

CITY OF CHIPPEWA FALLS, WISCONSIN

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Wednesday, July 13, 2016 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Open Session**
2. **Discuss request to fill Police Department vacancies due to resignations and retirements. Possible recommendations to the Council.**
3. **Contemplated Closed Session under Sec. 19.85 (1) (c), Wis. Stats. for “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” to:**
 - a. **Discuss benefits/compensation for Police Sergeant.**

Return to open session. Possible action on closed session item.
4. **Discuss City of Chippewa Falls Council Member iPad policy. Possible recommendations to the Council.**
5. **Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on July 11, 2016 at 11:30 pm by BNG.

CITY OF CHIPPEWA FALLS COUNCIL MEMBER iPad POLICY

Purpose

To provide mobility for Council Members and to enhance access to information necessary to make informed decisions and to achieve operational efficiencies. iPads may be provided by the City of Chippewa Falls and are intended for City business.

For the purpose of this policy, reference to Council Members shall include the Mayor and City Attorney.

Definitions

iPad – The iPad is a line of tablet computers designed and marketed by Apple, Inc.

Icon – A small picture or symbol on the iPad that serves as a hyperlink or file.

App – A software application used to perform a certain task from a mobile device.

Wifi – A wireless network that allows computers to communicate over a wireless signal to access the internet.

WiMax – A telecommunications protocol that provides fixed and fully mobile internet connection.

Broadband Access – Technology that provides a higher rate access to the internet.

4G – Is the 4th generation of cell phone mobile communications standards that provides mobile ultra-broadband Internet access, for example to laptops with USB wireless modems, to smartphones, and to other mobile devices.

iTunes – A media player computer program, used for playing, downloading, saving, and organizing digital music and video files on desktop or laptop personal computers. It can also manage contents on iPod, iPhone, iPod Touch and iPad devices.

Guidelines

The IT Department procures the iPads and accessories.

The iPads provided for Council Members shall include monthly broadband access at no cost to the Council Members and shall be included in the City budget.

The iPads are the property of the City of Chippewa Falls. At the end of a City Council Member's tenure, the device shall be returned to the City within 10 days.

The cosmetic care of the iPad is the sole responsibility of the user. Damages due to misuse or negligence will be the responsibility of the individual City Council Member.

The City of Chippewa Falls reserves the right to clear data and/or personal apps on any iPad that is lost or not functioning properly.

In the event the device is lost, stolen or broken, the City Council Member shall notify the City Clerk immediately at 715-726-2719 and leave a message. The IT Department shall take appropriate measures to protect sensitive and confidential information for security purposes.

The iPads shall come preloaded with core applications which will be centrally managed by the IT Department and owned by the City of Chippewa Falls.

Personal iTunes accounts are allowed; however, all costs incurred and downloading of additional apps are the responsibility of the individual City Council Member.

Personal information is allowed; however, backup of the information is the responsibility of the individual City Council Member. Any personal information that is stored on the iPad is subject to open records requests and as a result may be made available to the public.

In providing maintenance and upgrades to the iPad operating system and core applications, the City of Chippewa Falls is not responsible for any effect it may have on personal information that is stored on the iPad.

Training shall be provided to Council Members initially and as needed or requested.

CITY OF CHIPPEWA FALLS iPad ACKNOWLEDGEMENT OF RECEIPT

As a condition of having access to information technology resources provided by the City of Chippewa Falls, I acknowledge that I have read and understand the *City of Chippewa Falls Council Member iPad Policy* and agree to follow the guidelines contained therein.

In addition to the provisions outlined in the *City of Chippewa Falls Council Member iPad Policy*, the following provisions apply to Council Members using iPads provided by the City.

- iPads are provided by the City of Chippewa Falls and are intended for City business.
- iPads remain the property of the City of Chippewa Falls and will be returned at the end of the each member's tenure with the City .
- Core applications will be centrally managed and owned by the City of Chippewa Falls.
- Upgrades to the iPad operating system and core applications may affect any personal information that is stored on the iPad.
- The City of Chippewa Falls reserves the right to clear any iPad that is lost or not functioning properly.
- Personal applications are allowed but must be properly licensed and managed by the individual user.
- Personal information is allowed but backup is the responsibility of the individual user.
- Any personal information that is stored on the iPad is subject to open records requests and as a result may be made available to the public.
- Acknowledge receipt of *Common Practices for Security, Privacy, Open Records and Data Usage Form*.

Council Member Name: _____

Signature: _____

Date: _____

iPad Information

iPads will be a very useful device for Council Members in accessing information necessary to make sound decisions. For this purpose of this document, Council Members will include the Mayor and City Attorney.

All Council Members will receive the following items:

- iPad
- Screen protector
- iPad case with built in keyboard
- Stylus
- Necessary power cables for this equipment
- Reference documentations and a cheat sheet

There are apps that will be beneficial to you, already loaded onto the iPads. These apps will allow you to access agendas/minutes, city specific websites, project maps and other city related information to stay informed.

The City of Chippewa Falls Council Member iPad policy will need to be signed by each of you upon receiving the iPad bundle. This policy may be revised as needed going forward. It is imperative that all Council Members are aware of open meetings laws and regulations and use the iPad appropriately. No email communications or chat sessions should be used between council members during any meeting attended.

As part of our iPad project plan, this free training will be provided to all of you by Andy Bauer, Network Engineer, Chippewa County Information Systems and accompanied by Connie Freagon. Andy will be joining us via our Intergovernmental Agreement with Chippewa County.

The iPad training will consist of the following items along with open lab time so you can use the iPad and try out the apps.

- iPad Policy
- Basic functions of the iPad
- Keyboard/cover usage
- Apps and city-specific use
- Backup procedures
- iTunes accounts
- Management software
- Individual Skills assessment list
- Ongoing support

iPad Information

CITY PRACTICES FOR SECURITY, PRIVACY, OPEN RECORDS AND DATA USAGE

- E-Mail is subject to applicable privacy, security, open records and records retention laws and guidelines, as are appropriate, for the information that a particular message contains. It is important to remember that you are creating a government document simply by creating and sending an E-Mail.
- Council members shall not use email to discuss among themselves City business that is only to be discussed in an open meeting of the Council or could be considered an invasion of privacy. In addition, Council members shall not use the iPads to communicate with other Council members or others during a committee/Council meeting.
- Electronic transmissions or communication via the Internet shall not be considered either private or completely secure.
- Users of City-provided services are required to honor and observe the rules of confidentiality and protection of privacy when accessing and using any information that resides on City systems. Personnel agree to apply safeguards to protect City information assets from unauthorized access, viewing, disclosure, alteration, loss, damage or destruction. Appropriate safeguards include use of discretion in choosing when and where to use remote access service, prevention of inadvertent or intentional viewing of displayed or printed information by unauthorized individuals, and the use of antivirus software with current virus definitions loaded on remote computers.
- The Internet offers numerous discussion groups or forums and exchange ideas for the purpose of research and information sharing. As with any form of communication, the City shall not be intentionally misrepresented in any material posted to the Internet.
- Personnel are responsible for the appropriateness and content of material they transmit or publish in messages via City-provided equipment.
- City data usage may occasionally be monitored by the IT Department and/or other designated staff, as appropriate and may monitor and/or log network use, capacity and space utilization.
- Certain email or online services available via the Internet or from other providers may result in user fees, usage charges or membership fees. The City of Chippewa Falls is not liable for any individual charges or misuse.
- The assignment of user accounts and passwords to personnel will be made by the IT Department for the appropriate computer system(s) being accessed. All systems containing confidential or sensitive information will be protected through user account and password security.
- All Internet and email transmissions sent from or received by City of Chippewa Falls equipment and/or addresses are City property.

iPad Information

- The City may archive or delete files or any other materials on its equipment or networks, as deemed necessary.
- At any time and without prior notice, the City may remove any user account.