City Business Activities.**

Originator: Jamie Newman, City Clerk  
 Date: 2/9/2017

Agenda of: 2/27/2017

Route to:	Department Head	Signature	Date
X	Finance Director	<i>[Signature]</i>	2-16-17
X	Deputy Administrator	<i>[Signature]</i>	2/16/17
X	City Clerk	<i>[Signature]</i>	2/16/17

Reviewed by Mayor Bert L. Cottle: *[Signature]* 2/17/2017

**Fiscal Impact:**  yes or  no      **Funds Available:**  yes or  no

**Account name/number/amount:**  
 Capital Projects Fund Software Acquisition | Account 110-4181-499-45-11 | \$9,000

- Attachments:** 20GB Shared Data Plan Estimate from AT&T (3 pages)  
 CIP Project Detail (1 page)  
 Ordinance Serial No. 16-28 and Staff Report (4 pages)  
 City of Wasilla Policy & Procedure No. 14-01 (5 pages)

**Summary Statement:** At the February 6, Special City Council Meeting, the consensus of the Council was to move forward with acquiring iPads. The iPads will be used by the Council to access council meeting packets and information, email, and conducting other City business activities. With the investment in iPads, the Clerk’s Office will move to a paperless packet distribution system.

As previously reported, \$9,000, remains in a Capital Improvement Project (CIP) account managed by the City Clerk. The project account initially had \$50,000, to acquire a web-based agenda management solution. The Clerk selected the software solution, *iCompass*, at an annual rate of \$6,000. Funds for the cost of the software were moved from the CIP fund to the Clerk’s Office operating budget through the adoption of Ordinance Serial No. 16-28. Additionally, the Ordinance appropriated \$35,000 for the acquisition of *Analytics Now* software to support the Finance Department.

Authorization from the Council to expend the remaining \$9,000, from the CIP fund, to purchase 10 iPads, cases, keyboards, and stylus pencils, is required as the original scope of the CIP project only discussed software acquisition.

The iPads will be purchased before fiscal year end and the 20GB shared data plan will be absorbed in the fiscal year 2017 clerk and council operating budgets at a monthly cost of \$28.24 per month for each device (2 to Clerk's Office and 8 to Council).

The City has an iPad policy in place, Policy & Procedure No.14-01 (attached). I have requested that Administration update procedures 7 and 12 of the policy to read:

**7. Email Usage for City Business.** A User shall use his or her assigned City email account for all email related to City business. Emails sent or received on a User's City email account are archived and retained by the City. This account shall be synced to the User's individual iPad. ~~A User's personal email box may also be synced to the iPad, but a User either shall conduct all City related business through the User's City email account, or copy all email related to City business from the User's personal email box to the User's City email account.~~

**12. Return of the iPad.** Users shall return their iPad to the IT Administrator or department designee when the User's term of service or employment has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information, and used to the User's successor in office, **except that the iPad will be gifted to an elected official, provided the official served at least 24 months in office. If the elected official declines the gifted iPad, the device shall remain property of the City.**

**Staff Recommendation:** To approve AM No. 17-07, by authorizing the purchase of 10 iPads, cases, keyboards, and stylus pencils in an amount not to exceed \$9,000, from appropriated CIP funds for use by the City Council to access meeting packets, email, and other related City business activities.



# Wireless Solutions for City of Wasilla

Contact: Sarah Whiteley  
Organization: City of Wasilla  
Address: 290 E Herring Ave  
City, State, Zip: Wasilla, AK 99654

Date: 1/30/2017  
Phone: 907-373-9093

## Overview: **Wireless Device, Voice, Data, & Features Pricing**

**Kerry Emery**  
Government Client Solutions Executive

**Phone:** (907) 209-2887  
**Email:** [kerry.emery@att.com](mailto:kerry.emery@att.com)

### Contract Highlights

- \*No commitment, month-to-month contract
- \*Subject to terms and conditions of WSCA
- \*25% discount on voice & data plans
- \*30% discount on accessories
- \*No activation or termination fees on monthly recurring charge
- \*30 day equipment return policy (standard shipping is 2 business days; some devices charge restock fees)
- \*17% discount for all government employees on personal AT&T mobility service
- \*Premier web site for managing account on-line will be set up with secure access for authorized users

### Wireless Coverage Map

View a customized AT&T wireless service coverage map at  
<http://www.wireless.att.com/coverageviewer/>

### Pricing Summary:

	<u>Equipment Total</u>	<u>Monthly Service</u>
Subtotal:	\$8,349.90	\$282.40
Expedited Shipping:		--
<b>Initial Invoice Grand Total:</b>	<b>\$8,349.90</b>	<b>\$282.40</b>

\*Before fees and surcharges

Customer Signature: \_\_\_\_\_

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

Purchase Order #: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

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





# Wireless Solutions for City of Wasilla

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 Address: 290 E Herring Ave  
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Date: 1/30/2017  
 Phone: 907-373-9093

**Overview: Wireless Device, Voice, Data & Features Pricing**

**Kerry Emery**  
 Government Client Solutions Executive

**Phone:** (907) 209-2887  
**Email:** kerry.emery@att.com

Plan	Description	Unit Price	Discount %	Quantity/ Users	Total Monthly Price
<b>AT&amp;T Government Voice Pool Plans -</b>					
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
<b>Voice &amp; Data Bundled Plans -</b>					
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
<b>Data Plans:</b>					
	20GB Shared Data Plan	\$110.00	25.00%	1	\$82.50
			0.00%	0	\$0.00
	Add_A-Line Tablet	\$10.00	0.00%	10	\$100.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
<b>Features:</b>					
	Data Monitoring and Content Filtering	\$9.99	0.00%	10	\$99.90
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00
			0.00%	0	\$0.00

Subject to change in accordance with terms and conditions of WSCA.

**Recurring Monthly Charges Subtotal: \$282.40**

City Of Wasilla  
Capital Improvement Project Detail  
Fiscal Year 2017  
Through Fiscal Year 2021

Project Title:

Project Description:

Department/Div.:

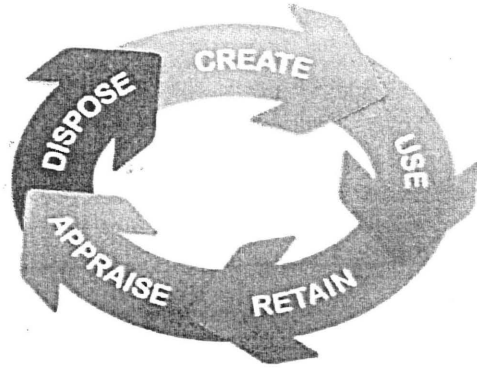
Project Number:

(Assigned By Finance Department)

Ranking:

(Assigned By Administration)

**Project Narrative:**  
Acquisition of Records and Information Management software to manage physical and electronic records and/or the acquisition of a web-based agenda management software program as the software in current use has limited support and will likely not be supported in near future.



**Impact on Operating Budget:**

**Project Cost Summary**

Expenditure Category:

	Prior Budget	Project Expenditures To Date	Project Balance	Additions					Total CIP Cost
				Fiscal YR 2017	Fiscal YR 2018	Fiscal YR 2019	Fiscal YR 2020	Fiscal YR 2021	
Administration/OH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	-	-	-	-	-	-	-	-	-
Design Services	-	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Other Services	-	-	-	50,000	-	-	-	-	50,000
Contingency	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

**Funding Source Summary**

Funding Sources:

	Prior Budget	Project Revenue To Date	Project Balance	Additions					Total CIP Funding
				Fiscal YR 2017	Fiscal YR 2018	Fiscal YR 2019	Fiscal YR 2020	Fiscal YR 2021	
Local:									
Operating Transfers									
General Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

Cost Beyond 5-Year Program:

Non-Code Ordinance

By: Finance Department  
Introduced: September 12, 2016  
Public Hearing: September 26, 2016  
Adopted: September 26, 2016

Vote: Burney, Graham, Harvey, O'Barr, Sullivan-Leonard, Wilson in favor

**City of Wasilla  
Ordinance Serial No. 16-28**

**An Ordinance Of The Wasilla City Council Amending The Fiscal Year 2017 Budget By Appropriating \$6,000 From The Capital Projects Fund For iCompass Meeting Manager Pro Software To Support The Clerk's Office, And Redirecting \$35,000 Of Appropriated CIP Funding From Records Retention Software To Analytics Now Software To Support The Finance Department.**

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**Section 1. Classification.** This is a non-code ordinance.

**Section 2. Purpose.** To appropriate funding of \$6,000 within the General Fund, Fund Balance to the Clerks Department for the acquisition and annual maintenance of iCompass Meeting Manager Pro software; and to redirect \$35,000 of appropriated CIP Funding from records retention software to SunGard Analytics Now software in support of necessary reporting tools for Finance and other departments.

**Section 3. Appropriation of Funds.** The funds are appropriated to the following:

Computer Software Maintenance	001-4110-411.40-31	\$ 6,000
Transfer/Capital Projects Fund	110-4990-499.99.01	\$ 6,000
Software Acquisition	110-4181-499-45-11	\$35,000

**Section 4. Source of Funds.** The funds are available to be appropriated from the following:

Transfer/Capital Projects Fund	001-0000-391.10-11	\$ 6,000
Software Acquisition	110-4181-499-45-11	\$41,000



**Section 5. Effective date.** This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on September 26, 2016.

  
\_\_\_\_\_  
BERT L. COTTLE, Mayor

ATTEST:

  
\_\_\_\_\_  
JAMIE NEWMAN, MMC, City Clerk

[SEAL]




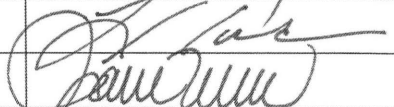

## CITY COUNCIL LEGISLATION STAFF REPORT


**Ordinance Serial No. 16-28: An ordinance of the Wasilla City Council amending the fiscal year 2017 budget by appropriating \$6,000 from the Capital Projects Fund for iCompass Meeting Manager Pro software to support the Clerk's Office, and redirecting \$35,000 of appropriated CIP funding from records retention software to Analytics Now Software to support the Finance Department.**

Originator: Troy Tankersley, Finance Director

Date: 08/30/2016

Agenda of: 9/12/2016

Route to:	Department Head	Signature	Date
X	Finance Director		8/30/16
X	Deputy Administrator		8/30/16
X	City Clerk		8/30/16

Reviewed by Mayor Bert L. Cottle:  09/06/2016

Fiscal Impact:  yes or  no

Funds Available:  yes or  no

**Account name/number:**

Computer Software Maintenance	001-4110-411.40-31	\$ 6,000
Transfer/Capital Projects Fund	110-4990-499.99.01	\$ 6,000
Software Acquisition	110-4181-499-45-11	\$35,000

**Attachments:** Ordinance Serial No. 16-28 (2 pages)  
iCompass Services Agreement (3 pages)  
SunGard Public Sector, Analytics Now Quote (4 pages)

**Summary Statement:**


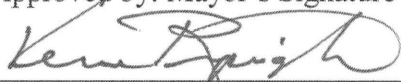
Through adoption of the Fiscal Year 2017 Budget, Council appropriated \$50,000 within the Capital Projects Fund for Records and Information Management Software. Subsequent to the adopted budget, it is known now that the iCompass Meeting Manager Pro software, a cloud type service, will achieve the necessary requirements for the Clerk's Office. Therefore, it is now being proposed to transfer back to the General Fund, \$6,000 for the first year maintenance agreement and to amend the adopted budget for records management software to acquire necessary software for the Finance Department called Analytics Now, which IBM will no longer support.

iCompass Meeting Manager Pro software will replace our current software, Sire. As previously reported to the Council, Sire is no longer a viable solution for the City, as the company no longer develops the software currently used by the Clerk's Office. In addition to the meeting management module, iCompass offers a records management component, which will manage electronic and paper records, automate the creation of retention schedules and destruction dates.

The end goal is to add a records management solution; however, we will continue to explore options and compare solutions. We are implementing the project in phases, and the first phase is to secure the meeting management component to replace our existing system.

The Finance Department, Public Works Department and Human Resources currently use Impromptu Cognos Software to facilitate additional reporting enhancements. IBM is no longer supporting this software and at the request of SunGard, is recommending transition to software known as Analytics Now. Finance is currently a heavy user of the Cognos software producing information provided in many reports to Council, management and public. The annual maintenance to this software is \$3,280 whereas IBM Cognos had annual maintenance of \$4,572. Additionally, Cognos was priced at on a per user charge, whereas Analytics Now will be available to all users that currently have access to SunGard Naviline Software.

**Staff Recommendation:** Introduce and set for public hearing Ordinance Serial No. 16-28.

 <p style="text-align: center;"><b>City of Wasilla</b></p> <p style="text-align: center;"><b>Policy &amp; Procedure</b></p>	<b>P&amp;P No.</b> 14-01	<b>Effective Date:</b> April 15, 2014
	<b>Supersedes No.</b> new	<b>Dated:</b> April 15, 2014
	<b>Administered by:</b> Human Resources	
	<b>Prepared by:</b> City of Wasilla IT Steering Committee	
<b>Subject:</b> <b>IPAD POLICY AND PROCEDURES</b>	<b>Approved by: Mayor's Signature</b> 	

**PURPOSE:**

The City of Wasilla recognizes the benefits of utilizing digital communication and information and, therefore, may provide an iPad to the Mayor; each City Council member, and administrative staff ("Users"), for use in performing official duties. This policy is to ensure the Users of the iPad acknowledge, understand, and respect the iPad, Internet, and usage policy.

**SCOPE:**

This policy applies to elected officials and administrative staff of the City of Wasilla who are issued an iPad by the City.

**POLICY:**

It is the policy of the City of Wasilla to provide iPads to the City's elected officials for the duration of their terms, and/or administrative staff during their tenure. Those in receipt of iPads shall adhere to this policy and procedures to ensure appropriate use and optimum functionality of City-issued communication devices. The iPad, Internet, and email access that the City provides to Users are tools for conducting City business. Thus, use of such tools will be primarily for City business related purposes. All of the City's computer systems, including the iPad, are considered public property. iPad, Internet, and email activities will be traceable to the City and will impact the reputation of the City. City-issued iPads shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any Internet forum, or from committing any other acts that could expose the City to liability.

## PROCEDURES:

- 1. Receipt of iPad.** The Information Technology (IT) Administrator will issue to each User an iPad that includes appropriate applications for use relating to City business. The City will direct all of its email and other electronic transmissions for a User to the User's City email address, which can be retrieved on the iPad. Each department within the City shall have one designee who will assist the IT Administrator in disseminating the iPad to the appropriate User, and collecting the iPad for the IT Administrator to conduct necessary updates when necessary.
- 2. Care of iPad.** Users are responsible for the general care of the iPad and case issued by the City. iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.
- 3. Software on iPad.** The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time-to-time, the City may require Users to check in their iPads with the IT Administrator to add or upgrade software applications or for periodic updates and syncing. In the event it becomes necessary to restore an iPad to its original condition, the City will not be responsible for the loss of any software or data deleted due to a re-format and re-image.

Any software, email messages, or files downloaded via the Internet into the City system, including a City-issued iPad, become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

The City is the sole licensee of the software included with an iPad. Any copying, modification, merging, or distribution of the software, including written documentation, by the User is prohibited. The User is responsible for complying with any and all hardware, software, service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections.

A User may not download a file or open an email attachment unless the User knows that the file or attachment comes from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage or breach the security of the City's information systems. A User will be held accountable for any such consequences that result from the User downloading a file or opening an email attachment for a purpose other than City business. If the City provides antivirus software for the iPads, users shall be required to scan attachments before opening, and to download all antivirus software updates as directed.

4. **Life of the iPad.** The technological life of the iPad is estimated at three years; therefore, the iPads will be assessed every three years and, if authorized through the budgeting process, the City will purchase upgraded devices. Replacement or upgrade decisions shall be made by City staff to ensure optimum performance and compatibility at a reasonable cost.
5. **WARNING – NO PRIVACY.** All software and data (including, and without limitation, email, calendars, downloaded files, and web browsing history) stored on City-issued devices are subject to disclosure under State and City public records laws or for litigation purposes, unless a privilege or exception exists that justifies withholding the information.
6. **Representations.** In advocating, advancing, or expressing any individual religious, political, or personal views or opinions, Users must not misrepresent their statements as official City policy.
7. **Email Usage for City Business.** A User shall use his or her assigned City email account for all email related to City business. Emails sent or received on a User's City email account are archived and retained by the City. This account shall be synced to the User's individual iPad. A User's personal email box also may be synced to the iPad, but a User either shall conduct all City-related business through the User's City email account, or copy all email related to City business from the User's personal email box to the User's City email account.
8. **Acceptable Use.** The iPad, Internet, and email access that the City provides to Users will be primarily for City business related purposes, such as to review City Council agenda materials and obtain useful information for City-related business. The City's computer systems, including the iPad, are considered to be public property. iPad, Internet, and email activities are traceable to the City and can impact the reputation of the City if misused. City-issued iPads shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability.

City-issued iPads are not to be used for operation of a business for personal gain, sending chain letters, or any other purpose that interferes with normal City business activities. Users shall not use City-issued iPads for any illegal activity.

Except in an emergency, Elected Officials shall not use email, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the City Council. Elected Officials must be aware that electronic communications among Elected Officials may constitute a meeting under the Alaska Open Meetings Act,

and shall not conduct such communications in a manner that violates that Act. Elected Officials should consult the City Attorney for information regarding Open Meetings Act requirements related to electronic communications.

A User may download and maintain music and applications on the User's iPad; however, the items downloaded and synced to the iPad must be in compliance with Federal copyright laws and shall be acquired at the expense of the User. The City's IT Administrator shall not install, work on, or support an application that is not issued by the City. All applications used in the course of business-related activities shall be secured in conjunction with the IT Administrator.

9. **Allowable Monthly Limit.** All usage of a City data account, including usage for Internet access through an iPad or other device, is subject to the allowable monthly limits allocated to each User under the City's shared or individual data plan. The User shall pay all charges resulting from City data account usage in excess of such monthly limits.
10. **User Responsibility.** It is the responsibility of the User to ensure the City-provided iPad is kept in a reasonable and safe condition. Should an iPad be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:
  - a. First time: The City shall pay half the cost of repair or replacement and the User shall pay half the cost.
  - b. Second and subsequent time: The User shall be entirely responsible for repair or replacement costs and shall replace the unit within two weeks of the equipment loss.

iPads that are damaged or destroyed through intentional, reckless or negligent misuse must be repaired or replaced at the User's expense.

11. **Security of the iPad.** The User is responsible for the security of all data stored on the iPad, whether related to City business or otherwise. The User will maintain appropriate password protection for data on the iPad, and will not delete or modify any security features that the City loads on the iPad. A User shall notify the IT Administrator or department designee as soon as possible if the iPad is lost or stolen.
12. **Return of the iPad.** Users shall return their iPad to the IT Administrator or department designee when the User's term of service or employment has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information, and issued to the User's successor in office.

13. **Compliance with Policy.** The City reserves the right to inspect any and all files stored on iPads that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City-issued iPad, and the IT Administrator is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy by employees may result in discipline as deemed appropriate by the Mayor. In the event of a violation of this policy by City Council members, the Mayor may recommend a remedy for the violation to the City Council for further action and disposition.
14. **Annual Review Date/Lead Review Department.** HR will review this document each July for any needed revisions.
15. **Mobile Device Acceptable Use Policy.** All users will sign the City of Wasilla's Mobile Device Acceptable Use Policy prior to receiving an iPad.