

**TABLET AND/OR CELL PHONE SALE OR DISPOSAL POLICY FOR ELECTED OFFICIALS
AND CITY STAFF**

1.0 Purpose

- 1.1 Establish a policy and supporting procedures regarding the internal only sale or disposal of iPads, Tablets and Smart Phones.

2.0 Scope

- 2.1 To establish procedures and guidelines for Elected Officials to potentially purchase their City issued iPads following their term in office.
- 2.2 To establish procedures and guidelines for City staff to potentially purchase City issued iPads or Smart phones when the City determines:
 1. Upgrading its cellular phones or iPads is in the best interest of the City; or
 2. The device is at the end of its useful life (The current refresh policy is three years);or
 3. The device becomes obsolete or the manufacturer no longer releases security updates to the operating system or hardware

3.0 Definitions

- 3.1 iPad or Tablet: A mobile computing device with a touchscreen display, circuitry and battery in a single unit. Examples include but are not limited to Apple iPads and Microsoft Surface tablets.
- 3.2 Smart Phone: A device that primarily allows the user to make a call and is capable of being a mobile computing device with a touchscreen display, circuitry and battery in a single unit.
- 3.3 Fair Market Value: An estimate of the market value of property based on what a knowledgeable, willing, and unpressured buyer would probably pay to a knowledgeable, willing, and unpressured seller in the current market.
- 3.4 Condition: A visual assessment of the condition of the device along with an age assessment and technical depreciation must be considered and included when determining the fair market value.
- 3.5 Bill of Sale: A written instrument which evidences the transfer of title to property from the seller to the buyer that includes the following: Buyer name and personal address, a description of the device to include model and serial number, the purchase price, must state "as is" with no warranty or promise regarding condition, signature of buyer and sellers representative.

4.0 Responsibilities and Authorities

- 4.1 The Office of the City Manager shall evaluate this policy and supporting procedure on a regular basis for ensuring it supports compliancy, and is being followed appropriately.

- 4.2 The City of Lake Forest's seller representative shall either be the City Clerk and/or the Deputy City Clerk.
- 4.3 Removing the connection of the device to the City of Lake Forest
 1. Assistant IT Director – Removes the iPad from the inventory
 2. City Clerk – Removes iPad or cell phone from cellular service and releases the telephone number associated with the device.
- 4.4 Assistant IT Director and City Clerk will ensure that the device is restored to factory settings. All downloaded apps (i.e. Drop Box), any and all content stored, and used via an app will then be discontinued on the device.
- 4.5 Any unsold devices shall be recycled with a qualified recycler

5.0 Procedures

- 5.1 Determination of Fair Market Value: A spreadsheet with at least three (3) online reseller offers will average the three offers, determining what the City's fair market offer will be. If there are different models of tablet computers being sold, all models have to be listed separately as the values may be different. The list of example resellers who buy tablet computers are not limited these listed as the market for resellers is constantly changing: Glyde, Gazelle, NextWorth, uSell, Amazon, Best Buy, & BuyMyTronics, etc. Screenshots of proof of all online offers in TIF or PDF format shall be kept with the record.
- 5.2 Type of Sale: Device Sales are not limited to a public bidding process and are held internally at the discretion of the City Manager. The Office of the City Manager can choose the "type" of sale to hold for devices. Sale Type:
 1. Bids, using FMV as the minium bid accepted
 2. A drawing, using FMV as the cost each person must pay
 3. Or any other type of sale that is fair and equitable.

Any type of Sale held shall be held by a minimum of two persons in the Office of the City Manager in a fair and equitable manner to all full and part-time staff, with or without an email address.
- 5.3 Email of Buyer Solicitation: Email to solicit buyers shall include the type of device and the model of device, The City of Lake Forest Serial Number (if applicable) condition of device, and asking price based on fair market value spreadsheet. Email of buyer solicitation shall have an expiration date clearly identified. After the expiration, requests to buy equipment will no longer be accepted. It is up to each individual Department to notify those in their Department without an email address of the Sale.
- 5.4 A single payment in full, in the form of cash or check (made payable to the order of "The City of Lake Forest") must be made within three (3) business days of the sale to the City Clerk or Deputy City Clerk who will turn over the proceeds to the Finance Department within five (5) business days of the end of the sale.

6.0 Records

- 6.1 All supporting paperwork including: Approval from City Manager to solicit for disposition of devices, Fair market value estimation Sheets, email of buyer solicitation, email of replies to

solicitation from buyers, results of sale and bill of sale are all to be scanned into one file and converted to PDF format (Retention Period 3 Years) with a paper copy of same placed in City Hall Vault.

7.0 Distribution

City Employee Information Site www.citylf.org.

A handwritten signature in black ink, appearing to read "Robert R. Kuff". The signature is fluid and cursive, with the first name "Robert" being the most prominent.

City Manager

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