



Colonial Heights City Council Meeting Agenda Item Executive Summary

ITEM:

A RESOLUTION NO. 12-67 Authorizing the City Manager to implement an administrative policy governing the procurement, management, and use of cellular telephones and personal communication devices that are issued by the City to authorized employees

DEPARTMENT: City Manager

PROPOSED ACTION:

Consideration of legislation to establish formal policy regarding city-owned cellular telephones and personal communication devices.

BACKGROUND:

With the continuing evolution of communication technology provided to city staff, a formal policy is warranted to establish rules for acquisition and use of cellular telephones, personal communication devices, and/or “smart phones”. The proposed policy – developed with input from the City Attorney and Finance, Purchasing, and IT staff – establishes citywide regulations governing the procurement, management, and use of cell phones and personal communication devices provided to city employees.

This policy is not intended to address any known problems with cell phone or PC device usage; it is more about documenting an appropriate policy. We believe this policy to be generally consistent with the current overall usage of these devices by staff; and it should not cause any significant changes in current operations

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A
No direct cost impact.

RECOMMENDATION:

Approval of legislation and policy as presented.

ATTACHMENTS:

A copy of the proposed policy and enabling legislation as described above is included in the meeting packet.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.