

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3
Meeting Date: September 28, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 5, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: 12/31/2014 City of Willmar Audit Report

Recommended Action: Receive 12/31/2014 Audit Report from Independent City Auditor David Euerle of Westberg & Eischens.

Background/Summary: Annual Report is given and received for review.

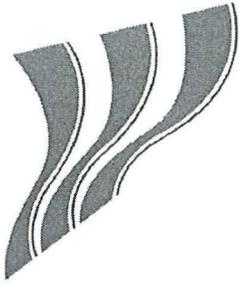
Alternatives: N/A

Financial Considerations: N/A

Preparer: Steve Okins, Finance Director

Signature: 

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 4

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Information Systems

Agenda Item: PEG Access Assessment Agreement with CBG Communications.

Recommended Action: Approve the agreement with CBG Communications.

Background/Summary: In preparation for the Franchise renewal a PEG Assessment will need to be done to review access operations, facility needs and current/future channel capacity need.

Alternatives: Do not approve the agreement.

Financial Considerations: \$20,000 has been requested in the 2016 budget for the assessment.

Preparer: Ross Smeby

Signature:

Comments: This agreement has already been reviewed by the Cable Advisory Committee with a recommended action of sending it to the full council for approval.



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**Proposal to Provide PEG Access Needs
Assessment Consulting Services
Related to
Cable Franchise Renewal
for the
City of Willmar, Minnesota**

Submitted by:

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July 29, 2015

Table of Contents

INTRODUCTION	1
COMPANY HISTORY AND EXPERIENCE	2
CBG COMMUNICATIONS, INC.'S SIMILAR RENEWAL RELATED PROJECTS	4
PROPOSED METHODOLOGY AND APPROACH TO SCOPE OF SERVICES	7
Working Collaboratively with the City	7
Review Existing Information, Identify and Categorize Communities	7
Needs Assessment	8
Public, Education and Government (PEG) Access Assessment:	8
Community and Non-Profit Organization (NPO) PEG Assessment Survey	11
Conduct Focus Groups	11
Overall PEG Access Needs Assessment Report with Live Presentation	13
PROJECT TIMELINE	14
PERSONNEL QUALIFICATIONS	15
REFERENCES	19
PROJECT COST	20
ADDITIONAL SERVICES THROUGHOUT THE RENEWAL PROCESS	21

INTRODUCTION

CBG Communications, Incorporated (“CBG”) appreciates the opportunity to provide this Proposal for Public, Educational and Governmental (PEG) Access Consulting Services related to Cable Franchise Renewal for the City of Willmar, MN (“City”). After reviewing our proposal, we hope that you will share the view that our overall experience, innovative methodologies, expertise, enthusiasm and extensive similar work around the region and country qualify us to assist you. CBG has a national reputation in local government cable television and telecommunications needs assessment, Public, Educational and Governmental (PEG) Access, I-Net, technical and regulatory consulting.

CBG understands that the City seeks a qualified firm with demonstrated experience and expertise to provide professional needs assessment consulting services associated with cable franchise renewal. The overall goal is to ensure that current and future cable related needs of the PEG Access channel providers, program producers and associated organizations, institutions and other communities of interest in the City are identified and then fulfilled via the terms of a renewed franchise with Charter Communications (“Charter”).

CBG has explained in its proposal a few of the many services that we provide that we believe will meet the City’s needs and goals as well as other services that provide us with additional expertise and experience that will be beneficial to the project.

By submitting this proposal, CBG commits to performing the work needed expeditiously, with tasks running concurrently where needed to ensure timely project completion. We will develop a final work plan with the City to ensure that the timeframe for all deliverables meets the goals of the City.

CBG is the best firm to perform this Project for the City. This fact is indicated by the wealth of relevant, demonstrated experience, comprehensive expertise to perform necessary tasks, proven methodologies and extensive similar work around the region and country that are further discussed in the following sections.

COMPANY HISTORY AND EXPERIENCE

CBG Communications, Inc. since 2001 (and via a predecessor company since 1994) has established a national reputation in cable television, technology, broadband and telecommunications matters. CBG has a proven track record of providing consulting services for public sector entities which produce effective results.

During their professional careers, CBG's principals have been involved with numerous cable television franchise renewal and telecommunications matters throughout the United States. Mr. Nielsen and Mr. Robinson are professionals with decades of experience performing activities related to cable TV needs and interests ascertainments including evaluating PEG access facilities and determining PEG Access needs, subscriber/non-subscriber attitude, interests, needs and opinion research, evaluating I-Nets for proper functionality, capacity and reliability and determining I-Net related needs for the future, technical audits and system review. They have a clear understanding of the interplay between community needs, law, policy, regulation and technology, and are able to determine realistic, demonstrated needs in an objective way that advances the goals of the City within the parameters of a cable franchise renewal.

CBG has the requisite experience to assist the City in its cable television franchise renewal process. Specific expertise includes:

Cable Television

CBG provides a wide range of services regarding cable television-related matters including:

PEG (Public, Educational, and Governmental) Access Analysis - Ascertainment of PEG channel needs, including facilities, equipment, channel capacity, training and facilitation services, access group organization, content development, etc.

Community Needs Assessment - Surveys of subscribers and non-subscribers, review of organizational needs, facilitation of focus groups, public forums and workshops, development of on-line, web-based Internet surveys and forums, etc.

Institutional Network (I-Net) Needs Assessment, Development and Evaluation - Ascertainment of I-Net needs, current and future organizational video, voice and data communications applications, potential system architectures, audit and evaluation of current I-Net, etc.

System Technical Review - Evaluation of the current system, analysis of upgrade scenarios and plans, review of system technological components such as digital video services, video-on-demand, hybrid fiber coax (HFC) architectures, cable modem services, etc. In addition, these reviews focus on the system's ability to safely and reliably provide the services desired by subscribers today as well as the ability to evolve by adding new services in the future.

Franchise Development-Related Cable Regulatory Processes - Assistance with past performance and franchise compliance reviews, franchise administration and management, franchise development in both the formal and informal renewal processes, competitive cable system franchising, evaluation of cable operator proposals and qualifications, assistance in franchise and ordinance drafting, development of Request for Renewal Proposals (RFRPs), assistance in franchise negotiations, etc.

CBG also provides a host of other services where our experience and expertise will be beneficial to the needs ascertainment project, including:

Telecommunications and ROW Management

Broadband Infrastructure Planning and Development - Assistance with a wide range of network planning and development activities, including, broadband network feasibility and community needs assessment studies, video, voice, and data communications application review and implementation, development of public sector telecommunications infrastructure (including review and analysis of physical transport, architectures, aerial and underground construction methods and locations, etc.), development of local government-owned and common conduit policies and leasing plans, analysis of co-location and co-build requirements and strategies, inventories of telecommunications and other utility infrastructure, review of construction techniques (open street cuts, directional boring, saw-cuts, etc.), wireless communications site planning and evaluation, etc.

ROW Management Ordinance Development - Services include development of provisions regarding the permitting process, licensing, ROW management procedures, construction and inspection requirements, ROW usage fee structures (including the provision of in-kind services), insurance, indemnification and bonding, service definitions and other critical issues.

CBG COMMUNICATIONS, INC.'S SIMILAR RENEWAL RELATED PROJECTS

Ramsey Washington Suburban Cable Commission (RWSCC) (Suburban St. Paul, MN area): CBG completed a comprehensive Needs Assessment and system Technical Audit for the RWSCC and its 12 member cities. This project involved a variety of elements, including detailed analysis of existing, and projections of enhanced, advanced PEG facilities, a telephone-based residential community subscriber/non-subscriber survey, a community organization online survey, focused discussions with representatives from each one of the member cities, a residential and institutional network technical audit and review, and other tasks.

St. Louis Park, Minnesota: CBG conducted a PEG Needs Assessment including facilities and equipment evaluations along with workshops and focus groups. CBG produced a report that assisted the City in gaining valuable PEG requirements in its final cable franchise document. *Based on the needs and analysis outlined in CBG Communication's report, the City received a PEG production van, a \$1.1 million PEG upfront grant and high definition digital and on-demand capabilities for its PEG operations. Additionally, the City, with CBG's data and analysis, was able to negotiate an upfront PEG payment instead of payments over a typical 15-year franchise agreement.*

North Suburban Communications Commission (NSCC), Suburban St. Paul, MN Area – CBG provided assistance to the Commission with evaluation of Comcast's proposal in response to a Request for Renewal Proposal as part of the formal renewal process with Comcast. CBG then worked with the Commission concerning next steps in the process after the issuance of a preliminary denial. Prior to this, CBG completed a PEG Access technical review, an I-Net technical review, and system technical audit services in the 10 member cities of NSCC. This technical audit provided the NSCC with an understanding of the current condition and operation and future capabilities of the subscriber and institutional networks operated by Comcast. CBG provided the NSCC with a Comprehensive Report concerning the Technical Study of the subscriber network and I-Nets, PEG transport and Master Control facilities. *The findings were utilized to create RFRP language including: system inspection requirements; maintaining availability of the existing dark fiber optic I-Net for video origination and data connectivity; I-Net solutions to replace the existing HFC I-Net and equipment; migration of PEG programming to both standard digital and HD formats, and other provisions.*

Northern Dakota County Cable Communications Commission (Minneapolis-Saint Paul Metropolitan Area Communities): CBG completed an I-Net needs assessment of multiple cities and school districts in northern Dakota County. This included facilitation of I-Net workgroups, online surveys of all users of the I-Net (and potential users) and review of detailed architectural and technology information from Comcast. Prior to this, completed work involving I-Net implementation, including a detailed audit and acceptance testing of the dark fiber optic infrastructure for more than 40 facilities including 3 school districts and multiple government agencies. Prior to this, completed work on I-Net franchise provision development as part of the renewal process with MediaOne/AT&T. We also conducted an initial needs assessment study including workshops/ briefings for K-12, higher education and governmental entities, written surveys, cost analysis and architectural concept development.

City of Crisfield and Somerset County, Maryland: CBG recently completed a community needs assessment, past performance review and system technical review concerning the Charter cable

system serving Crisfield and Somerset County. The results of our study are being used as the basis for current franchise negotiations.

Philadelphia, Pennsylvania: CBG recently completed a multi-method, multi-faceted cable-related residential, I-Net and PEG Access needs assessment, technical audit and franchise fee audit for the City in Comcast's home location. CBG also continues to perform ongoing work concerning franchise oversight issues concerning Verizon (FiOS) and Comcast, PEG Access implementation and the development of wide-ranging ROW Management policies, procedures and regulations; As part of this, CBG helped the City evaluate the viability of Temple University's PEG Access channel facilities, equipment, operations and signal transport. Prior to this, CBG developed comprehensive revisions to the ROW Management fee structure, including an Annual Fee per provider that includes permitting and ongoing management components, as well as a street degradation fee; also developed a master ROW ordinance, now in place in the Philadelphia Code. Work to-date also includes a detailed study of infrastructure placed by numerous telecommunications and other utility providers and negotiations on ROW Use terms and conditions with multiple providers. *CBG's work over the years has resulted in development of additional funding and services for PEG via the Verizon franchise, highly advanced competitive system options for residents, implementation of a new Educational Access channel for Temple University and improved right-of-way management.*

Clackamas County, Oregon: CBG completed a cable-related needs assessment for the County concerning the County's Comcast franchise. Prior to this, CBG has completed multiple Community Needs Ascertainments for Clackamas County. As part of these ascertainments, CBG reviewed the production, post-production and video transport environments of Clackamas Community College, North Clackamas and other school districts, Willamette Falls Community Access and the County's Government Channel, including assessing and making recommendations on migration to a high definition production environment. These portions of our project also included assessments through surveys and focus groups to better understand general residential community needs as well as needs as they relate to PEG Access. CBG then made recommendations to the County on what improvements or changes are needed to better serve the general public regarding access operations and programming within the County and cable TV service as a whole. Ongoing work currently involves support to the County related to system technical evaluations, needs assessments and reviewing the County's cable operators' compliance with requirements under the franchises. This also included assessment of compliance with FCC technical standards and requirements. CBG has assisted Clackamas County in negotiations and regulation issues encompassed in 14 separate franchises. *CBG has successfully assisted the County in increasing PEG Access support in all renewal franchises. Other provisions of the franchises include active public, K-12, higher education and government channels with the ability to add 1 additional channel and a second additional channel after the operator converts to an all digital format. CBG has provided the County with all technical language in its franchises and has participated in multiple negotiations with the providers.*

Metropolitan Area Communications Commission (MACC), Portland, Oregon Metropolitan Area Communities: CBG most recently assisted MACC with the formal franchise renewal process with Comcast. Prior to this, CBG assisted MACC in informal negotiations and performed a comprehensive cable-related needs assessment. CBG also recently assisted MACC with the breakdown, relocation and reinstallation of its entire Tualatin Valley Community Television (TVCTV) production facility, including operational verification of all existing and new equipment in the new facility. Prior to this, CBG assisted MACC with an updated Public

Communications Network (PCN) (I-Net) audit, application review and projections for future network enhancements. Before that, CBG completed a comprehensive, initial PCN technical audit and certification for countywide WAN, covering 5 school districts and multiple municipal and county agencies (over 250 facilities in all). Also, CBG completed a residential cable television system upgrade certification, I-Net franchise provisions, and assisted in negotiations. This work included a comprehensive physical plant audit, which assessed compliance with the NEC, NESC and a variety of ROW use requirements. Also performed technical review of cable TV infrastructure and needs assessment work related to franchise renewal with AT&T/TCI (now Comcast), including subscriber and Institutional Network performance, architecture, services, applications and upgrade review. CBG has provided plans for MACC for improving network functionality and reliability as well as language for agreements with Comcast. *CBG's work over the years has resulted in the PCN providing up to 1 Gbps connectivity to each of over 250 locations, plus highly advanced, competitive residential subscriber systems being available to MACC area residents with superior technical quality and multiple PEG Access services.*

Mount Hood Cable Regulatory Commission (MHCRC), Portland and Multnomah County, Oregon: Completed work assisting the MHCRC in franchise negotiations and development as needed with Comcast. *The resulting franchise includes high definition channel capacity for every PEG Access channel, funding to complete HD transition, on-demand capacity on the system and continuation of its extensive fiber-based I-Net and 3% PEG/I-Net fee.* Prior to this, CBG completed a comprehensive, broad-based, community communications technology report and plan that analyzed the communications technology related needs of a broad spectrum of the Portland and Multnomah County community, including PEG Access providers, residential, business, government, institutional, ethnic and cultural, immigrant and refugee, non-profit and educational interests within the Cities and County encompassed within the MHCRC's jurisdiction. Work activities included a review of multiple PEG operations and evaluation of their plans to move to high definition digital production. Activities also included a statistically valid telephone survey of the residential community and large scale on-line surveys of the general public, community media organizations and producers, educational, governmental and other institutional entities, non-profits and community technology grant recipients. CBG also facilitated numerous focus groups, workshops and interviews focusing on a wide range of those involved with providing and using communications technologies.

PROPOSED METHODOLOGY AND APPROACH TO SCOPE OF SERVICES

CBG has created the following Scope of Services based on our understanding of the needs of the City as part of the franchise renewal process with Charter. We have based this understanding on our experience in franchise renewals around the country. CBG will work with the City to refine the Scope of Services, develop a final timeline and revise the task hours and associated costs outlined below as needed to meet the City's requirements.

Working Collaboratively with the City

CBG Communications and our team partners take a comprehensive and collaborative approach towards cable television franchise renewals. Such an approach coupled with our wealth of experience and knowledge will result in a highly effective cable television-related community needs ascertainment process for the City.

We will efficiently work with the City and their staff in a manner that draws on their significant history, background, experience and expertise. By leveraging all available resources, CBG will be able to ensure that the community needs will be well documented and well defined. Specifically, as described in detail below, each portion of the project and its associated methodology will yield the results needed concerning the PEG Access needs assessment that will lead to effective language for a renewed franchise agreement.

CBG and our team partners have demonstrated broad based skills in all facets of cable franchise renewal. We will work with the City on a continual basis to ensure a free flow of necessary information between the City, CBG and our team partners in all of the phases of the project as defined herein. Because of the wealth of information that needs to be gathered to ensure all necessary data is analyzed and incorporated, CBG will work with the City to help coordinate information sharing between CBG, its partners and various critical Communities of Interest. Beyond this, CBG will need to work closely with the City on scheduling facilities as a location for the focus groups, meetings and interviews and other similar activities (Additional information concerning City resources needed for meeting scheduling and logistics can be found below). CBG has found in the past that the most successful projects involve a strong team approach between the consultant and the client, and we would anticipate employing this strategy during this project as well.

Review Existing Information, Identify and Categorize Communities

CBG would begin this part of the assessment by meeting with City staff in person, reviewing existing documents and analyzing current information, in order to establish a baseline understanding of the City's Communities of Interest, so that all that are pertinent to the Project (those that have cable-related PEG Access needs) can be identified and categorized such that the appropriate ascertainment methodology is then used to determine their needs and interests. Examples of such information would include:

- a) Demographic data for the Willmar franchise area
- b) Descriptive documents about organizations that currently, traditionally or that could have cable-related PEG Access needs;
- c) Existing organizational reports and/or position papers related to cable, video, PEG Access and allied subject areas;

- d) Any applicable documents from Charter pertaining to its current approach to the PEG Access related needs of various Communities; and
- e) Any other pertinent materials, documents, correspondence or minutes which are germane to this process.

CBG anticipates that targeted Communities could include:

- City agencies and staff
- Access Channel Program Providers
- Public Schools
- Parochial and private schools
- Higher Education institutions and trade schools
- Libraries and museums
- Business and industrial organizations, including the Chambers of Commerce
- Non-Profits
- Ethnic and cultural organizations
- Hospitals, clinics, healthcare facilities and allied organizations
- Community centers
- Senior centers/organizations
- Public transportation agencies
- Other organizations listed under the other Task elements herein
- Other pertinent groups identified as a result of the Ascertainment process

Once identified and categorized, CBG will work with the City to determine any additional contact information for appropriate representatives that was not discerned during the review process, and then schedule ascertainment activities as described below.

Needs Assessment

Public, Education and Government (PEG) Access Assessment:

CBG understands that the critical component of the needs ascertainment process is to review current and potential PEG Access utilization, operations, services, equipment, capacity, funding and facilities. Information will be gathered via on-site evaluations, interviews, surveys and focus groups. We will help the City determine how the number and types of PEG Access channels are functioning for individual and organizational access to video and multimedia technology and services currently and what is needed in the future. Overall, in working with the existing PEG content providers and other pertinent constituent Communities in the City, we will assist the City in determining a wide range of current and future PEG Access needs and interests.

These types of assessments will then help the City decide what terms and conditions are needed in a cable franchise that can help expand outreach for individuals, organizations and governmental and educational entities through development of new, and continued enhancement of existing, PEG Access communications opportunities.

We believe that an innovative and comprehensive approach is the best way to arrive at a true picture of the City's cable-related PEG needs. CBG will utilize an expert combination of personnel for the necessary work under this Task, including CBG principals and our team partners, Connie Book, Ph.D. and Carson Hamlin.

Regarding assessing PEG Access needs, CBG and its team partners will perform the following information gathering, review and analysis tasks as part of the overall work plan:

a) Background Information Review – This would entail meeting with current and potential Access providers, including the existing channels programmed by Willmar Regional Access Channels (WRAC, GTV and EDU) and the recently requested fourth PEG channel. A tour of the currently available production facilities will be a part of this process. CBG will also review and analyze the information which the City and affected parties have already gathered about Access facilities, equipment and service needs.

b) User Profile Development – CBG would develop a profile of the current and expected user population, through information gleaned from the background review and a variety of other techniques, including:

- **Interviews with Access staff to assess current and potential utilization of Access facilities as well as user patterns and attitudes** – As part of its overall assessment work, CBG will spend a significant portion of time gathering information from pertinent City/WRAC staff and other City representatives, and other current pertinent Access Channel program providers and facility and equipment users. The target audience includes those who would be most involved in the development, production and dissemination of PEG Access programming.
- **Focus groups of current and projected Access providers and users** – See Focus Group Section below.
- **Focus groups/Workshop with community leaders and community and non-profit organizations and agencies** – See Focus Group Section below.

c) Equipment and Studio Facilities Level Analysis and Projections – CBG will evaluate the technical operations, equipment and facilities in depth to determine if these facilities are capable of meeting the future needs of the City government, City residents, the City's communities, educational entities, etc.

For this task, CBG will focus on the technical capabilities of the Access program production facilities to provide services. This will include, for example, the ability of signal transport equipment to deliver programming in the form required by Charter with no degradation occurring during transport. For instance, is programming being transported in a form that does not compress it to a level where undesired artifacts are added or where pixilation occurs? Are servers in place capable of storing the programming needed by WRAC, GTV and EDU? Do the master control playback systems meet the needs of WRAC, GTV and EDU today for cable programming as well as web streaming? Will these systems meet the needs in the future or do upgrades or enhancements need to be made today or down the road? A determination will be made as to what equipment replacements or enhancements need to occur on the playback and transport systems to accommodate HDTV programming onto the PEG channels on the subscriber system.

As part of determining the production, post production and transmission facilities and equipment required to meet the present and future needs of the user population, the following techniques would be used in the PEG Technical Evaluation. Detailed on-site evaluation of the Access production locations will be made by Carson Hamlin with assistance from Dick Nielsen, where current and anticipated uses of facilities will be evaluated, including studio, remote, live and recorded production, post production, content duplication and transmission capabilities. Specifics that will be

looked at include such items as types of cameras needed and the technology required to achieve the desired level of quality. Post-production equipment will be evaluated according to the types of editing systems needed to meet desired quality levels.

Anticipating initial needs and equipment replacement requirements will require an evaluation of the goals and objectives of the Access facility locations. Projected equipment usage and overall facility demand will be considered. For example, if the demand is mainly for live productions, the Access facility would have to accommodate mainly studios and/or a viable mobile production facility with live transmission capability from various remote origination points. Different equipment needs would also be evaluated for the combined live and post-production environment. For example, a demand for magazine format programs where much of the video is recorded at various times in the field would require increasing amounts of remote camera equipment and more editing. In contrast, live productions require studio cameras and place more emphasis on either fixed, mobile or "suitcase" studio equipment. Another requirement is the ability to meet the demands of all the projected users of a facility. Multiple programs could be in production simultaneously, such as field and studio type programs.

After all needs are assessed, the information would then be projected out and incorporated with technology shifts, such as incorporation over time of advanced digital compression techniques, and more video streaming technology. Digital compression enables the facility to compress more information into the same bandwidth, giving multi-channel transmission and eventually HD4K capability. Video streaming enables access organizations to provide programming in a digital format over the Internet, via video-on-demand (VOD) or through organizational wide area networks, as well as through traditional real-time access channels on the cable system.

Once all necessary information is gathered and resultant needs are determined, a list of equipment and facilities with associated cost projections and replacement schedules would be developed to meet the identified needs. All findings will be incorporated into the final report as indicated below.

d) Nature and Level of PEG Access Channel Capacity – CBG would use all the information gathered to determine the number of PEG Access channels and the level of Access services necessary to satisfy the expected provider and user population and demand for channel time. The determination of services and the number of Access channels needed would include projections of the types of delivery methods that would be best-suited to deliver desired content (real-time, on demand, full program formats, iTV multimedia content, etc.) and then compare this with the nature and type of cable-related methods that could be employed and the capacity that these methods require separately and cumulatively.

e) Funding Requirements and the Role and Responsibility of the Cable Operator – CBG believes strongly that effective Access and other local programming contributes significantly to the success of the cable operator. Additionally, the cable operator has the responsibility to meet demonstrated community needs in a renewed franchise, including PEG Access-related needs. Accordingly, this facet of the review will look at the necessary ongoing role of the operator in contributing to the continued success of Access. From the information gathered, CBG will work with the City to determine capital contributions, channel capacity and other items that, based on applicable law and regulation, can be negotiated and provided for in a cable franchise and indicate the types of associated provisions that should be structured in order to embody pertinent requirements in a renewed franchise.

Once the work detailed above is completed, CBG will summarize all findings, analyze and assess

the needs and interests of Communities involved with and served by PEG Access (providers, clients, users, subscribers, supporters, staff, etc.), assess the potential for PEG Access to meet the determined needs and interests, including an assessment of facility, equipment, channel capacity and other requirements, and recommend directions for the City to pursue, especially as these directions may be incorporated in the franchising process. This analysis will be incorporated in the written Assessment report discussed later herein.

Community and Non-Profit Organization (NPO) PEG Assessment Survey

CBG understands that the City needs to determine the cable-related PEG Access attitudes, needs and interests of community and NPO organizations within the City. Obtaining clear and comprehensive input from all necessary representative constituencies is critical to the success of the assessment effort and the validity and utility of the resulting information and recommendations. CBG will utilize the identified Communities to establish survey targets. Then, those surveyed from the organizations typically include key decision-makers, staff with cable communications knowledge or related responsibilities and other pertinent respondents.

a) Survey Instrument Design and Implementation - CBG will develop a survey instrument/questionnaire, which will be used by CBG personnel to gather a wealth of information in a thorough, yet concise fashion, on-line with any needed follow-up in-person or over the telephone. Specifically regarding web-based surveys, CBG and Dr. Book have had great success with obtaining a wealth of information that can be refined, if needed, through follow-up done via email and on the phone. Specific web links to survey information gathering services such as SurveyMonkey can be utilized to create a high degree of accessibility, ease of use by the respondent and facilitate multi-level analysis of the data received.

The survey format will be determined in consultation with City staff and include both broad questions across organizations as well as questions tailored to address the needs and interests of the particular respondent (be it an educational institution, non-profit organization, community group or other entity). Examples of questionnaire topics include: PEG Access facilities, equipment, and capacity needs; current and planned use of PEG Access services; provision of internal and external services via cable; impact of PEG Access use on their operations and their community at large; and other related topics.

b) Data Analysis – CBG and Dr. Book will then take the results of the information gathering, perform results tabulation and conduct a findings analysis. The responses, for example, can be imported into SPSS (Statistical Program for the Social Sciences) to analyze the data in a variety of useful ways (such as ANOVA [Analysis of Variance], which shows which responses are significantly related to each other. The findings analysis will then be incorporated into the overall PEG Access Needs Assessment Report.

Conduct Focus Groups

Beyond the Community Organizational Survey discussed above, CBG would conduct several focus groups on PEG Access cable-related needs.

a) Focus groups of current and projected Access providers and users – CBG will work with City/WRAC staff and other associated organizations to establish the best representation of diverse current and potential Public, Educational and Governmental Access television and multimedia content producers, clients, users and channel administrators in a focus group format to ensure that there is a broad expression of opinion, meaningful dialogue and information gathering

that is highly pertinent to the project requirements. We envision three focus groups as part of this task element – one each focusing on Public, Educational and Government providers and those they serve.

b) Focus Group/Workshop/Forum with community leaders and community and non-profit organizations and agencies – CBG will work with the City to establish a meaningful and effective focus group or workshop to determine the opinions and reactions of the diverse organizational populations that utilize PEG Access services and have organizational-oriented cable-related needs. This would include a group centered on diverse community leaders, community groups, ethnic groups, non-profit organizations and others. CBG has been effective in the operation of, and analysis of the information gathered from, such groups through its previous needs assessment work. As such, we have a keen awareness of their value to accurately forecasting both short and long term cable-related needs and interests. We envision one focus group or workshop as part of this task, depending on the size of the group.

c) Meeting/Group Scheduling and Facilitation – CBG believes that it is very important to coordinate with City staff on the initial scheduling and development of workshop, forum and focus group meeting times, locations, attendee lists and invitations to the sessions. As such, we will work from the very beginning of the process to ensure that the development and implementation of the workshops, forums and focus groups are efficiently and effectively managed.

Specifically, as the meeting agendas and presentation materials are being prepared CBG's team members will be working with City staff and the various Communities of Interest to determine the appropriate contacts and the representatives that should be invited to the workshops and focus groups. CBG will also work with City staff and various Communities of Interest to determine the best venues and locations for the focus groups, workshops and forums. Once locations are determined, available dates and times can be reviewed and appropriate days and times from the available list can then be chosen to establish the specific timing of the meetings. These timings should be at least three (3) weeks after the invitations or other types of announcements would be sent out.

CBG would develop an invitation template which the City can review before it is implemented for the various types of groups. These can then be finalized and provided to the invitees via e-mail with RSVPs requested. CBG would do the majority of work preparing these materials. It will be important, though, for the invitations to be sent out on City letterhead from City e-mail addresses because it will carry more weight with the prospective attendee and be considered an official invitation.

Regarding potential venues, if there are several choices for locations, our team would visit those sites and help determine the appropriate location. Our team would also make pre-site visits to determine room set-up, where materials could be located, how PowerPoints could be projected, etc.

Regarding scheduling, CBG will work to schedule similar types of meetings in batches at uniform locations, if feasible. This reduces both set-up and breakdown time and makes the process more efficient and cost effective. Once the invitations are sent out, our team will work with City staff to follow-up with phone calls and follow-up e-mails to continue to gain the attention of participants so that the appropriate amount ultimately participate (typically between 6 and 12 in focus groups, 15 – 30 in workshops, and more in forums [for the larger numbers, breakout sessions can be developed]).

Regarding facilitation, it is important to note that CBG will directly facilitate all forums, workshops

and focus groups, so that this does not impact on the existing workload of City staff. For certain types of meetings, such as community forums, it will be important for someone from the City to make a few introductory remarks to indicate to the community-at-large the importance of this process. CBG would conduct the group from that point. City staff would be welcome to attend any and all groups if their schedule allows.

All of the information obtained from the focus groups/workshops/forums will be documented and incorporated into the overall Needs Assessment analysis.

Overall PEG Access Needs Assessment Report with Live Presentation

CBG will take all the information gathered, review, compile and analyze it, and determine what PEG Access cable-related needs are being demonstrated by the various Communities of Interest in the City. CBG and its team partners will then look at ways that Charter could meet the demonstrated needs in a renewed franchise. Specifically, CBG would work with the City to identify the litany of needs that can reasonably be embodied in a franchise and the types of provisions to meet and embody such needs.

CBG would include the results of all the component tasks into the Overall Written Ascertainment Report. The report will include an Executive Summary and include verifiable support for all findings, conclusions and recommendations.

The Report will describe existing and future needs related to PEG Access, including WRAC and other PEG capacity, facility, equipment and operational needs. CBG will provide recommendations on any modifications that would be needed to meet future needs. These findings will be summarized for inclusion in the Report with recommendations for improvements, enhancements, expansions and upgrades to meet both the current and future needs demonstrated.

CBG's Report can be presented in a live presentation. The Final Report to the City will identify the PEG Access cable-related needs elicited from the assessment process. The report will incorporate input from City staff and the identified Communities of Interest and include a description of methodologies employed and recommendations. CBG will use results from site visits, interviews, surveys, focus groups and other work to develop the recommendations in its report. CBG, through its research and analysis into all facets of this project, and using the research tools previously described, will be able to focus on recommended franchise renewal requirements and strategies to meet demonstrated needs. The report will be thorough and concise. It will provide a well-supported needs ascertainment foundation to be utilized effectively in cable franchise renewal proceedings.

PROJECT TIMELINE

Projects such as this one typically take approximately 6 months depending on the scheduling of surveys, interviews, focus groups, other meetings, on-site visits and the availability of key personnel. It is critical that we work with the City to develop a comprehensive work plan upfront that meets franchise renewal needs. Project milestones will be established and update discussions will occur regularly with City staff. We will work both on-site and remotely and attend meetings as needed, and help coordinate all the processes necessary, to meet the project objectives in a timely manner. CBG and its Team Partners will work to keep tasks running concurrently in order to maximize resources and minimize the overall timeframe for completion. We can start on this important project in September, 2015 with anticipated completion in February/March 2016.

CBG Communications, Inc. strives to provide the best support to our clients based on our experience as shown above. CBG is often retained for follow-up work after the initial project is completed. Although our experience and insight are certainly significant contributors to this, timeliness and availability are also key to keeping our clients satisfied.

PERSONNEL QUALIFICATIONS

Overall Project management and key task performance will be provided by Dick Nielsen out of CBG's St. Paul, MN office. Comprehensive task performance and support will be provided by Tom Robinson of CBG's Philadelphia office, assisted by Krystene Rivers, Research Associate and in conjunction with Team Partners, Dr. Connie Book and Carson Hamlin.

The skills and qualifications of the firm's principals and our Team Partners are set forth below.

CBG Communications, Inc.

Thomas G. Robinson

Thomas G. (Tom) Robinson is President of CBG Communications, Inc. and is based in the Philadelphia, Pennsylvania office. Mr. Robinson has worked with local governments all across the country on a variety of cable, broadband, telecommunications and ROW management projects, including: needs assessments; Public, Educational and Governmental (PEG) access issues; institutional networks; technical reviews; infrastructure issues; wireless networking; optical networks; telecommunications strategic planning and policy development; competitive communications system reviews; cable television franchise renewals; ROW management regulations and ordinances, regulatory agreements and other matters. He is a frequent speaker at telecommunications, local government and technical conferences. Mr. Robinson has written numerous columns for *Communications Engineering & Design (CED)* magazine.

Prior to joining CBG, Mr. Robinson was, for seven years, Director of Technology Development for River Oaks Communications Corporation, where he worked with numerous local government clients on telecommunications and cable television projects. Mr. Robinson also served for 10 years as Chief of the Cable Regulatory Division of the Department of Consumer Affairs for Fairfax County, Virginia. While there, he was involved in a host of activities related to oversight of one of the nation's largest cable systems. Prior to his work in Fairfax, Mr. Robinson was with Magnavox CATV Systems, Inc. (now part of Arris), where he worked first as a system designer and then in product management. While at Magnavox, he helped develop and market new amplification systems and products that paved the way toward today's high capacity cable systems.

Mr. Robinson began his career as an announcer, program director and operations engineer in radio and television at several radio stations in the Baltimore/Washington area and at the public broadcasting television and radio stations (WCNY-TV/FM) in Syracuse, New York.

He holds an M.S. in Telecommunications/Film from Syracuse University's S.I. Newhouse School of Public Communications and a B.A. in Mass Communications from Towson University where he graduated *Summa Cum Laude*.

Richard R. Nielsen

Richard R. (Dick) Nielsen is CBG Communications, Inc.'s Senior Engineer and is based out of the Saint Paul, Minnesota office. Mr. Nielsen works as lead technical staff for CBG. His work includes cable television system community and PEG needs assessments, performance audits; video system, facilities and equipment evaluation, institutional network needs assessment,

design, application development and performance review; underground and aerial construction planning, review and analysis; telecommunications system design, application, development and review; data communication system and equipment planning; as well as review and analysis of other technical issues.

Prior to Mr. Nielsen joining CBG, he spent 19 years, in the Twin Cities Metropolitan area, with AT&T Broadband and its predecessor companies. The last four were spent as the Institutional Network Manager. While managing, he was involved in a wide range of activities, including maintenance of institutional networks ("I-Net") with over 1000 miles of coaxial, HFC and fiber optic plant representing over 20 franchise areas from the northwestern suburbs to the southern suburbs of the Twin Cities. Mr. Nielsen provided supervision of construction activities, planning and designing new and upgrading existing I-Nets, budgeting for new and updated I-Nets, and activation of fiber optic nodes, power supplies, amplifiers, pilot generators and status monitoring systems. Mr. Nielsen regularly represented AT&T Broadband at various regulatory meetings relating to I-Net issues. He also worked closely with consultants in evaluating and designing upgrades to existing I-Nets.

For the 8 years prior to being I-Net Manager, Mr. Nielsen was the Technical Supervisor. He supervised 35 Maintenance Technicians and Service Technicians with responsibilities from the Quad Cities and Oak Grove Franchise areas in the northern suburbs, to the centrally located franchise areas of NSCC and the Ramsey/Washington Counties Suburban Cable Commission down through Saint Paul to Burnsville/Eagan and Hastings. Mr. Nielsen implemented a plan to bring service levels up to NCTA and FCC standards, and was in charge of reporting all engineering and technical data for national reporting FCC testing and reporting and public files for CLI and Proof of Performance. Additionally Mr. Nielsen spent 4 years as a Headend Technician and was involved in designing, wiring and maintaining headends, hubs and antennas. He was on call 24 hours a day for problems related to headends. Mr. Nielsen's first 3 years were spent as a Maintenance Technician. He was responsible for maintaining HSN and I-Net plants, field testing of FCC CLI and Proof of Performance requirements as well as working on call (24/7) for outages and problems.

Mr. Nielsen began his career as a technician and installer for Best Vision SMATV and Muller Prybel. Formal education was received at Dakota County Vocational Technical School in its Cable Television Degree Program.

Krystene Rivers

Krystene Rivers is a Research Associate for CBG Communications with a diverse background in research, accounting, project planning and executive management. Prior to joining the firm, Mrs. Rivers worked for over 18 years in various financial and executive management positions with each career requiring a variety of diverse financial, technical and operational skills. Mrs. Rivers has worked in a variety of both large and small business environments from a partnership business to a large corporation. This experience has enabled Mrs. Rivers to contribute insight and research experience into CBG's Needs Ascertainment and related projects. Mrs. Rivers is currently responsible for communications research projects which include the gathering of key information associated with needs ascertainment, survey research and development, data compilation and analysis and consumer issues. She is also a key component in the preparation of presentations and reports necessary for the provision of CBG's communications consulting services.

Team Partner

Constance Book, PhD

Dr. Constance Book, PhD, (PhD, University of Georgia) is currently Associate Provost and professor of communications at Elon University, and owner of Telecommunications Research Corporation in Greensboro, North Carolina. Dr. Book obtained undergraduate degrees in mass communications from Louisiana State University and Northwestern State University. Her doctoral studies focused on the municipal/cable relationship. She has worked extensively with CBG Communications in needs and interest ascertainments in a number of jurisdictions.

Dr. Book is a professor and researcher in the fields of cable, video, PEG Access, broadband, internet and telecommunications. Her work included the first national assessment of municipal officials' attitudes toward cable television oversight. She has conducted quantitative and qualitative assessments of cable communications, broadband and telecommunications services in large, medium and small markets across the United States.

As professor, she has been awarded several research grants for assessments related to cable television service, has been recognized on several occasions for outstanding teaching, and her students have won awards in national competitions sponsored by the Society of Professional Journalists and the American Advertising Federation.

Dr. Book's research has been recognized in several nationwide settings, including NATOA, the National Cable Telecommunications Association (NCTA), the National Association of Broadcasters (NAB), the Broadcast Education Association, and the Association for Educators in Journalism and Mass Communication. Her work has been published in both academic and legal journals. Dr. Book was awarded a competitive grant from the National Association of Broadcasters to conduct the first living room test of high definition digital television. The results were presented at an NAB annual conference and included in her book *DTV: Digital Television Comes Home*.

Dr. Book has appeared on panels at the Federal Communications Commission, the NAB, NATOA and regional Cable Television Associations. She is often invited to lecture and moderate discussions on cable and telecommunication issues.

Carson Hamlin

Carson Hamlin, Media Integration Specialist/Video Engineer, received his B.A. degree in Technical Communications from Colorado State University. Mr. Hamlin is a native of Colorado. He worked for the Hewlett Packard Company for 12 years, eventually leaving HP's Interactive Television Network in Cupertino, California to return to Colorado. He is now the Media Integration Specialist and Operations Manager for the City of Fort Collins, CO where he oversees all of the technical aspects of digital video communication for the City of Fort Collins and Larimer County, CO. He is also the staff liaison between the city and all of the other PEG entities in Fort Collins. His duties include the oversight and purchase of all equipment used for both government and public access.

Mr. Hamlin has worked extensively as a Technical Director, editor, audio engineer and design engineer. His qualifications include video facility and system design, including the evaluation and purchasing of equipment used in all types of production facilities, integration of equipment,

Willmar, Minnesota

CBG Communications, Inc.

and troubleshooting. He has worked with CBG on multiple projects with many communities regarding the technical aspects of their PEG Access systems, facilities and equipment.

REFERENCES

Debbie McCoy, Manager

Clackamas County Cable Communications
2051 Kaen Road
Oregon City, Oregon 97045
Phone: (503) 742-5902
E-mail: debbiest@co.clackamas.or.us

Tim Finnerty, Executive Director

Ramsey/Washington Cable Commission
2460 East County Road F
White Bear Lake, MN 55110
Phone: (651) 779-7144
Email: timfinnerty@rwcable.com

Fred Christ, Administrator

Metropolitan Area Communications Commission (MACC)
15201 NW Greenbrier Parkway, Suite C-1
Beaverton, OR 97006
Phone: (503) 645-7365 x 200
Email: fchrist@maccor.org

Additional References can be furnished upon request.

PROJECT COST

CBG will complete a PEG Access Needs Assessment project that encompasses all of the tasks described above, for the not to exceed cost of \$19,920 including reimbursable expenses¹.

The cost estimates is based on the number of hours projected (112) multiplied by a blending of the individuals' hourly rates as defined below. The specific hourly rates charged vary from \$50 per hour (Research Associate) to \$175 per hour (Principal Consultant), depending upon the personnel utilized.

Personnel Hourly Professional Services Rates

The hourly rates for the personnel that will be involved are the following:

Tom Robinson (TR), Principal Consultant - \$175.00

Dick Nielsen (DN), Senior Engineer - \$165.00

Krystene Rivers (KR), Research Associate - \$50.00

Dr. Constance Book (CB), Elon University/Telecommunications Research Corp.,
Survey/Statistical Work - \$150.00

Carson Hamlin (CH), Video Engineer/Media Integration Specialist - \$125.00

Invoicing/Billing

CBG bills for professional services on a monthly basis. Each invoice details an individual that performed services that month and their monthly charge, including hours worked. Additionally, each invoice will contain a detailed narrative of work performed during the billing period.

¹ CBG and its team partners would be reimbursed for expenses such as telephone, clerical charges, postage, copy expenses, Fed Ex or courier expenses, travel expenses, and other similar expenses. We are utilizing a rate of 10% above Professional Services fees for estimation purposes concerning reimbursement expense cost.

ADDITIONAL SERVICES THROUGHOUT THE RENEWAL PROCESS

If requested, CBG will participate in other franchise renewal processes, including working with City staff and legal counsel to help develop successful negotiation directions and strategies. CBG is well versed in providing support and guidance for, and participating directly in, franchise negotiations stemming from ascertainment findings and related processes. These directions and strategies will be based on a preponderance of the data gathered; a strengths, weaknesses, opportunities and challenges analysis; and prior successful experience with such strategies. More specifically, CBG could assist with (but not limited to), as needed:

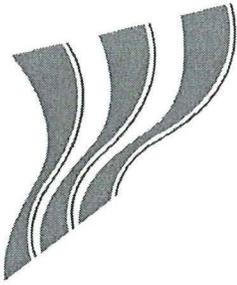
- a) Setting priorities based on findings and conclusions in the needs assessment report.
- b) Strategy discussion(s) with the City and its legal counsel to discuss ways of best meeting goals.
- c) Face-to-face discussions with Charter.
- d) Negotiation via telephone, as necessary.
- e) Negotiation via e-mail, as necessary.
- f) Briefing elected officials in public or closed sessions.

Where formal franchise renewal proceedings are required, CBG can also assist City staff and its legal counsel in preparing the associated Request for Renewal Proposal, evaluating the Proposal and assisting in the development of the staff report for public proceedings. Whether the process is completed formally or informally, CBG can work with City staff to participate as needed in all franchise renewal preparations, public hearings, meetings, etc.

Additional services beyond the scope of work as defined above can be requested from CBG and our Team Partners at the above hourly rates and/or an agreed upon not to exceed price.

Conclusion

CBG appreciates the opportunity to provide the City of Willmar, Minnesota with this Proposal for PEG Access Needs Assessment Consulting Services Related to Cable Franchise Renewal. We have the requisite expertise and regional and national experience to competently, efficiently and expeditiously provide the services and results the City requires related to its franchise renewal processes.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: 20150731

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Information Systems

Agenda Item: Information Systems 2015 Capital Improvement Reallocation

Recommended Action: Reallocate the 2015 Capital Improvement Thin Client Funds for HVAC repairs for WRAC.

Background/Summary: The current HVAC system at WRAC cannot adequately remove moisture from the building and there is no air exchanger or windows that allow for air circulation.

Alternatives: Do not approve the fund change.

Financial Considerations: 43,000

Preparer: Ross Smeby

Signature:

Comments: After an analysis by multiple contractors it was determined that a dehumidifier and air exchanger was needed for the building. One of the quotes also included reattaching heater cores in the building since there is a concern that the current heater for the building is not adequate.



Chappell Central, Inc.

2101 Gorton Ave. NW PO Box 916 Willmar, MN 56201 320-235-2151
Fax: Commercial/Residential 320-235-8992 Manufacturing/Shop 320-235-8995 Office 320-235-5874
www.chappellcentral.com

July 8, 2015

Willmar Regional Access
Attn: Ross
417 Litchfield Avenue
Willmar, MN 56201

Dear Ross:

This proposal is in regard to the installation of an E.R.V. air exchanger for Willmar Regional Access Channel. The following is a breakdown of the equipment and materials we are offering for your consideration.

EQUIPMENT

Air To Air Exchanger

RenewAire Energy recovery ventilator, model HE1XRT. Ten year core warranty. Direct drive motors, 208/230v 1ph, 15amp MOCP, factory install disconnect. This appliance comes installed complete with the materials listed below for \$17,915.00.

MATERIALS

Time clock to run unit.
Duct work as required for installation.
Duct insulation as needed for drops.
10kw electric supply heater.
Roof curb.
Crane to set unit.
Roofer to install curb.
City permit.
Freight.
Taxes and installation labor.

High and low voltage wiring would be completed by others.

Thank you for the opportunity to offer this proposal. Please contact me if I can be of additional assistance or for scheduling this installation.

Sincerely,

Paul Krueger

Bullet Proof Mechanical Service Inc

BULLET PROOF MECHANICAL SERVICE INC.

103 30th ST NW Suite B
Willmar, MN 56201



Name / Address
WRAC 8 417 LITCHFIELD AVE SW WILLMAR, MN 56201

ESTIMATE

Date	Estimate #
7/23/2015	401

Description	Qty	Rate	Total
<p>*Bullet Proof Mechanical Service Inc is pleased to offer the following estimate for adding a heating, cooling, and ventilation system to your tv station building. SCOPE:</p> <p>1. INSTALL ENERGY RECOVERY VENTILATOR AND DEHUMIDIFICATION SYSTEM IN BASEMENT.</p> <ul style="list-style-type: none"> - HANG 300 CFM ERV ABOVE REAR ENTRY AREA BY BASEMENT STAIRS AND DUCT INTAKE AND EXHAUST THROUGH ROOF. (FRESH OUTSIDE AIR DUCT WILL BE INSULATED. WE WILL BUILD THE ROOF CURBS AND WEST CENTRAL ROOFING WILL ROOF THEM IN.) - RUN DUCTWORK INTO BASEMENT TO DRAW STALE MOIST AIR FROM FOUR CORNERS AND DUMP FRESH AIR IN CENTER. - INSTALL DIGITAL TIME CLOCK TO OPERATE THE ERV ON A SCHEDULE. - INSTALL HI-E DRY 195 PINT PER DAY DEHUMIDIFIER WITH CONDENSATE PUMP TO REDUCE HUMIDITY LEVEL IN BASEMENT. CONDENSATE TO BE DRAINED IN SUMP HOLE IN BASEMENT. <p>2. INSTALL AIR HANDLER , CONDENSER, AND ENERGY RECOVERY UNIT FOR MAIN FLOOR OF THE BUILDING. CONNECT PIPING FOR HOT WATER HEAT.</p> <ul style="list-style-type: none"> - INSTALL THE CARRIER INFINITY 2000 CFM AIR HANDLER ABOVE THE CEILING IN THE BACK OF THE BUILDING. THIS AIR HANDLER WILL HAVE A 5 TON EVAPORATOR COIL PRE INSTALLED. A 5 TON AIR CONDITIONING CONDENSER WILL BE MOUNTED ON THE ROOF OF THE BUILDING TO HANDLE THE COOLING LOAD. WITH THIS UNIT WE CAN RUN A DEHUMIDIFICATION SEQUENCE WHERE THE COMPRESSOR MODULATES ALONG WITH THE INDOOR FAN TO MATCH THE LOAD IN THE SPACE. THIS WILL BE CONTROLLED BY A WALL MOUNTED TOUCH SCREEN CONTROL. - RUN 20" SPIRAL DUCT FROM THE AIR HANDLER TO THE SUPPLY DROP DUCT ON THE EXISTING DUCT SYSTEM. - DRAW WILD RETURN FROM ABOVE THE CEILING NEAR THE NEW AIR HANDLER AND ADD A 10" SPIRAL DUCT DOWN THE CORRIDOR TO DRAW RETURN AIR FROM THE FRONT OF THE BUILDING. ADD RETURN OPENINGS IN EACH ROOM AS NEEDED. - CAP THE EXISTING SUPPLY DUCT THAT TRANSFERS THROUGH THE WEST WALL. - RECONNECT ALL OF THE SUPPLY DUCTS THAT HAVE BEEN UNHOOKED AND CAPPED. 			
This estimate is valid for 30 days. Thank You!	Subtotal		
	Sales Tax (6.875%)		
	Total		

Please sign, date and return to accept. X

Bullet Proof Mechanical Service Inc

BULLET PROOF MECHANICAL SERVICE INC.

103 30th ST NW Suite B
Willmar, MN 56201



Name / Address
WRAC 8 417 LITCHFIELD AVE SW WILLMAR, MN 56201

ESTIMATE

Date	Estimate #
7/23/2015	401

Description	Qty	Rate	Total
<ul style="list-style-type: none"> - INSTALL A TOUCH SCREEN CONTROL TO OPERATE THE AIR HANDLER UNIT. - INSTALL A 600 CFM ERV ABOVE THE CEILING NEXT TO THE NEW AIR HANDLER. THE INTAKE AND EXHAUST DUCTS WILL BE RUN THROUGH THE ROOF AND THE INTAKE AIR DUCT WILL BE INSULATED. WE WILL BUILD THE ROOF CURBS AND WEST CENTRAL ROOFING WILL ROOF THEM IN. - THIS ERV WILL DRAW STALE AIR FROM THE AIR HANDLER RETURN DUCT INLET. THE ERV FRESH AIR WILL BE DUCTED DIRECTLY INTO THE AIR HANDLER RETURN CLOSER TO THE AIR HANDLER BLOWER FAN. - INSTALL DIGITAL TIME CLOCK TO OPERATE THE ERV ON A SCHEDULE. - RECONNECT THE HOT WATER COILS THAT ARE INSTALLED IN THE SUPPLY DUCTWORK. THEY WILL BE PIPED BACK TO THE CITY HOT WATER HEAT EXCHANGER IN THE NE CORNER OF THE BASEMENT. WE WILL INSTALL A HOT WATER CIRCULATING PUMP ALONG WITH AN EXPANSION TANK, AIR SEPARATOR, AND NECESSARY CONTROLS. (THERE IS CURRENTLY NOT ENOUGH HEAT IN THE BUILDING TO HANDLE THE WINTER LOAD. 4. MISC. REPAIRS. <ul style="list-style-type: none"> - MAKE REINFORCED COVERS FOR ALL OPENINGS IN THE BASEMENT FLOOR TO SEAL OUT MOISTURE. - INSTALL PAINTED GUARD RAIL AT THE TOP OF THE REAR STEPS TO PREVENT A FALL. <p>NOTE: THE FOLLOWING IS INCLUDED FOR ALL EQUIPMENT</p> <ul style="list-style-type: none"> - ELECTRICAL WORK. (INCLUDES AN ADDITIONAL ELECTRICAL PANEL AS YOUR CURRENT ONE HAS NO SPACES LEFT). - ROOFING. - LABOR - 1 YEAR WARRANTY - LOCAL SERVICE - QUALITY WORKMANSHIP 			
*EQUIPMENT, CONTROLS	1	16,418.67	16,418.67
* MATERIALS- DUCT WORK, INSULATION, HARDWARE, METAL COVERS, PIPING, PUMP	1	5,020.00	5,020.00
INCOMING FREIGHT	1	200.00	200.00
This estimate is valid for 30 days. Thank You!	Subtotal		
	Sales Tax (6.875%)		
	Total		

Please sign, date and return to accept. X

Bullet Proof Mechanical Service Inc

BULLET PROOF MECHANICAL SERVICE INC.

103 30th ST NW Suite B
Willmar, MN 56201

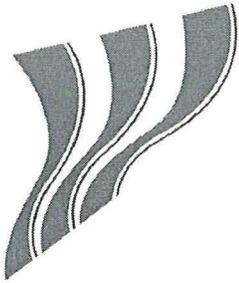


Name / Address
WRAC 8 417 LITCHFIELD AVE SW WILLMAR, MN 56201

ESTIMATE

Date	Estimate #
7/23/2015	401

Description	Qty	Rate	Total
Labor	1	15,980.00	15,980.00
ELECTRICAL WORK. (INCLUDES 1 NEW 100 AMP SERVICE PANEL TO FEED ALL NEW EQUIPMENT	1	3,200.00	3,200.00
ROOFING WORK TO INSTALL ALL 4 ROOF CURBS AND ROOF JACK FOR A/C LINESET	1	2,400.00	2,400.00
*NOTE: NO TAX IS INCLUDED IN THIS ESTIMATE:			
This estimate is valid for 30 days. Thank You!		Subtotal	\$43,218.67
Please sign, date and return to accept. X		Sales Tax (6.875%)	\$0.00
Page 3		Total	\$43,218.67



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 6

Meeting Date: August 31, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Information Systems

Agenda Item: New City of Willmar Technology Use Policy

Recommended Action: Approve the new Technology Use Policy

Background/Summary: The use Computer Use Policy was adopted in 2003. This is an updated version of the policy. Given the new technology that has been implemented by the city a complete rewrite of the policy has been done.

Alternatives: Do not approve the policy or approve with changes.

Financial Considerations: None

Preparer: Ross Smeby

Signature:

Comments: Attached – Current Computer Use Policy and the proposed Technology Use Policy.

CITY OF WILLMAR COMPUTER USE POLICY

DATE ISSUED: June 16, 2003

REVISED:

SECTION I. PURPOSE

To provide guidelines and an understanding of what is acceptable and unacceptable behavior pertaining to the use of computers, computer related accessories, computer stored or generated information, and software. The City acknowledges that everyone benefits from a safe computing environment, therefore, the following policy was written to govern the computer and information resources. The purpose of this policy is to assist the City in protecting the computer system security and assets, to protect the privacy rights of employees, to manage City resources, and to protect the rights of third parties to get appropriate access to statutory information consistent with data practice laws.

In this document, when electronic mail or E-mail is listed, it refers to any internal or external electronic mail system available to City staff or other authorized persons.

The City intends to honor these policies but reserves the right to change them at any time with such prior notices, if any, as may be reasonable under the circumstances.

SECTION 2. HARDWARE USAGE AND COMPUTER RELATED ACCESSORIES

Hardware Policy

If an employee needs to use a computer in a department other than the one to which he or she is assigned, he or she must obtain approval in advance from the Department Head of the other department. Only City employees are authorized to use the City computer equipment.

Software and CD-ROM Policy

The City licenses the use of its computer software and CDs from a variety of outside companies. All City employees who use computers must abide by the license agreements that govern the use of each software application and CD. The City does not own the computer software or CD or its related documentation unless ownership is part of the agreement and, unless authorized by the developer or manufacturer, does not have the right to reproduce it.

The technology services staff will hold and protect the original master diskettes for all authorized software. Authorized software includes any business application software purchased by the City.

The technology services staff will maintain an inventory of each personal computer that includes the PC make and model, and the authorized software installed on it. Staff members who have a personal computer assigned to them must verify that the software installed matches the technology services staff's inventory. The technology services staff may take random inventories throughout the year.

Employees are encouraged to use the computer and computer related accessories (i.e. digital camera, scanner, DVD, CD-ROM) and related items as needed to enhance the performance of their job.

The City offers employees the privilege of personal use of the computers' software and peripherals. However, only City authorized software (as defined in the Software and CD-ROM Policy section) available at the workstation or on the network must be used.

Recognizing that employees will improve their proficiency from practice on the computer, employees may operate the PCs for personal use according to the following rules:

- 1) No hardware/software shall be used for personal use while the employee is on duty.
- 2) No hardware/software shall be used off-duty if other city employees currently need it to conduct city business.
- 3) No hardware/software shall be used in a manner to cause future embarrassment to the employee or the department as a whole. This includes using the equipment to promote political views, viewing pornographic material or anything that would normally be considered illegal or unethical behavior relating to a standard of conduct expected by the public from a public employee.
- 4) Employees must use the computer and printers to print originals only. The equipment is not to be used as a duplicating machine.
- 5) Computer equipment and accessories may not be used by non-department members without the approval of the department head or first line supervisor.

Employees are expected to respect all City owned computers and related equipment. Any misuse/abuse of these items could result in disciplinary actions similar to what would be expected in regard to misuse or abuse of any other department owned equipment. In relation to computer and/or software, misuse/abuse includes but is not limited to:

- 1) Intentional deletion of software files or any informational files unless the files were installed or created by the person who performs the deletion. Personal files may be deleted only by the creator/owner of the files(s) or by a person designated to maintain computer resources and file integrity as assigned .
- 2) Intentional insertion of a virus or similar related program for the purpose of disrupting normal computer functions.

- 3) Attempted hacking of passwords or logging onto a computer system using a password or account name you were not assigned to or authorized for.
- 4) Changing keys or keyboard functions to confuse or prevent the user from performing normal English keyboard typing known as the QWERTY layout.
- 5) Administering any physical effort on equipment causing malfunction or physical damage to the equipment.

SECTION II. SOFTWARE AND COMPUTER GENERATED OR STORED INFORMATION

Employees may store personal work related information (files) on department computer systems. No illegal or unethical material shall be stored on department computer systems. The use of the term "illegal" shall mean any material that promotes behavior considered being statutorily illegal as defined by State of Minnesota and/or Federal laws. The use of the term "unethical" shall mean anything that would normally be considered unethical behavior relating to a standard of conduct expected by the public of a local government employee or in violation of department directives or policy.

No software program shall be installed in a city owned computer unless approved by the person designated as responsible for the maintenance of the department computer systems.

Different workstations may contain different programs depending on the needs of the users at the designated workstation.

SECTION III. EXPECTATION OF PRIVACY

There are limitations to the expectation of privacy relating to digital information created or stored on department owned computers. The expectation of privacy extends only so far as to include an expectation of privacy for information stored in specific directories created for or shared by specific users on a networked system.

The Department Head, or assigned designee, may access any digital information stored on city owned hardware within their respective departments. If digital information (files) are being stored on city owned hardware, then the information is considered to belong to the department even though it may be personal in nature. Examples are given for clarification:

- 1) Example: The department assigns you a personal directory created on department owned equipment. The only person allowed access to this directory is you. Any information held in this directory becomes property of the department since it is being stored on department equipment. The only person with access to this information would be you and the Department Head who has access to and is ultimately responsible for all property within the department. The only exception to this right of privacy is monitoring by the Department Head or assigned

designee to be responsible for maintaining the integrity of digital information stored on department equipment.

- 2) Example: The department assigns the use of a directory to a specific group of individuals created on department owned computer equipment. Your expectation of privacy for information you place into this type of directory structure is limited to you and those that share the directory. This means anyone you share the directory with, has a right to access the information you keep within the designated group directory. This information is also accessible to the Department Head or assigned designee to be responsible for maintaining the integrity of digital information stored on department equipment.
- 3) Example: The department has an information storage area shared by everyone (drive space or directory structure). There is no expectation or right to privacy of files you create and store there since this area and the information it contains is considered to be accessible to everyone. This information is also accessible to the Department Head or assigned designee to be responsible for maintaining the integrity of digital information stored on department equipment.

SECTION IV. ELECTRONIC MAIL (E-MAIL)

This policy outlines city rules and procedures and employee responsibilities for electronic mail (e-mail) messages **sent** or **received** via the city's e-mail systems. E-mail sent and received through a department owned computer is digital information. E-mail correspondence that you keep (archive) is stored on department equipment. This information belongs to the City of Willmar. Do not create, forward or send any information that is illegal, or in violation of department directives or policy, would cause you embarrassment, or is sensitive in nature.

Purpose

The purpose of e-mail is to conduct city business. Use e-mail as you would send a postcard. Anyone in the mail chain could read the message! Do not e-mail anything that you would be offended to have your intended recipients pass on to others.

Ownership

E-mail equipment and messages are city property. Messages that are created, sent or received using the city's e-mail system are the property of the city. The city reserves the right to access and disclose the contents of all messages created, sent or received using its e-mail system.

Usage

All e-mail communication must be handled in the same manner as a letter, fax, memo or other governmental communications. No commercial messages, employee solicitations, messages of a religious or political nature are to be distributed using city e-mail. E-mail messages may not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual or gender specific comments or images or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin or age. Employees may not retrieve or read e-mail that was not sent to them unless authorized by the city or by the e-mail recipient.

Non-Business E-mail

Incidental and occasional personal use of electronic mail by employees is allowable but should not interfere with or conflict with business use. Employees should exercise good judgment regarding the reasonableness of personal use. Such messages become the property of the city and are subject to the same conditions as city e-mail.

Other e-mail issues may be addressed in this policy or included as part of the city's overall information systems standards and procedures. They include:

- * Virus checking of attachments
- * Archival/storage of old messages
- * Use of distribution lists
- * Restricting use of "copy all" for sending or responding to messages

SECTION V. PASSWORD PROTECTION

Use Good Passwords. Do not use easily guessable passwords. Here are some guidelines for good passwords:

DO:

Use a password that is at least 6 characters long. Use characters from three of the four different types (Upper Case, Lower Case, Numbers Special Characters such as ?!#). Use a combination of two words with a special character in between.

DON'T:

Use your username. Use your name, or the name of a family member or pet. Use a blank password. Use the word "password."

Report all passwords to the Data Processing department for official recording.

SECTION VI. ARCHIVE & RETENTION POLICY

A. Electronic mail or "E-mail" is simply a method of communicating information and does not constitute a public record in and of itself. However, the information transmitted through the use of E-mail may become a public record if it meets the definition in M.S. 15.17 the Official Records Act or M.S. 138.17 the Records Management Act., which generally is information made or received in the transaction of public business. If information transmitted by E-mail meets the definition of "public record," then it may not be deleted or otherwise disposed of except in accordance with a records retention schedule approved by the State Information Policy Analysis Division. The content of the E-mail message determines the retention requirement.[1]

B. The individual to whom the message is addressed becomes the legal "custodian" once the message is received and is the person responsible for ensuring compliance with M.S. 15.17 the Official Records Act. Although most agencies also periodically back up information residing on system hard drives, this is not done for archival purposes or in order to meet the requirements of the Official Records Act, but as a safety measure in case of system failure or unlawful tampering ("hacking"). The system administrator is not the legal custodian of messages which may be included in such back up files.

C. E-mail messages generally fall into two categories.

1. First, some E-mail is of limited or transitory value. For example, a message seeking dates for a proposed meeting has little or no value after the meeting date has been set. Retention of such messages in the computer system serves no purpose and takes up space. Such messages may be deleted as soon as they no longer serve an administrative purpose.

2. Second, E-mail is sometimes used to transmit records having lasting value. For example, E-mail about interpretations of a department's policies or regulations may be the only record of that subject matter. Such records should not be maintained in E-mail format, but should be transferred to another medium and appropriately filed, thus permitting E-mail records to be purged at regular intervals.

D. While the methods for reviewing, storing or deleting E-mail vary, compliance with the retention requirements of the Official Records Act may be accomplished by doing one of the following:

1. Print the E-mail and store the hard copy in the relevant subject matter file as would be done with any other hard-copy communication. Printing the E-mail permits maintenance of all the information on a particular subject matter in one central location, enhancing its historical and archival value.

2. Electronically store the E-mail in a file, a disk, or a server, so that it may be maintained and stored according to its content definition under the unit's records retention policy.

[1] Additional information on this topic may be found at the State Information Policy Analysis Division web site (www.ipad.state.mn.us) .

SECTION VII. VIOLATION OF POLICY

Violation of this policy will result in disciplinary action up and including termination and/or legal action if warranted. Examples of misuse include the following: allowing obscene, profane or offensive material to be transmitted over any city communication system. This includes, for example, accessing erotic materials via news groups. Also, messages, jokes, or forms which violate our harassment policy or create an intimidating or hostile work environment are prohibited. Use of city communications systems to set up personal businesses or send chain letters is prohibited. Accessing copyrighted information in a way that violates the copyright is prohibited. Breaking into the system or unauthorized use of a password/mailbox is prohibited. Broadcasting unsolicited personal views on social, political, religious or other non-business related matters is prohibited. Solicitation to buy or sell goods or services is prohibited except on junk mail or ad-hoc mail groups.

Employees should report any misuse of the city e-mail system or violations of this policy to the appropriate city official.

SECTION VIII. EFFECTIVE DATE

The effective date of this policy is: June 16, 2003



DATE ISSUED:

REVISED: 2015-7-29

City of Willmar Technology Use Policy

Section I. Purpose

This document serves to protect the security and integrity of the city's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. In doing so, it provides guidelines and understanding of what is acceptable and unacceptable behavior pertaining to the use of technology, technology related accessories, computer stored or generated information, and software. This document is not only intended to assist the city in protecting its assets, but also to protect the privacy rights of employees, manage city resources, and to protect the rights of third parties to get appropriate access to statutory information consistent with data practice laws. This policy is to be adhered to by all users (including full time, part time, temporary employees, vendors, consultants, volunteers, interns and others) who have access to or use City of Willmar technology resources, both on and off city property.

The city intends to honor these policies, but reserves the right to change them at any time with such prior notices, if any, as may be reasonable under the circumstances.

Section II. Expectation of Privacy

The city reserves the right to inspect or monitor any data, e-mail, files, settings or any other aspect of city-owned equipment or a related system at any time, including data created for personal use.

Section III. Personal Use

Recognizing that employees may improve their proficiency from practice on the computer, and that some personal use of city-owned computers will occur, employees may operate the computers for personal use according to the following guidelines:

- Only city employees may use city-owned equipment. Non-city employees (such as family or friends) are not allowed to use city equipment or technology resources.
- Personal use must take place off-duty (breaks, lunch, before or after work) and should never preempt work use.
- Reasonable use of city e-mail systems for personal correspondence is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy. Employees should exercise good judgment



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY

regarding the reasonableness of personal use. Personal messages are subject to the same conditions and policies as all city e-mail.

- Reasonable use of the city's access to the Internet for personal reasons is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy.
- Employees are not allowed to use or connect personal peripheral tools or equipment (such as digital cameras, cell phones, flash drives and wireless routers) to city-owned systems, without prior Information Systems department approval. Connection of such devices without authorization could result in confiscation of the device and possible disciplinary action.
- Personal files and electronic data may be stored on your network home folder, providing the total size of all personal files does not exceed 50 MB. Files in this capacity may not be backed up by the Information Systems department network backup. The Information Systems department retains the right to remove any personal files upon notification of the employee, unless the files pose a direct data security risk.
- Use of city equipment or technology for personal business interests, for-profit ventures, political activities or other uses deemed by the city clerk or administrator to be inconsistent with city activities is not allowed.
- All items made with the use of city owned equipment or technology or items stored on city-owned equipment or technology is considered to be property of the city.
- Any personal use which adversely affects the city or results in damage or theft of any city equipment or technology could result in disciplinary action and loss of privileges to use the cities technology.
- Connection of personal items to the cities wireless will be done only with the permission of the Information Systems Coordinator. The IS Department retains the right to remove items from the cities wireless network at any time.

Section IV. Software and Hardware

In general, all software and hardware required for an employee to perform his or her job functions will be provided by the city. All requests for new equipment or software must go through the employee's appropriate supervisor before the Information Systems Department.

All city employees who use technology equipment must abide by the license agreements that govern the use of each software application.

The Information Systems (IS) staff will hold the original master program and its documentation for all authorized software. Authorized software includes any business application software purchased or used by the city. Any software purchases, including standard software purchases, need to be approved and recorded by IS staff.



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY

The IS department, in coordination with all other departments, has decided upon software standards. The IS department maintains this list and holds the original master programs and documentation for all authorized software. This software is the only software which can be installed on city-owned equipment.

Unapproved software, devices, hardware or downloads (free or otherwise), that have not been specifically approved by the IS department may compromise the integrity of the city's computer systems and are prohibited.

Also, software purchased for one's home computer or pirated software cannot be present on any city-owned equipment.

The IS department may take random inventories throughout the year and, without notice, remove any unauthorized program, software, equipment, downloads, hardware or other resources.

Employees are expected to respect all city owned technology and related equipment. Any misuse could result in disciplinary actions. Misuse includes, but is not limited to:

- Intentional deletion of files in an effort to disrupt city processes.
- Intentional insertion of a virus, spyware or similar related program to disrupt city processes.
- Attempts to access a system you are not assigned or authorized to use.
- Causing malfunction or damage by using physical force.
- Use or installation of unauthorized software or hardware.
- Attaching any personal hardware to the cities network.
- Installation of any unapproved software on the cities technology equipment.
- Unapproved installation of any city owned software on a personal device.
- Any intentional actions designed to damage or create unwanted activity on any city owned technology device or system.

Departments and employees are not allowed to purchase, deploy, use or implement any technology related software or hardware without approval of the Information Systems Department. Any unapproved technology related software or hardware will be removed and confiscated by the Information Systems Department.

Section V. Electronic Mail (e-mail)

The city provides staff with an e-mail address for work-related use. Any e-mail sent or received, whether work-related or personal, may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed in Section II. E-mail which constitutes a public record needs to be kept in accordance with Section VI and X.



The following policies relate to all e-mails:

- Do not correspond by e-mail regarding confidential communications. E-mail can be read in transit. This type of information would include, but is not limited to, passwords, social security numbers and credit card or bank account information.
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it, if possible, and do not respond to unknown senders.
- Do not use harassing language. This includes sexually offensive, insensitive or derogatory material.
- Any malicious, junk, spam or unwanted emails must be reported to the IS Department.

Section VI. Storing and Transferring Documents and Data

All city business should be conducted only on city-owned or authorized equipment. No material should be stored which may be illegal, could cause damage or is considered unethical. When possible, all created files should reside on a network server. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not an official record of city business should be deleted as soon as possible and should not be retained by employees for more than one month. The city may use automatic deletion and other policies to enforce this standard.
- E-mail and documents which constitute an official record of city business must be kept in accordance with all records retention requirements.

The IS Department may enforce a data storage limit on email and file servers for individual users.

If you are unsure whether an e-mail or other document is a government record for purposes of records retention laws, or is considered protected or private under data practices, check with your supervisor or the City Clerk.

All data will be retained in accordance with Municipal, State and Federal data practice laws and procedures.

Transfer of Data

Transferring data and documents between computer systems may require information to be stored on a CD, DVD, flash drive, or other storage media. Only city approved and provided media can be used for data transfer.



Section VII. Internet

The city provides internet access to employees for work on city business. Employees may use this access for work-related matters in a professional manner. Occasional personal use of the Internet is acceptable within the bounds of Section III.

The following considerations apply to all uses of the internet:

- There is no quality control on the internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Employees may not at any time access inappropriate sites. This includes sites which are engaging in illegal activity, unethical, or harmful to the company. Sites which are sexually explicit or material advocating intolerance of other people, races or religions are also included.
- Any software or files downloaded from the internet must meet the additional requirements described within this document.
- Applications which are bandwidth intensive, such as web radios or web TV or other streaming services may be limited by the IS Department at any time.
- As stated in Section III, Internet use may be monitored at any time without prior notice.
- The IS Department and City Administrator reserve the right to block any internet sites.

Section VIII. Passwords and Physical Security

Employees are responsible for maintaining computer passwords. Standards for passwords are enforced by the IS Department and are stated in the Password Policy maintained by this department. Employees are expected to use a password which meets the requirements of the Password Policy on all related hardware and software.

Some equipment and software will not allow passwords which meet the Password Policy. In these events an exception will be made and the IS Department must be notified.

Section IX. Violation of Policy

Violation for this policy may result in disciplinary action. Employees should report any violations of this policy to the appropriate city official.

Section X. Archive and Retention Policy

Each employee is responsible for following the Data Practice Procedures and Guidelines adopted by the city. The City Administrator is responsible for this document.

Section XI. Tablet Use and Handling



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

DESCRIPTION: POLICY REGARDING THE USE OF CITY OWNED TECHNOLOGY

Tablets are intended to assist in the efficient performance of duties. This may include enhancing meeting workflow, reducing use of paper, improve efficiency or improve timeliness of communication.

The IS Department will be responsible for issuing tablet computers, charging cable, and any other accessories that are deemed necessary. These items shall at all times remain city property and be returned immediately upon request.

Any accessory desired by an individual for their tablet must be approved by the Information Systems Department. The Information Systems Coordinator will determine if the accessory is to be purchased by the city or the individual.

Each individual is responsible for the general care of the tablet device and all accessories. Below are guidelines to maintain this care:

- No writing, drawing, stickers or labels may be applied to the tablet.
- Only a clean, soft cloth should be used to clean the screen.
- The tablet must remain in its protective case, if provided.
- Do not lean or place anything on the screen that may cause damage.
- When not in use, store in a secure location.
- Immediately report lost, stolen, malfunctioning or damaged devices to the IS department.
- Consult with the IS Department prior to connecting the tablet to any computer.

The city will be responsible for repairing tablets that have malfunctioned. Accidental damage will be repaired by the city once with the cost borne by the city. Any cost associated with repairing additional accidental damage shall be covered by the individual to whom the device was assigned. Any costs related to damage from misuse or neglect shall be the responsibility of the individual to which the device was assigned.

Issued devices are intended for professional use. The city does not maintain loaner devices, so individuals will be responsible for conducting meetings without a device in the event of a lost, misplaced or damaged device.

- Devices shall be maintained in a suitably charged state during work hours.
- Inappropriate media may not present on the device.
- Any city information should be stored using the city-designated online storage technology.
- Information stored on the device could be classified as public, private, or other data and is governed by Minnesota Statute Chapter 13 and must be treated accordingly.
- Information stored on the device should be retained according to the records retention schedule.
- Elected or appointed officials and city staff may not use e-mail or other messaging software/applications during the course of any public meeting, and



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

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shall otherwise limit device use during public meetings to accessing the agenda and related materials compiled by staff for such meeting.

City-issued devices may be taken home, provided the use is consistent with the City's Computer Use Policy. Failure to adhere to the policy shall result in the revocation of such privileges.

- Only the individual should use the device. If others use the device, the signed individual is still responsible for the device.
- Devices may be connected to non-city wireless networks.
- City staff is not responsible for home network use or support.
- Personally-owned music, games and apps may only be present on city-issued devices when using a personal account (ex. Apple ID).
- All software installed by the city must remain on the device.
- Storage space for city activities takes precedence over personal items.
- City staff is not responsible for personal related content. This content may be removed at any time.
- At no time can the device be used for political campaign purposes.
- It is the policy of the city to maintain the right to access and disclose any and all messages communicated through electronic means when city issued equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message when using city-issued equipment.

The city will need to provide occasional maintenance on the devices. When requested, each individual will need to return the device to the IS department.

An individual shall return the device and all accessories to the IS department in good condition (reasonable wear and tear excepted) when either their term in office is up, or they are no longer employed by the city.

Section XII. Cell Phones

The City Administrator or appropriate Department Head may approve the provision of a city-owned cell phone and appropriate service plan to an employee if the following criteria are met:

1. The position requires a significant time be spent working away from an existing workstation with phone service;
2. The position requires frequent contact with internal personnel or external contacts;
3. There is not an efficient alternative means of communication, such as a radio or pager; and
4. The use of a mobile phone increases the potential for an employee



INFORMATION SYSTEMS

POLICY

TITLE: TECHNOLOGY USE POLICY

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within a critical position to be more efficient and proficient with his/her work.

City-owned mobile phones provided to employees must be used in accordance with the following guidelines:

1. The phones will be used for business purposes necessary for completing job responsibilities;
2. The employee shall be responsible for notifying the city's Information Systems Department of personal use that exceeds the phone service plan allowance and reimbursing the city for any resulting overage charges.
3. The city-owned device and phone number will remain city property.
4. City-owned smartphones are considered property of the city and they must be used in accordance with this policy.
5. Use of city-owned and issued mobile phones shall be in conformance with all other policies and procedures of the city.
6. Employees should conduct city business only on a city owned device and not a personal device.
7. Occasional personal use may be necessary and is permitted, provided that that such personal use does not exceed the data or minutes for the individual device plan and does not increase the cost of the city's mobile phone service plan.

Section XIII. Cell Use and Handling

Cell phones are intended to assist in the efficient performance of duties. This may include enhancing meeting workflow, reducing use of paper, improve efficiency or improve timeliness of communication.

The IS Department will be responsible for issuing cell phones, charging cable, and any other accessories that are deemed necessary. These items shall at all times remain city property and be returned immediately upon request.

Any accessory desired by an individual for their phone must be approved by the Information Systems Department. The Information Systems Coordinator will determine if the accessory is to be purchased by the city or the individual.

Each individual is responsible for the general care of the device and all accessories.

The city will be responsible for repairing or replacing cell phones that have malfunctioned. Accidental damage will be repaired by the city once with the cost borne by the city. Any cost associated with repairing additional accidental damage shall be covered by the individual to whom the device was assigned. Any costs related to damage from misuse or neglect shall be the responsibility of the individual to which the device was assigned.



Cell Phone Guidelines

- City-provided cell phones are intended for use for official business only.
- Devices shall be maintained in a suitably charged state during work hours.
- Inappropriate media may not present on the device.
- Information stored on the device could be classified as public, private, or other data and is governed by Minnesota Statute Chapter 13 and must be treated accordingly.
- Information stored on the device should be retained according to the records retention schedule.
- Elected or appointed officials and city staff may not use e-mail or other messaging software/applications during the course of any public meeting, and shall otherwise limit device use during public meetings to accessing the agenda and related materials compiled by staff for such meeting.

City-issued devices may be taken home, provided the use is consistent with the City's Computer Use Policy. Failure to adhere to the policy shall result in the revocation of such privileges.

- Only the individual should use the device. If others use the device, the signed individual is still responsible for the device.
- Devices may be connected to non-city wireless networks.
- All software installed by the city must remain on the device.
- Storage space for city activities takes precedence over personal items.
- City staff is not responsible for personal related content. This content may be removed at any time.
- At no time can the device be used for political campaign purposes.
- It is the policy of the city to maintain the right to access and disclose any and all messages communicated through electronic means when city issued equipment is used. Regardless of the intent of the message (business or personal), any employee involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message when using city-issued equipment.

The city will need to provide occasional maintenance on the devices. When requested, each individual will need to return the device to the IS department.

An individual shall return the device and all accessories to the IS department in good condition (reasonable wear and tear excepted) when either their term in office is up, or they are no longer employed by the city.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: 9/28/2015

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Community Ed/Rec

Agenda Item: Civic Center WiFi Grant-EDC and Blandin Foundation

Recommended Action: Approve entering into a grant agreement with the EDC/Blandin Foundation to fund WiFi enhancements at the Civic Center.

Background/Summary: This grant will enable the Civic Center to provide high speed WiFi services to users of the facility. To make this grant happen the Civic Center budget will absorb \$4,200.00 of the proposed \$14,000.00 estimate for this project to take place. The Willmar Area Curling Club will donate \$1,000.00 with the Blandin Foundation Grant covering the remaining \$8,800.00 of this project.

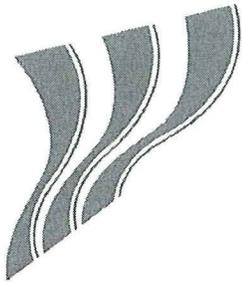
Alternatives: Do not commit to this project and let the grant funds be turned back to the grantee.

Financial Considerations: \$4,200.00 Civic Center Operations Budget

Preparer: Steve Brisendine

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 8

Meeting Date: September 28, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 5, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Vision 2040 Stakeholders Funding Request

Recommended Action: Approve funding of \$5,000 for Vision 2040 Marketing and Website Improvements

Background/Summary: The Vision 2040 Steering Committee meeting recently held noted some stakeholders are paying their requested share from current 2015 funding sources. Mayor Calvin requested this item be placed on the Finance Committee agenda for consideration using available funds in 2015 and removing the item from the 2016 budget consideration.

Those stakeholders paying with current funds are the City of Pennock, Willmar Public Schools, NLS School District, and Community Christian School. August 26, 2014 was the last payment made by the City of Willmar.

The Vision 2040 Project Review Committee makes funding recommendations to the whole Steering Committee, but specific funding of a project (like marketing and website improvements) will be respected.

Alternatives:

Financial Considerations:

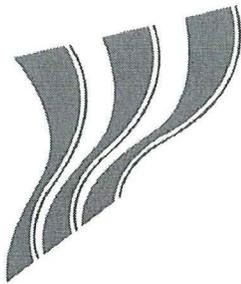
Preparer: Kevin J. Halliday, Interim City Administrator

Signature:

Comments:

VISION 2040 DASHBOARD (09/01/15)

<p>Overall Vision 2040 General Balance: (08/01/15) General Balance: \$28,219.93 (09/01/15) General Balance: \$28,719.93</p> <p>Vision 2040 Marketing Balance: (09/01/15) General Balance: \$12,549.37</p>	<p>New General Balance Transactions:</p> <p><u>Revenue:</u> 8/17 City of Pennock \$ 500.00</p> <p><u>Payables:</u> General 7/20 WAM/BC – Green Card Voices <\$ 3,000.00> 7/20 EDC – Mobile Broadband <\$ 2,000.00> 7/20 WCER – Dog Park <\$ 2,000.00> 8/1 Transfer to 2040 MKT <\$ 15,000.00></p>
<p>Vision 2040 Marketing: (09/10/15)PROGRAM BALANCE: \$12,549.37</p> <p>Calendar Year 2015 Operations Budget: \$15,000 <i>(allocated 4/8/15; as of 8/1/15 separate of General Operating Budget)</i> \$5,000 each for (1)Graphic Design Services (2)Public Relations/Marketing (3) Website</p> <p>Payables: 8/6 Vantage Point Mkt <\$ 248.50> 8/6 Baker Graphics <\$ 320.63> 8/10 E*Tap <\$ 431.00></p>	<p>WACF Grant Allocations: (\$20,000 award 10/14-10/15)</p> <p><u>Allocated Nov. 12, 2014:</u> 1-Leadership 2040 project \$10,000 SPENT 2-Robbins Island/Winter Movie \$1,500 3-Regional Broadband Study \$3,000 (match) RETURNED</p> <p><u>Allocated April 8, 2015:</u> 1-Green Card Voices project \$3,000 2-Dog Park \$2,000 3-Mobile Broadband \$2,000</p> <p>AVAILABLE GRANT BALANCE: \$1,500</p>
<p>Goal #1: <u>Attract and Retain Newcomers to the Willmar Lakes Area</u> Green Card Voices \$3000 allocated from WACF Grant (4/8/15)</p> <p>Community Housing Study: + \$12,900 Anonymous Gift to Vision 2040 -\$12,900 Grant to Kandiyohi Co. Housing and Redevelopment Authority to conduct study</p>	<p>Goal #2: <u>Strengthen the region's economic diversity</u> Mobile Broadband \$3000 allocated from WACF Grant (4/8/15)</p>
<p>Goal #3: <u>Develop and Enable more "Things to Do"</u> Movies in the Park: \$1500 allocated from WACF Grant (11/12/14) -\$760 spent on winter movie <i>Remainder will be spent on June movie and signage (sandwich board style for 2040 events)</i></p> <p>Dog Park \$2000 allocated from WACF Grant (4/8/15)</p>	<p>Goal #4: <u>Develop Next-Gen Leaders</u> WeLEAD: \$1,120.40 in project revenue at US Bank (9/01/15)</p> <p><i>Project is entirely funded by registration fees and in-kind support from planning team/community organizations and MinnWest Tech Campus space; no 2040 dollars</i></p> <p>Vision 2040 Leadership: (09/01/15)PROGRAM BALANCE: 4,682.47</p> <p>REVENUE: 7/31 Donation/Grad Admission \$ 1,005.00</p> <p>PAYABLES: 08/31 The Goodness <\$ 20.31> 08/31 Christy Kallevig <\$ 1,575.00></p> <p>(Project budget is not reflected in General Operating; has a separate budget/line item with fiscal host)</p>
<p>Goal #5: <u>Health and Wellness</u></p>	



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 9

Meeting Date: October 5, 2015

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: September 28, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Senior Citizen Deferred Assessment to be Reassessed

Recommended Action: Adopt a Resolution Certifying Assessment for Collection in 2016

Background/Summary:

Property located at 1300 12th Street SE, identified as parcel #95-672-0060, had a senior citizen deferment recorded against the property by Melissa A. (Sutherland) Walsh. This lien for a 2010 Street Project, totaling \$4,244.08, was omitted by the title company in a January 22, 2015, sale. This secondary sale does not qualify for continuation of the deferred assessment and pursuant to MS 435.195 the original assessed amount plus interest was due and payable at the time of sale.

Apparently the new owner Mr. Mulder was deceived at the time of sale that no payment was due until 2016. No City staff in any office would have indicated such a procedure to the title company. The only practical legal solution is to assess the full amount of \$4,244.08 deferred assessment against the parcel for full collection in 2016.

Alternatives: N/A

Financial Considerations: \$4,255.08

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2010 (Project 1001); and

WHEREAS, certain property owner(s) made application to the City for delayed payment of tax on special assessments, deferred until such time as the property is sold or transferred, and said property was sold on January 22, 2015, noting the closing documents did not allow for payment to the City of Willmar.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County for collection in 2016.

Douglas Mulder	95-672-0060	\$4,244.08
1300 12 th Street SE	Lot 6, Block 1	
Willmar	PLEASANT VIEW THIRD ADDITION	

Dated this 5th day of October, 2015.

Attest:

MAYOR

CITY CLERK-TREASURER



WILLMAR

CITY CLERK - TREASURER

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.willmarmn.gov

July 1, 2015

Douglas Mulder
1300 12th Street SE
Willmar, MN 56201

Dear Mr. Mulder:

Your property located at 1300 12th Street SE identified as parcel #95-672-0060 has a senior citizen deferment recorded against the property by Melissa A. (Sutherland) Walsh. This lien for a 2010 Street Project, totaling \$4,244.08, needs to be cleared. The January 22, 2015, sale of property does not qualify for continuation of the deferred assessment and pursuant to MS 435.195 the original assessed amount plus interest is due and payable. Please make arrangements to remit to the City of Willmar \$4,244.08 to remove this lien. We recommend that you check with your closing company as it appears they overlooked this lien.

Sincerely,

City of Willmar

Kevin J. Halliday
City Clerk-Treasurer

ds

Enclosure

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2010 (Project 1001); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability; and

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2014 through 2020 with interest at the annual rate of four and twenty-five hundredths (4.25%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship.

Melissa A. (Sutherland) Walsh
1300 12th Street SE
Willmar

95-672-0060 \$3,911.60
Lot 6, Block 1
PLEASANT VIEW THIRD ADDITION

Dated this 4th day of November, 2013.

Attest:

MAYOR

CITY CLERK-TREASURER

95-672-0060

SPECIAL ASSESSMENT RECORD

1300 12th St. SE

PARCEL NUMBER

TAX BOOK DESCRIPTION/CODE NO.

Melissa Sutherland

Lot 6, Block 1

Pleasant View 3rd Add

AMOUNT OF ASSESSMENT

RATE

YEARS COVERED

YEAR STARTED

EXCESS MONTHS

TYPE

DEFERRED INTEREST ONLY

CITY OF WILLMAR

SPECIAL ASSESSMENT RECORD

YEAR

PARCEL # 95-672-0060

REDUCING BALANCE

OWNER: Melissa Sutherland

LEGAL DESCRIPTION:

Lot 6 Blk 1 Pleasant View 3rd Addition

2010 DEFERRED

This Assessment shall accrue interest at 4.25% for 7 years per Resolution No. 5 dated November 4, 2013. This assessment is a Sr. Citizen / Disabled Deferment!!

Roll # 446-1001 Description: 2010 Street & Other (Last year for Int. 2020)

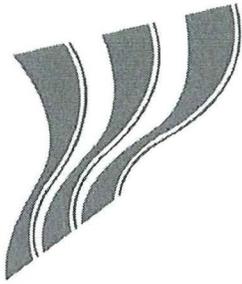
Orig. Amt. (5,588.00) Installment: 558.80 Int. Rate 4.25%
Balance at Time of Deferment- \$ 3,911.60

Number of Years: 7 - Deferred Starting Date: July 19, 2010

Year	Yearly Total	Principal	Interest	Yearly Balance
2014	12 mo.	558.80	166.24	\$ 4,077.84
2015		558.80	166.24	4,244.08



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**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION**

Agenda Item Number: 10

Meeting Date: October 5, 2015

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: September 28, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Nuisance Administrative Charge

Recommended Action: Motion to Direct City Attorney to Amend the Ordinance

Background/Summary:

Our nuisance weed and grass mowing ordinance allows for a \$35 Administration charge to be added to the City mowing charges. Recently Kandiyohi County added a new fee of \$10.00 for each property tax bill entered into their system (see County Statement of August 28, 2015). Staff is recommending a new Administration charge of \$50.00 or more. The \$35.00 administration fee was set in May 2000 (Ord. 1135).

The nuisance process is:

- 1) Receive a complaint of tall weeds/grass
- 2) Dispatch Public Works Superintendent to verify grass height
- 3) Order Public Works clerical staff to issue notice to cut weeds/grass
- 4) Letter sent by Certified Mail stating deadline to comply
- 5) Dispatch Public Works Superintendent on 5th day to verify cutting
- 6) Order non-compliant property to be cut by Public Works staff or agent
- 7) Remit billing request to Finance Department
- 8) Finance Department staff mails invoice
- 9) Non-paying property owners invoices tallied for August assessment resolution

Alternatives: N/A

Financial Considerations: N/A

Preparer: City Clerk-Treasurer

Signature:

Comments:

STATEMENT

KANDIYOHI COUNTY AUDITOR/TREASURER
PO BOX 936
WILLMAR, MN 56201
(320) 231-6202, FAX (320) 231-6263

August 28, 2015

City of Willmar
PO Box 755
Willmar, MN 56201

101.41401.

#4393 Weed / Grass Moving Bills
13 @ \$10.00

130.00 ✓

#4393 Infectious Tree Removal
2 @ \$10.00

20.00 ✓

#4393 Hedge Removal
1 @ \$10.00

10.00 ✓

#4393 Unpaid Utilities
16 @ \$10.00

~~160.00~~ (Wmu charge)

Total Balance Due

~~\$320.00~~

160.00
city

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Mark Thompson

OK
[Signature]

Signature of Claimant
Kandiyohi County Auditor/Treasurer
PO Box 936
Willmar, MN 56201

101.41401.

Any questions, call Nancy Freed 231-6202, ext 5108