

1.0 PURPOSE:

The purpose of this policy is to improve communication and response time, to and from the City of West Allis staff and its Common Council, by providing that every council member has a City of West Allis Email Address and access to the city's Intranet. This eliminates the need for city staff to print out reports and documents and mail to the alderperson's home address that does not currently have computer access. This will increase the speed in which information can be disseminated to each other, as well as saving printing and mailing costs.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all members of the Common Council.

3.0 POLICY:

This will enable alderpersons to receive information typically found in the council's jacket along with access to other additional city information through the use of email and secured. This will require the need of a computer and Internet access for every alderperson. The city will loan a computer to any alderperson who request one. The city will also provide Internet access to any alderperson who does not currently have access at their residence where they conduct city business.

4.0 REFERENCES:

Electronic Communication Policy, Policies & Procedures Manual Section 1311
E-Mail Policy, Policies & Procedures Manual Section 1312
E-Mail Record Retention Policy, Policies & Procedures Manual Section 1313
Electronic Communication Systems Monitoring Policy, Policies & Procedures Manual Section 1314
Identity Theft Prevention & Red Flag Alerts, Policies & Procedures Manual Section 1315

5.0 PROCEDURES:

5.1 Responsibility

- 5.1.1 It is the responsibility of each alderperson to keep any city owned, loaned computer/laptop, and city logins and passwords, and VPN access secured and used for their sole use only.

5.2 General Procedures

- 5.2.1 The city will provide (at the option of the alderperson) a city owned, loaned computer for city business use. The alderperson may decline the offer of a city owned, loaned computer, and as an alternative, use their own personal computer.

- 5.2.1.1 This loaner computer remains the property of the City of West Allis.
 - 5.2.1.2 The loaner will be a desktop, laptop, or Netbook.
 - 5.2.1.3 The Information Technology Division will maintain and provide all technical support for these computers.
 - 5.2.1.4 All information stored on this computer is discoverable in an event of an Open Record Request.
 - 5.2.1.5 The loaner computer must be returned to the City of West Allis upon the completion of the alderperson's service.
- 5.2.2 The city will provide an official city email address for each alderperson. This address shall contain the city's domain name and shall be in the form of username@westalliswi.gov. This email address should be used for all official correspondences between alderpersons, between the city and the alderpersons, and between the alderpersons and their constituents.
- 5.2.2.1 This city supplied email address shall only be used for official city business.
 - 5.2.2.2 The city email address can be forwarded to an alderperson's personal email account under the assumption that this personal email account may be now eligible for an Open Records Request. (OPT)
 - 5.2.2.3 The Information Technology Division will help the alderpersons set up this additional city email account on their personal computer email program if requested. (OPT)
 - 5.2.2.4 All email will automatically be archived using the city's archive server as defined by the city's email archive policy. This means that all email sent and received from this account will be saved for open record requests for a period of seven years. This includes all official emails, personal emails, spam, and unwanted emails.
- 5.2.3 If so desired by an alderperson, a secure Virtual Private Network (VPN) connection will be provided and configured between the alderperson's computer to the city's network. This would allow a connection to be made to the city secure computer network to access information found on the Intranet. Alderpersons could then access city policies and procedures, newsletters, forms, documents, maps, property information files, Common Council jackets found on the city's Intranet.
- 5.2.3.1 A VPN username and password would be created for each alderperson.
 - 5.2.3.2 This VPN username and password cannot be given out to anyone by the alderperson.
 - 5.2.3.3 All VPN access attempts are records.
 - 5.2.3.4 The Information Technology Division would conduct training on how to access the city's Intranet.
 - 5.2.3.5 All computers accessing the city's VPN network must have an up-to-date antivirus and firewall protection as needed.
- 5.2.4 Internet Access
- 5.2.4.1 Internet access will be provided to all alderpersons so they can receive their city emails and VPN into the city's computer network.
 - 5.2.4.2 The Information Technology Division will select the Internet Service Provider based on costs, reliability, and speed of the connection.
 - 5.2.4.3 An Internet reimbursement allowance of \$20/month will be paid for Internet service for each alderperson. This reimbursement amount represents approximately 50% of the current lowest Internet plan offered by companies in the Milwaukee area.

5.2.5 Training

5.2.5.1 All alderpersons will be provided training as requested and needed.

5.2.5.2 All training will be conducted by Information Technology Division staff at a time convenient for the alderpersons.

5.2.5.3 Training may be done in a class setting held at City Hall or in other formats and will consist of:

- Basic computer operations.
- Basic email operations.
 - How to read/reply/send email.
 - Emailing to a group of people.
- What are attachments.
 - How to download and send attachments.
- How to create a MW Word Document.
- How to connect to the city's secure network.
 - How to login.
 - Introduction to the city's Intranet.
 - How to look up documents, forms, property information and maps.

5.2.5.4 Fiscal Data and Extended Costs.

FISCAL NOTE:

Estimated Costs

Item	Amt	Unit Price	Costs
Internet Service	10	\$20 (\$200)	\$2,400
Loaner Computer (no more than)*	10	\$500	\$5,000
Microsoft Office Standard	10	\$235	\$2,350

* One-time costs.