

CO.POL.01 Council Technology Acquisition Policy

Effective Date: 05/11/2021

Purpose

This policy defines guidelines, expectations and responsibilities for the procurement and use of technology and aligns a hardware standard for our Mayor and Council Members with the City's current standards.

Applicability

Mayor and Council Members during their term on City Council.

Policy Statement

At the request of the Council Member the City will provide an appropriate technological device to facilitate their public service responsibility. Devices will be selected from the Council approved hardware catalog and will follow IT standards for hardware and software specifications. All City purchases will follow local & state purchasing regulations.

Council Member Laptop or Tablet

Council Member will have the choice of requesting a City-owned laptop or they may use their monthly Council compensation stipend for unreimbursed expenses to purchase a Council Member-owned laptop.

- For a City-owned laptop or tablet, the City will purchase and provide a device selected from the approved hardware list (See Council approved hardware catalog) that will include: the latest operating system, mobile device management security software, and any additional software needed to fulfill their duties while in office. Remote Access support software will be optional. If software is declined, the Council Member will have to bring the physical device to the IT office for technical support. Council Member's access and use will adhere to the Council Member Electronic Use Policy.
- For a Council Member-owned laptop or tablet purchased through the Council Member's monthly compensation stipend, the City will not purchase or 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 the city provided virtual desktop.
- During a Council Member's term, he or she will have the ability to participate in discounted technology programs that are provided to the City. These programs include the purchase of both hardware and software. To find out more about these programs, Council Member's will need to contact the City Clerk's office and request a list of the current programs.

Note: During Council meetings held within the Council Chambers, Council Members are not obligated nor required to bring any additional technology to use during meetings. The City provides each

Council Member a desktop computer with access to a virtual desktop to view packets during meetings.

Council Cell Phone

Council Members will have the choice of requesting a City-owned cell phone or they may elect to use their personal phone and receive a monthly stipend.

- For a City-owned cell phone, the City will purchase and provide a phone selected from the approved hardware list (See Council Approved Hardware Catalog). The City 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. In the case of a lost/stolen/damaged cell phone, the City is responsible for the replacement cost and terminating of services.
- For a Council Member-owned phone, the City will provide a stipend based on the rate disclosed in the Council Cellular Allowance form. The Council Member must complete, sign and submit the cellular allowance form to the City Clerk's office for processing. 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.

Multiple Council Terms

- If Council Member is elected to multiple terms, he or she will retain their technology for their new term.
- Technology shall be replaced once it has exceeded the manufacture warranty or it is determined that the technology no longer meets minimum functional requirements for use.

End of Council Term

At the end of the Council Member's term, he or she will have the option of surrendering all technology devices to the City or purchasing and retaining the City-owned technology at a depreciated value as described below.

- For a Council Member to retain their technology, the City will calculate the depreciated value by taking the original purchase price of the technology and depreciate it over seven-years. The Council Member will be responsible for paying the remaining value of the device, including sales tax. The City Information Technology Department will remove all licensed software from the device prior to purchase.

Review Process

This policy will be reviewed at a minimum every three years.

Policy Last Review Date – 8/1/2025

Policy Next review Date – 8/1/2028