



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	11/18/2020	Department	Technology
Agenda Item	4.i Consider Internet Policy		
Est. Cost	n/a		

Background Information

There has been some discussion held previously on how to keep the city's internet and server safe during these times of virus/spam/ransomware attacks.

The outcome from that discussion resulted in our IT Director Davis preparing a proposed addendum to the employee handbook. This proposal is attached.

This proposal is intended to protect the city servers and computers and to allow a Department Head to work with the IT Director on technology needs if they fall within the budget. It also restricts any department to negotiate internet contracts with all outside vendors.

Requested Action	'I move to approve the proposed addendum to the employee handbook regarding internet use.'
City Manager and/or Finance Review	The City Manager recommends the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

MEMO

Date: November 10, 2020
To: City Manager Christine Landes
From: Anne Davis
Re.: Update to Employee handbook

Christine,

This is a draft version of an addendum I respectfully request being added to the handbook.

Addendum to Employee handbook regarding Internet use:

(DRAFT)

Due to the ever increasing risk of electronic viruses, spams, ransomware software and illegal transference of information, all city departments or professional organizations working within the environment of the City of Gardiner must adhere to the City's right to regulate any and all electronic transmittals originating from any City building.

Under the supervision of the City Manager, the City's IT Director will have access to any and all administrative passwords used on the City's LAN network, wireless network and any other Internet networks transmitting from any City building. It is the IT Director's responsibility to manage these networks with the assistance of any IT company under contract with the City of Gardiner. Anyone using these networks must read and understand the City's Internet Policy found in the Employee Handbook.

If a City Department needs higher broadband width or unimpeded access to an Internet connection, the Department Head will work with the IT Director to accomplish these goals within the confines of the municipal budget. At no time can a City employee negotiate, implement or contract for an alternate connection to the Internet as all contracts must be signed by the Gardiner City Manager.