



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: November 08, 2016

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Consideration of Policy for City Owned Tablets

Attached is a draft policy related to the issuance of tablets to Council Members for consideration. If Council agrees, the intent is to then acquire the appropriate number of iPAD's (9.7", 16GB, Wi-Fi only), and keyboards for those Council Members to desire them. Funding was incorporated within the current budget.

Recommendation:

Approve the policy with any desired edits.

Mark Sorensen, City Administrator

CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL

I. PURPOSE

The City of Biggs recognizes the benefit of using technology to enhance the business of the City, and when desired by the Council Member will issue a computer tablet (such as an Apple iPad) and keyboard to each member of the Council to improve communication and aid in the performance of their City duties. Through continued technological development, the City of Biggs is dedicated to reducing its use of material resources, while improving information delivery.

II. POLICY AND PROCEDURE

a. Ownership

1. Upon certification of Election results, the City Clerk will issue each incoming Councilmember a computer tablet, keypad cover and one charger. Computer tablets issued to Councilmembers are the property of the City of Biggs. Councilmembers have no ownership, interest or right to title of the equipment.
2. Each Councilmember issued a computer tablet is responsible for the security and care of that tablet, regardless of where the tablet is used.
3. All iPads are covered by the Apple Warranty. Councilmembers shall contact AppleCare at 1-800-275-2273 with any technical, warranty or repair issues; the City Clerk shall be notified of the issue concurrently.
4. Upon departure from Council seat due to the conclusion of the term of office or upon resignation, the tablet, keyboard and charger will be returned to the City Clerk, who will: (1) have the tablet wiped and will reissue the unit; or (2) allow the outgoing Councilmember to purchase his or her tablet at "trade in" fair market value established by a reputable electronic store.
5. Any additional tablet accessories, such as styluses, screen protectors, cables, adapters or applications, shall be at an individual Councilmember's own expense and shall remain the property of the Councilmember at the end of the Councilmember's term and service.
6. The cost of any data plans or data services are at the expense of the Councilmember.

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B. Agenda Packets

1. All Council agenda packets will be provided in electronic format to the members of Council. In accordance with the Brown Act, a hard copy of each agenda will be available at the meeting for review.

C. Tablet Software

1. The software and applications installed by the City must remain on the tablet in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by the City Council.
2. The City of Biggs is the sole licensee of the software included with the tablet. Any copying, modification, merging or distribution of the software by the Councilmember, including written documentation, is prohibited. The Councilmember is responsible for complying with any and all hardware, software and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this policy

D. Acceptable Use

1. The City of Biggs only authorizes use of its tablets in a manner that supports its mission.
2. Personal use is permissible so long as, in the determination of the City of Biggs, it does not interfere with the City's mission, does not interfere with or negatively impact any other person's or entity's rights and work and /or learning environment, and does not conflict with any law or City policy.
3. Installation of applications is limited to applications that are consistent with the terms listed in this policy and are available through the tablet's application store, such as iTunes.
4. Modification of the tablet's operating system to allow installation of applications not approved by manufacturer is prohibited.

E. Loss and Damage

CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL

1. Councilmembers are personally responsible for the security and safety of their assigned tablets and will be held fully liable if stolen, lost, destroyed or not returned. Councilmembers will be required to reimburse the City for the full replacement cost of the tablet if it is stolen, lost, destroyed or not returned. The replacement cost will be the same as the original purchase price of the tablet.
2. Loss of, or damage to a City tablet must be reported immediately to the City Clerk.
3. All above mentioned rules apply to support staff who also utilize the tablets in concert with the Council for the distribution of the Council agenda packets.