



CITY OF WAUKESHA

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Committee: Information Technology Board	Date: 2021-08-23
Common Council Item Number: 21-2744	Date: 2021-09-01
Submitted By: Chris Pofahl	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Bridget Souffrant, Finance Director BMS	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: City Wide Email Policy	

Details:
On July 20, 2021 the Common Council requested that an email policy in relation to citizen board members be drafted and discussed by ITB. Below is a draft from City Attorney Brian Running that covers everyone that has been issued a City email:

All persons to whom a city email address is issued shall use that email account for any communications relating to City business. No communications relating to City business shall be conducted by such persons using any other email accounts.

Options & Alternatives:
Educating everyone with a city email address about the proper use of the email.

Financial Remarks:
The cost of providing a citizen member a city email address is \$186.00 per year, which is already accounted for in the IT Department's operating budget.

Executive Recommendation:
IT Director Chris Pofahl is recommending that this policy go to the HR Committee for further discussion. From the HR Committee this should go to the Common Council for approval and then added into the HR Policies.

