



~~COSM~~-Council Electronics Policy

Effective Date

Date of Last Revision

1.0 Purpose

This policy defines guidelines, expectations and responsibilities for the [procurement and use of technological devices](#) ~~technology and sets aligns a hardware standard~~ for our Mayor and Council Members ~~with the City's current standards; and appropriate devices that the city will provide.~~

2.0 Applicability

Mayor and Council Members during their term on City Council.

3.0 Policy Statement

The City will provide each Council Member with equal and appropriate technological devices to facilitate their public service and within the confines of the IT standards for hardware and software specifications. All city purchases will follow local & state purchasing regulations.

Council Member-owned cell phone: If a Council Member [prefers-elects](#) to use their personal phone, the City will provide a stipend based on the rate disclosed in the City's cell phone allowance policy. The Council Member must complete and submit the cell phone stipend form and receive approval. The Council Member is responsible for purchasing the equipment, selecting a phone/data plan based on their needs, support and paying all setup and monthly fees associated with the cell phone. In the case of a lost/stolen/damaged cell phone, the Council Member is responsible for the replacement cost.

Council Member-owned laptop: If a Council Member [prefers-elects](#) to utilize their personal laptop, the City's IT Department will not provide licensed software or hardware support. The IT Department will be limited to only installing and assisting with the virtual desktop connection software to allow the Council Member to remotely access city provided virtual desktop.

City-owned cell phone: [At the request of the Council Member,](#) ~~the~~ City will provide ~~each-the~~ Council Member a cell phone for public service ~~purposes~~[use](#). The City ~~is-will be~~ responsible for providing a cell phone, incurring all setup charges, support and providing coverage under the current City's data and voice plan. City-owned cell phone will be purchased with the appropriate specification for the Council Member to perform their public service duties. In the case of a lost/stolen/damaged cell phone, the City is responsible for the replacement cost and terminating services.

City-owned mobile device ~~— Each mobile device will be purchased with the appropriate hardware specifications that is required to operate the City standard software used by the Council to perform their public service duties. Each Council Member may select one mobile device from the options below.~~

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City-owned laptop or tablet: At the request of the Council Member, the City will purchase and provide each Council Member, at their request, a device selected from the approved hardware list (See approved hardware list) laptop that will include: the latest Microsoft Windows based operating system and any related City standard software needed to fulfill their for their public service used duties while in office. ~~The laptop device and software will be upgraded or replaced on at the end of each elected Council Member's term.~~ Council Member's access and use of the City's IT technology equipment is subject to will adhere to all City guidelines concerning the use of its information technology resources. The most important of these are:

- The City information systems exist solely for the purpose of conducting City business, not intended for personal use.
- All data (including electronic mail messages) is owned by the City and subject to public disclosure.
- All software and hardware installations will be made by IT staff on City-owned machines devices. Personal software is not allowed-permitted on City-owned devices; and all software must be owned by the City and used in compliance with the software licensing agreement.

~~City-owned iPad (IOS): The City will provide each Council Member an iPad for public service purposes. The City is responsible for providing the iPad, incurring all setup charges, support and providing coverage under the current City's data plan. In the case of a lost/stolen/damaged iPad, the City is responsible for the replacement cost and terminating services.~~

~~The City Clerks Clerk's office will annually budget annually the appropriate funds for the newly to purchase new equipment for newly elected Council Members and/or Mayor. to purchase a city owned cell phone and either a City owned laptop or iPad.~~

City-owned devices will have include a mobile device management client software that will allow staff to securely manage and track the asset installed on them for asset management of the device.

It is the responsibility of the Council Member to immediately report any lost or stolen devices must be reported immediately to to the Information Technology Department.

All City information technology policies are included in the Information Technology Policies and Procedures Manual, which is available for Council Member review upon request.

Surrendering of Devices and Warranty replacement: All City-owned devices must be surrendered to the Information Technology Department at the end of the after 3yr term for Council and 2yr term for Mayor, unless reelected for an additional term. if not re-elected. At this time, they will need to be pre-approved if continuing another term. City owned devices will follow the City's warranty replacement policy.

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COSM-Signature Form

ISSUED BY:

Mike G. Sturm, CGCIO
Director of Information Technology
City of San Marcos

Date

Bert Lumbreras
City Manager
City of San Marcos
Jane Hughson, Mayor

Date