

	<b>Council Electronics Policy</b>	
	<b>Effective Date</b>	<b>Date of Last Revision</b>
	March 2, 2021	

### 1.0 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.

### 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 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 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 the Council Member a cell phone for public service use. 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. 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 laptop or tablet:** At the request of the Council Member, the City will purchase and provide a device selected from the approved hardware list (See approved hardware list) that will include: the latest operating system and any software needed to fulfill their duties while in office. Council Member's access and use of the City's technology equipment will adhere to

all City guidelines concerning the use of 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 devices. Personal software is not permitted on City-owned devices; and all software must be owned by the City and used in compliance with the software licensing agreement.

The City Clerk's office will annually budget the appropriate funds to purchase new equipment for newly elected Council Members and/or Mayor.

City-owned devices will include mobile device management software that will allow staff to securely manage and track the asset.

It is the responsibility of the Council Member to immediately report any lost or stolen devices 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 3yr term for Council and 2yr term for Mayor, unless reelected for an additional term. City owned devices will follow the City's warranty replacement policy.

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Jane Hughson, Mayor

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Date