

Date of Action: 4/28/2014	
Approved <input type="checkbox"/>	Denied <input checked="" type="checkbox"/>
By: K. Smithers <i>Postponed indefinitely</i>	

CITY COUNCIL ACTION MEMORANDUM

AM No. 14-07: Authorization for the Purchase of iPads and Agenda to Go software for Clerk and Council Use for the Purpose of Accessing City Emails and Meeting Packets.

Originator: Kristie Smithers, City Clerk and Troy Tankersley, Finance Director
 Date: 4/14/2014 Agenda of: 4/28/2014

Route to:	Department Head	Signature	Date
	Purchasing Contracting Officer		
X	Finance Director	<i>[Signature]</i>	4/14/14
X	Deputy Administrator	<i>[Signature]</i>	4/14/14
X	City Clerk	<i>[Signature]</i>	4/14/14

Reviewed by Mayor Verne E. Rupright: *[Signature]*

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

Account name/number/amount:

Agenda to Go Software (\$1,200) & iPad Applications (\$100 ea.)	001.4115.411.40.31 Computer Software	\$1,700
Data Plan (\$132.50 per mo.) and Mobile Insurance (\$6.99 per mo., per iPad)	001.4115.411.50.30 Communications	\$ 335
iPad, keyboard case, screen protector (\$670 ea.)	001.4115.411.60.15 Small Tools/Equip.	\$3,350
	FY-2014 Total:	\$5,385

Attachments: AT&T Mobile Quote for Services (2 pages)
 SIRE Software Quote (1 page)
 iPad Policy & Procedures (5 pages)

Summary Statement: At the Council meeting budget discussion of January 13, 2014, City Council Members discussed the implementation of iPads and the SIRE Agenda to Go software for use by the Council for accessing Council meeting packets and e-mail. At that time, staff was directed to bring back legislation for approval by the Council.

Municipal governments are seeing an increased need for streamlined automated agenda preparation, publication, and dissemination. While the City of Wasilla has adopted electronic agenda management procedures and has purchased and implemented SIRE software for fully automating the meeting information process, there are additional steps that can be taken to increase efficiency.

The Purchasing Officer has assisted us to find the best pricing and data plans available. The attached iPad policy has been approved by the IT Steering Committee.

Clerk's Office Staff recommends the purchase of iPads for the following:

1. Consistency of access to Council meeting packets

With the purchase of the same type of device for Elected Officials to use, there will be increased consistency in the method of access as well as consistency in the type of software updates needed. With Elected Officials and the Clerk's Office utilizing the same type of device, the Clerk's Office staff would be better able to provide training to elected officials in the use of their devices.

2. Access to City emails and information from any location

The data plan provides for access to the City website, City meeting packets, and City e-mail accounts in any location where the cellular phone coverage is provided. The purchase of Wi-Fi only devices limits the user to information at locations where Wi-Fi is available.

Currently, City Council Members are using a variety of ways to access agenda packets and to communicate with City staff and their constituency. Some members pick up paper packets and some utilize the Internet. Many Council Members have voiced concern regarding the difficulty of accessing their City email accounts.

The purchase of iPads will improve the dissemination of information between Elected Officials, their constituents, and City staff. This purchase will improve the practicality and efficiency of the City. Council Members will have better access to City email accounts and documents, such as the Municipal Code during meetings.

3. Access to SIRE & Agenda to Go

While there are quite a few tablets available, the iPad is the only compatible device with the *Agenda To Go* software through SIRE. *Agenda To Go* will allow the Council to make notes, highlight packet items, and perform other functions that will be useful for their service on the Council.

4. Saving Resources

A City-issued iPad will save resources, such as printing and labor costs from distributing documents in electronic matter rather than in paper form.

5. Implementation

Current FY-14 budget year, \$5,385: Purchase the *Sire Agenda to Go* program and five iPads out of remaining budget funds to be distributed to Council Members O'Barr, Wilson and Wall, and the City Clerk and Deputy Clerk. This will allow time to implement and test our process. This funding will be redirected from the Council's remaining travel funds.

FY-15 budget year, \$6,879: During budget discussions, a budget amendment will need to be adopted to include monies to purchase an additional five iPads for the incoming Mayor, and remaining three City Council Members, and one back-up device.

Staff Recommendation: Adopt AM No. 14-07, as stated above, to purchase iPads, cases, Apple care for each device, data plans, and *Agenda To Go Software* (SIRE).



Mobility Solution Prepared for:
City of Wasilla
April Dwyer
Purchasing/Contracting Officer
907-373-9047

April 11, 2014



AT&T Mobile Quote for Service <i>FY2014 - Assuming Service</i>	Quantity	Unit Price	One-Time Fee	Monthly Recurring Charges
DESCRIPTION				
16GB Apple iPad Air	5	\$529.99	\$2,649.95	\$0.00
Zagg Keyboard	5	\$99.99	\$499.95	\$0.00
Screen Protector	5	\$40.00	\$200.00	
20GB Mobile Share Plan w/ 5 iPads	1	\$132.50		\$132.50
Mobile Insurance (per iPad)	5	\$6.99		\$34.95
			\$3,349.90	\$167.45

Special Notes:

This quote does not include any taxes or surcharges and subject to change.

Prepared by:
Shaneill Marquez
Government Sales Representative - GEM
AT&T Alaska
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Mobility Solution Prepared for:
City of Wasilla
April Dwyer
Purchasing/Contracting Officer
907-373-9047

April 11, 2014



AT&T Mobile Quote for Service <i>+ 5 MORE iPADS IN FY 2015</i>	Quantity	Unit Price	One-Time Fee	Monthly Recurring Charges
DESCRIPTION				
16GB Apple iPad Air	5	\$529.99	\$2,649.95	\$0.00
Zagg Keyboard	5	\$99.99	\$499.95	\$0.00
Screen Protector	5	\$40.00	\$200.00	
20GB Mobile Share Plan w/ 10 iPads	1	\$182.50		\$182.50
Mobile Insurance (per iPad)	10	\$6.99		\$69.90
			\$3,349.90	\$252.40

Special Notes:

This quote does not include any taxes or surcharges and subject to change.

Prepared by:
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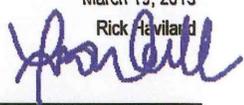
Software Quote

Version 7609.13

AGENDA TO GO add-on-hosted

Content Management & Agenda Automation for State & Local Government

For: CITY OF WASILLA
 290 E. Herning Ave
 Wasilla, AK 99654
 (907) 373-9050

Date: December 19, 2013
 Expiration Date: March 19, 2013
 Sales Manager: Rick Haviland
 Approved By: 

SIRE SOFTWARE - HOSTED						
SIRE Agenda Plus Licenses - Hosted						
Qty	Description	Unit Price	Extended Price	Maintenance	SW Code	Maint Code
0	SIRE Agenda To Go - Hosted	30.00	\$ -	N/A	SIRE-AGTOGO-HOST	
1	SIRE Agenda To Go - Enterprise	99.00	\$ 1,188.00	N/A	SIRE-AGTOGO-HOST	
SUB-TOTAL SOFTWARE -ANNUAL HOSTED			\$ 1,188.00	N/A		
EXPENSES*						
Qty	Description	Unit Price	Extended Price	Maintenance	SW Code	Maint Code
	Travel: Airfare (per trip)		(Travel expenses billed as incurred)		SIRE-TRAVEL	
	Per Diem: Daily expense for Lodging, Car, meals (per day)		(Travel expenses billed as incurred)		SIRE-PERDIEM	
SUB-TOTAL EXPENSES			\$ -			
COST OVERVIEW						
Total Cost for Hardware		(Provided by City)				
Total Cost Hosted Software (Year 1)		\$ 1,188.00				
Total Cost for Services		(Please see separate Professional Services Proposal)				
Total Cost for Training		(Please see separate Professional Services Proposal)				
GRAND TOTAL		\$ 1,188.00				
TOTAL UP FRONT SYSTEM COST		\$ 1,188.00				
Hosted Software - per month (Year 2 forward)		\$ 99.00				

For existing client add on software sales, software and maintenance services provided pursuant to this Quote are subject to the terms of existing agreements (including any click-through license terms) between the parties, which agreements will control in the event of conflict with any other terms, including purchase order terms.*

100% of Software due upon contract execution. Sales tax will be charged as applicable.

Proposal is valid for 90 days from Proposal Date unless otherwise specified in writing.

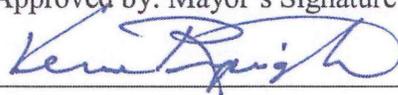
*Travel Expenses will be billed as incurred.

To accept this quotation, sign here and return: _____

Print name:

Thank you for your business!

2211 West 2300 South, West Valley City, UT 84119 801.977.8608 Phone 801.977.8875 Fax info@siretechnologies.com

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

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.