

**CITY OF MAYER
CITY COUNCIL WORKSHOP MEETING
CITY COUNCIL CHAMBERS
MONDAY, JANUARY 14, 2019
AFTER REGULARLY SCHEDULED CITY COUNCIL MEETING**

1. Call Meeting to Order
2. Planning Commission Interviews
 - A. Interview #1 - 7:30 p.m.
 - B. Interview #2 – 7:40 p.m.
3. Park Commission Interviews
 - A. Interview #1 – 8:00 p.m.
 - B. Interview #2 – 8:15 p.m.
4. Electronic Devices – City Council
5. Digital Documentation – Global Search
6. Adjournment

COMMISSION INTERVIEWS

The Mayer Planning Commission has two applicants applying for two positions. The terms for these positions would be February 1, 2019 – January 31, 2022 (Three year terms).

Planning Commission – 7:30 p.m.

Michael Sommerfeld has been a resident of Mayer for almost a year. He has not served on a city of Mayer Commission. When asked what he can offer to a City of Mayer Commission, he stated that he has “served as a standards and compliance specialist at the Hennepin County jail for 4 years. In this position I review, recommend and rewrite policy language. My eye for clear, precise policy language would be easily adaptable to interpreting zoning classifications and variance requests”. When asked about his experience and education that would enhance his effectiveness as a Commission member, he stated that he “earned a B.A. in Business Economics and Business Administration from Augsburg College. I have volunteered and worked for municipal and county government since my tough. I would like to continue being of service to my new community”.

Planning Commission – 7:40 p.m.

Les Hahn has been a resident of Mayer for 77 years. He has served on the Planning Commission for 47 years and the Park Commission for 6 years. When asked what he can offer to a City of Mayer Commission he stated that he has “experience in helping to guide direction that affects the public health, welfare, and safety of the citizens and taxpayers of our community, in due process”.

The Mayer Park Commission has two applicants applying for one position. The terms for this position would be February 1, 2019 – January 31, 2022 (Three year term).

Park Commission – 8:00 p.m.

Brian Schaeppi has been a resident of the City of Mayer for 1 year. He has not served on a city of Mayer Commission. When asked what he can offer to a City of Mayer Commission, he stated that he will “being a fresh perspective, a can-do attitude, and professional history of working well as a productive member of a team. I’m intensely proud to live in Mayer and have a desire to become more involved in the planning and execution of projects that will make the city more attractive and fun for our residents, families and surrounding communities. When asked about his experience and education that would enhance his effectiveness as a Commission member, he stated that he is “extremely organized and have worked professional as a planner and analyst in a corporate environment. I spend a great deal of time each week leading or participating in collaborative operational planning meetings and I believe these skills will translate to effectiveness on the Park Board”.

Park Commission – 8:10 p.m.

Dan Pohl has been a resident of the City of Mayer for 8 years. He is currently serving on the Park Commission and has been on the board for 1 year. When asked what he can offer to a City of Mayer Commission, he stated that he “desires to bring a family atmosphere to the City’s park system. An

understanding of maintenance in parks and park equipment". When asked about his experience and education that would enhance his effectiveness as a Commission member, he stated that he has "1 year of park board experience, 9 years of park maintenance work and 7 years of law enforcement".



Request for Council Action Memorandum

Item: City Council – Electronic Devices
Meeting Date: January 14, 2019 - Workshop
Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and review possible electronic devices for the City Council for use at meetings to review packets and other documentation.

Details:

Staff has been looking into electronic devices for the City Council for use at meetings to review packets and other documentation.

Staff has gone to several stores to discuss available options and potential costs.

Some direction that staff has received is to look into touch screen/pad options with amenities such as the ability to take notes on the device with a special pen and to be able to have an attachable keyboard.

Some options that staff has found so far that may fit the needs of the Council include:

Apple

Apple Ipad Device – 32 GB -	\$329.99
Apple Pencil -	\$49.99
Apple Keyboard/Case –	\$99.99 - \$169.99
<i>Total Apple Cost per unit -</i>	<i>\$479.97 - \$549.97</i>

Microsoft Surface Go

Microsoft – Surface Go – 4 GB Memory/64 GB Storage	\$399.00
Microsoft Pen –	\$99.00
Microsoft Keyboard –	\$99.00
<i>Total Microsoft Go per unit -</i>	<i>\$597.00</i>

Microsoft – Surface Go – 8 GB Memory/128 GB Storage	\$549.00
Microsoft Pen –	\$99.00

Microsoft Keyboard -

\$99.00

Total Microsoft Go per unit -

\$747.00

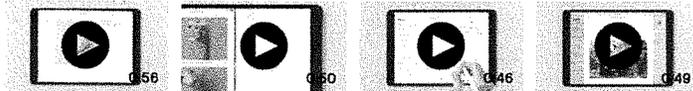
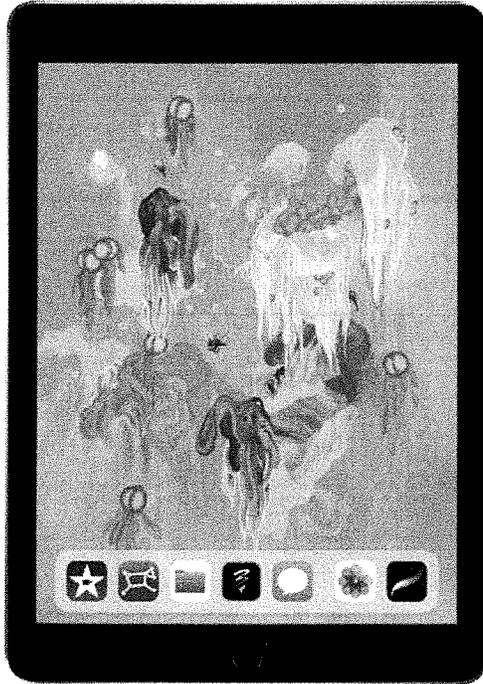
Attachments:

Device Specifications.

Apple - iPad (Latest Model) with Wi-Fi - 32GB - Space Gray

Model: MR7F2LL/A SKU: 5201300

4.9 (4,412 Customers) | 4.5 (18 Experts) | 271 Answered Questions



How to draw on screenshots with Apple Pencil

How to use two apps at once

How to sketch in Notes with Apple Pencil

How to master multiple emails at the same time

On Display at Minnetonka Change Store

Create, learn, work, and play like never before. Featuring an immersive 9.7-inch Multi-Touch Retina display,¹ powerful A10 Fusion chip, and now supports Apple Pencil,² there's nothing else quite like iPad.

Our experts recommend

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Open-Box: from \$247.99

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2 Years \$69.00	No plan selected
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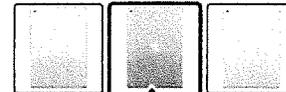
AT&T Help

Sprint

WI-FI

Wi-Fi + Unlocke [Show all v](#)

Color: Space Gray



Total Storage Capacity:

32GB	128GB
------	-------

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Hot offer Save \$50 on Case with Select iPad

Save \$20 on Microsoft Office with Device

Save \$50 on Select Office with Device

Save \$30 or \$50 on Printer with Device

\$29.99 Anti-Malware with Select Purchase

Cardmember Offers

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Save \$60 Was \$329.99

Offer disclaimer



Apple - Apple Pencil (1st Generation) - White

\$99.99



Logitech - Crayon Digital Pencil for iPad

\$69.99



Logitech - Slim Folio Keyboard Folio Case for Apple® iPad

Bundle & Save

\$49.99

Save ~~\$50~~ Was \$99.99

Subtotal: **\$489.96**

Add 4 Items to Cart

People also viewed



Apple - iPad (Latest Model) with Wi-Fi - 128GB - Space Gray (3344)
On Sale: \$349.99
 Add to Compare



Apple - iPad (Latest Model) with Wi-Fi + Cellular - 32GB (Veri... (81)
\$259.99 with 2-year contract
 Add to Compare



Apple - iPad (Latest Model) with Wi-Fi + Cellular - 32GB (AT&... (11)
\$23.00/mo. for 20 months
 Add to Compare



Overview

What's Included

- Apple iPad (Latest Model) with Wi-Fi - 32GB
- Lightning to USB Cable
- USB Power Adapter

Included Free



Webroot Internet Security + Antivirus 2018 (3-Device) (6 Month Subscription) - Android|Windows|iOS [Digital]
 Security software to protect any combination of up to 3 PC, Mac and Mobile Devices (Android tablets and smartphones, iOS and Windows Phones). Defends against viruses, malware, phishing attacks and other online threats.

Ratings & Reviews

Overall Customer Rating:

4.9

(4,411 Reviews)

99% of customers would recommend this product to a friend (4346 out of 4411)

See All 4411 Reviews

Energy Ratings

ENERGY STAR Certified

Services

Extend your coverage with AppleCare+



Apple Music - Get 50 million songs FREE for 3 month trial
 Listen to over 50 million songs, all ad-free with zero commercials. Download anything and listen anywhere, data-free. Add thousands of songs to your personal music library for free. And there's no commitment, so you can cancel anytime. This Promotional offer is only for first time subscribers to Apple Music.

Features

- An immersive 9.7-inch Multi-Touch Retina display.¹
- A10 Fusion chip with the power and capability you'd expect from a computer.
- Now supports Apple Pencil.²
- 8MP camera.
- FaceTime HD camera.
- Touch ID and Apple Pay.³
- Wi-Fi and LTE.⁴
- All-day battery life.⁵
- Over a million apps available on the App Store, including augmented reality experiences.
- Thin, durable aluminum design that weighs just a pound.
- iOS 11 makes iPad more powerful, personal, and intelligent, so you can do more than ever before.
- Apps are available on the App Store. Title availability is subject to change.



Mobile broadband lets you access the Internet from almost anywhere.

*Display size is measured diagonally.

*Apple Pencil is sold separately.

*Apple Pay on iPad works in apps and on websites.

*Cellular data service is available only on Wi-Fi + Cellular models. Data plan required. LTE is available in select markets and through select carriers. For details on LTE support, contact your carrier and see www.apple.com/ipad/LTE.

*Battery life varies by use and configuration. See www.apple.com/batteries for more information.

Specifications



Key Specs

Total Storage Capacity	32 gigabytes
Security Features	Fingerprint reader
Screen Size ⓘ	9.7 inches
Screen Resolution ⓘ	2048 x 1536
Processor Model ⓘ	A10 Fusion chip with 64-bit architecture, Embedded M10 coprocessor
Internet Connectivity	Wi-Fi
Operating System ⓘ	Apple iOS 11
Works With	Apple HomeKit
Voice Assistant Built-in	Siri
Battery Type	Lithium-polymer

Feature

Total Storage Capacity	32 gigabytes
Security Features	Fingerprint reader
GPS Enabled	No
Mobile Payment Service Supported	Apple Pay
Stylus Dock	None
Wake Word	Hey Siri

Camera

Rear-Facing Camera	Yes
Rear Facing Camera Megapixels	8 megapixels
Rear Facing Camera Video Resolution	1080p
Front-Facing Camera	Yes
Front Facing Camera Megapixels	1.2 megapixels
Front Facing Camera Video Resolution	720p

Display

Screen Size ⓘ	9.7 inches
Screen Resolution ⓘ	2048 x 1536
Display Type	LED
Screen Type	Retina Display

	High Dynamic Range (HDR) ⓘ	No
	Stylus Input	Active
Performance	Battery Life ⓘ	10 hours
	Processor Brand	Apple
	Processor Model ⓘ	A10 Fusion chip with 64-bit architecture, Embedded M10 coprocessor
Connectivity	Internet Connectivity	Wi-Fi
	Compatible Wireless Standard(s) ⓘ	Wireless-A, Wireless-AC, Wireless-B, Wireless-G, Wireless-N
	Bluetooth Enabled ⓘ	Yes
	Bluetooth Version	4.2
	Embedded Mobile Broadband	Wi-Fi
	Headphone Jack	Yes
Compatibility	Operating System Compatibility	Apple iOS
	Operating System ⓘ	Apple iOS 11
	Works With	Apple HomeKit
	Voice Assistant Built-in	Siri
Power	Charging Interface(s)	Lightning
	Battery Type	Lithium-polymer
Included	Stylus Included	No
	Included Software	Photos, FaceTime, Mail, Music, Safari, Maps, Siri, iTunes Store, App Store, Notes, iBooks, Home, Reminders, Clock, TV, News, Photo Booth, Podcasts, Find My iPhone, Find My Friends, Files, Pages, Numbers, Keynote, iMovie, GarageBand, iTunes U, Clips
	Additional Accessories Included	Lightning to USB cable; USB power adapter
Dimension	Product Height	9.4 inches
	Product Width	6.6 inches
	Product Depth	0.29 inches
	Product Weight	16.48 ounces

Certifications & Listings **ENERGY STAR Certified** ⓘ Yes

General

Model Family	Apple iPad
Year of Release	2018
Data Plan Required	No
Color	Space Gray

Ratings & Reviews



Questions & Answers



Frequently Bought Together



Buying Options



Product images, including color, may differ from actual product appearance.

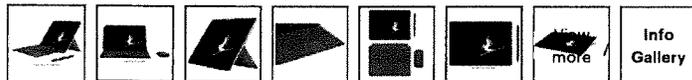
Microsoft - Surface Go - 10" Touch-Screen - Intel Pentium Gold - 4GB Memory - 64GB Storage - Silver

Model: MHN-00001 SKU: 6261393

4.5 (456 Customers) | 4.1 (16 Experts) | 178 Answered Questions



Accessories sold separately.



On Display at Minnetonka Change Store

New 10" Surface Go is perfect for all your daily tasks, giving you laptop performance with tablet portability, a stunning touchscreen, and the Windows and Office* experience you know. From email, browsing, and home projects to unwinding with a favorite TV show, Surface Go is by your side wherever you are — with up to 9 hours* of battery life, built-in HD cameras, hassle-free connectivity, and all the ports you need, including multi-tasking USB-C.

* Sold separately.

 [Tablet Buying Guide >](#)

\$399.00 | **\$66.50/mo.***
suggested payments with 6-Month Finan
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Open-Box: from \$366.99

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- 1 Year
\$69.99
- 2 Years
\$119.99
- 3 Years
\$179.99
- No plan selected

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Compare

System Memory (RAM): ⓘ

- 4GB
- 8GB

Total Storage Capacity:

- 64GB
- 128GB

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- 20% Off External Disc Drive with Device
- Save \$30 or \$50 on Printer with Device
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Cardmember Offers

- 6 Month Financing
- Get 5% Back in Rewards

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Subtotal: **\$598.98**

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Office Home & Student
2019 (1 Device) (Product
Key Card) - Mac|Windows

Microsoft - Surface Go
Type Cover - Black

Bundle & Save

\$99.99

\$99.99

Save \$50 Was \$149.99

People also viewed

 Microsoft - Surface Go - 10" Touch-Screen - Intel Pentium Gold - ... (260) \$549.00 <input type="checkbox"/> Add to Compare	 Microsoft - Surface Pro - 12.3" Touch Screen - Intel Core M... (151) \$959.00 <input type="checkbox"/> Add to Compare	 Microsoft - Surface Pro 6 - 12.3" Touch-Screen - Intel Core i5... (70) On Sale: \$799.00 <input type="checkbox"/> Add to Compare
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Overview

What's Included

- Microsoft Surface Go - 10" Touch-Screen - Intel Pentium Gold - 4GB Memory - 64GB Storage
- Power Supply
- Quick Start Guide
- Safety and warranty documents

Included Free



Webroot Internet Security + Antivirus 2018 (3-Device) (6 Month Subscription) - Android|Windows|iOS [Digital]
 Security software to protect any combination of up to 3 PC, Mac and Mobile Devices (Android tablets and smartphones, iOS and Windows Phones). Defends against viruses, malware, phishing attacks and other online threats.

Ratings & Reviews

Overall Customer Rating:

4.5

(455 Reviews)

92% of customers would recommend this product to a friend (420 out of 455)

[See All 455 Reviews](#)

Services

Extend your coverage with Geek Squad Protection



Mobile broadband lets you access the internet from almost anywhere.

Features

Sleek and slim, with high-resolution 10" PixelSense™ Display.

Stunning touchscreen designed to be viewed, touched, and written on.

Our smallest, lightest Surface yet.

The new 10" Surface Go starts at just 1.15 lbs and fits easily in your bag.

Plenty of unplugged power.

With up to 9 hours* of battery life, Surface Go takes you from day time to down time.

Runs the latest Windows operating system.

Includes Windows 10 Home in S Mode, to do the things you want with protection you can count on and performance that lasts.

Multi-tasking laptop performance and tablet portability.

Count on the new Surface Go to run your day-to-day software, plus social media apps, Netflix and more, with a powerful Intel® Pentium® Gold Processor 4415Y.

Run day-to-day software, like Office*.

Tackle everyday tasks, from browsing, shopping, and email to social media, homework, and streaming shows.

Ratings & Reviews ▼

Questions & Answers ▼

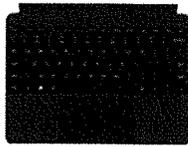
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Buying Options ▼

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Page 1 of 4



Microsoft - Surface Go Type Cover - Black

(179)

\$99.99



Microsoft - Surface Pen - Black

(1504)

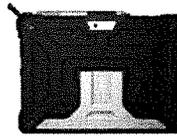
See price in cart



Insignia™ - USB Type-C-to-A Adapter - White

(1426)

\$4.99



Tablet sold separately

Urban Armor Gear - Metropolis Series Protective Case for Microsoft Surface Go - Black

(27)

\$69.99



Microsoft - Surface Mobile Mouse - Burgundy

(155)

\$34.99

Product images, including color, may differ from actual product appearance.

Microsoft - Surface Go - 10" Touch-Screen - Intel Pentium Gold - 8GB Memory - 128GB Storage - Silver

Model: MCZ-00001 SKU: 6261397

4.5 (262 Customers) | 4.1 (16 Experts) | 78 Answered Questions



Accessories sold separately.



New 10" Surface Go is perfect for all your daily tasks, giving you laptop performance with tablet portability, a stunning touchscreen, and the Windows and Office* experience you know. From email, browsing, and home projects to unwinding with a favorite TV show, Surface Go is by your side wherever you are — with up to 9 hours' of battery life, built-in HD cameras, hassle-free connectivity, and all the ports you need, including multi-tasking USB-C.

* Sold separately.



Tablet Buying Guide >

Our experts recommend

<p><i>Item you're currently viewing</i></p>	<p>Office Home & Student 2019 (1 Device) (Product Key Card) - Mac/Windows</p>	<p>Microsoft - Surface Go Type Cover - Black</p>	<p>Subtotal: \$748.98</p> <p>Add 3 Items to Cart</p>
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\$139.99
- 3 Years
\$199.99
- No plan selected

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Compare

System Memory (RAM): ①

- 4GB
- 8GB

Total Storage Capacity:

- 64GB
- 128GB

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Cardmember Offers

- 18 Month Financing
- 6 Month Financing
- Get 5% Back in Rewards

\$549.00

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Bundle & Save

\$99.99

Save \$50 Was \$149.99

\$99.99

Overview

What's Included

- Microsoft Surface Go - 10" Touch-Screen - Intel Pentium Gold - 8GB Memory - 128GB Storage
- Power Supply
- Quick Start Guide
- Safety and warranty documents

Included Free



Webroot Internet Security + Antivirus 2018 (3-Device) (6 Month Subscription) - Android|Windows|iOS [Digital]

Security software to protect any combination of up to 3 PC, Mac and Mobile Devices (Android tablets and smartphones, iOS and Windows Phones). Defends against viruses, malware, phishing attacks and other online threats.

Ratings & Reviews

Overall Customer Rating:

4.5

(260 Reviews)

92% of customers would recommend this product to a friend (238 out of 260)

See All 260 Reviews

Services

Extend your coverage with Geek Squad Protection



Mobile broadband lets you access the Internet from almost anywhere.

Features

Sleek and slim, with high-resolution 10" PixelSense™ Display.

Stunning touchscreen designed to be viewed, touched, and written on.



Our smallest, lightest Surface yet.

The new 10" Surface Go starts at just 1.15 lbs and fits easily in your bag.

Plenty of unplugged power.

With up to 9 hours* of battery life, Surface Go takes you from day time to down time.

Runs the latest Windows operating system.

Includes Windows 10 Home in S Mode, to do the things you want with protection you can count on and performance that lasts.

Multi-tasking laptop performance and tablet portability.

Count on the new Surface Go to run your day-to-day software, plus social media apps, Netflix and more, with a powerful Intel® Pentium® Gold Processor 4415Y.

Run day-to-day software, like Office*.

Tackle everyday tasks, from browsing, shopping, and email to social media, homework, and streaming shows.

All the connections you need.

New Surface Go includes multi-tasking USB-C, fast-charging Surface Connect, and headphone jack.

Enjoy peace of mind, with the Windows you know.

Includes Microsoft-verified security, Windows Defender, parental controls, and world-class support.

Adjust the built-in Kickstand.

For a complete and comfortable laptop experience anywhere, open the signature built-in Kickstand and add Surface Go Signature Type Cover* and Surface Mobile Mouse*.

Hassle-free connectivity.

Built-in WiFi, for hassle-free connectivity.

Syncs with other devices.

Surface Go syncs with your other devices, including iPhone and Android.

Take great pictures

Capture memorable moments, and make crisp, clear video calls with two built-in HD cameras.

Capture thoughts naturally on screen.

Write, and draw to your heart's content with Windows Ink and Surface Pen.*

Simplify your day.

Log into Surface Go quickly and securely with Windows Hello password-free sign-in, get things done with Cortana , your personal digital assistant, and browse securely using Edge.

* Sold separately.

¹ Up to 9 hours of video playback. Testing conducted by Microsoft in June 2018 using preproduction Intel Pentium Gold 4415Y Processor, 128GB, 8GB RAM device.

Testing consisted of full battery discharge during video playback. All settings were default except: Wi-Fi was associated with a network and Auto-Brightness disabled. Battery life varies significantly with settings, usage, and other factors.

² Windows 10 Home in S mode works exclusively with apps from the Microsoft Store within Windows and accessories that are compatible with Windows 10 Home in S mode.

A one-way switch out of S mode is available. Learn more at [Windows.com/SmodeFAQ](https://www.microsoft.com/windows/smodefaq).

³ Service availability and performance subject to service provider's network and varies by market. Contact your service provider for details, compatibility, pricing, SIM card and activation. See all specs and frequencies at [surface.com](https://www.surface.com).

⁴ Cortana available in select global markets; experience may vary by region and device.

Specifications



Key Specs

Total Storage Capacity	128 gigabytes
Security Features	Facial recognition
2-in-1 Design ⓘ	Yes
Screen Size ⓘ	10 inches
Screen Resolution ⓘ	1800 x 1200
Processor Model ⓘ	Intel Pentium Gold 4415Y
Internet Connectivity	Wi-Fi
Operating System ⓘ	Windows 10 Home in S mode
Works With	Cortana
Voice Assistant Built-in	Cortana
Battery Type	Lithium-ion

Feature

Total Storage Capacity	128 gigabytes
Security Features	Facial recognition
GPS Enabled	Yes
2-in-1 Design ⓘ	Yes
Keyboard Included	No
Stylus Dock	Non-charging
Wake Word	Hey Cortana

Camera	Rear-Facing Camera	Yes
	Rear Facing Camera Megapixels	8 megapixels
	Rear Facing Camera Video Resolution	1080p
	Front-Facing Camera	Yes
	Front Facing Camera Megapixels	5 megapixels
	Front Facing Camera Video Resolution	1080p
Display	Screen Size ⓘ	10 inches
	Screen Resolution ⓘ	1800 x 1200
	Screen Type	PixelSense
	Stylus Input	Built for Windows Ink (Active)
Performance	Battery Life ⓘ	9 hours
	System Memory (RAM) ⓘ	8 gigabytes
	Processor Brand	Intel
	Processor Model ⓘ	Intel Pentium Gold 4415Y
Connectivity	Internet Connectivity	Wi-Fi
	Compatible Wireless Standard(s) ⓘ	Wireless-A, Wireless-AC, Wireless-B, Wireless-G, Wireless-N
	Bluetooth Enabled ⓘ	Yes
	Bluetooth Version	4.1
	Embedded Mobile Broadband	Wi-Fi
	Headphone Jack	Yes
	Interface(s) ⓘ	3.5mm audio, USB Type C
Compatibility	Operating System Compatibility	Windows
	Operating System ⓘ	Windows 10 Home in S mode
	Expandable Memory Compatibility	microSDXC

Works With	Cortana
Voice Assistant Built-in	Cortana

Power	Charging Interface(s)	Proprietary
	Battery Type	Lithium-ion

Included	Stylus Included	No
	Included Software	Office 365 30-day trial
	Additional Accessories Included	Power supply

Dimension	Product Height	0.33 inches
	Product Width	9.65 inches
	Product Depth	6.9 inches
	Product Weight	18.4 ounces

Certifications & Listings	ENERGY STAR Certified ⓘ	No
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General	Model Family	Microsoft Surface Go
	Year of Release	2018
	Data Plan Required	No



Request for Council Action Memorandum

Item: Digital Documentation – Global Search C20

Meeting Date: January 14, 2019 - Workshop

Presented By: Margaret McCallum, City Administrator

Recommendations/Council Action/Motion Requested:

To discuss and review digital documentation for the City of Mayer and the proposal from Coordinated Business Solutions.

Details:

Staff has been looking into digital documentation management for the last year. The process would provide for digital documentation of records of that would allow us to capture, extract and classify information faster and efficiently.

Digital Documentation would reduce our current paper storage documentation. It would provide staff with easier and immediate access to information. We would be able to use search tools to located records more quickly. The City would still be in compliance with data retention laws.

Data would be stored on a cloud for the time being as the city does not have the appropriate servers and safety protections in place for store documentation.

Staff has been working with Coordinated Business Solutions to review the software and needs of the City with regards to digital documentation and determined that GlobalSearch C20 software program would work well for the City.

The quoted Capital Acquisition cost for year 1 to get everything set up with regards to hardware and software would be \$10,832.00.

After the year 1, the yearly cost to rent from the Cloud and have software support would be \$3,126.00.

The City budgeted \$15,000 in capital outlay for digital documentation in computer/IT for 2019.

Attachments:

GlobalSeach C20 brochure.



Improve Productivity with Better Access to Information.

Enterprise Content Management with GlobalSearch®



Manage content more efficiently by taking document processes digital! GlobalSearch enterprise content management software solves everyday business challenges by delivering the tools to capture, retrieve, share, archive and manage your business information when you need it most.

GlobalSearch document management software delivers a range of benefits including heightened collaboration, compliance, cost reduction and security.



Reduce the cost and effort of database setup with pre-defined solution templates that eliminate manual paper processes.



Gain instant access to your data from anywhere through a web browser, improving collaboration across departments and locations.



Extend document processing with automated capture and intuitive document workflow, keeping all of your business processes moving forward.



Immediately retrieve documents with advanced search capabilities using keywords, index fields, and more.



Maintain compliance with secured document storage, while also controlling individual permissions to view, access and edit files.



Ensure business continuity and eliminate unsecured paper files, in case of theft or unexpected natural disasters.

Smarter decision-making starts now!

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