



# HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100  
[www.cityofharrisville.com](http://www.cityofharrisville.com)

MAYOR:  
Michelle Tait

COUNCIL MEMBERS:  
Grover Wilhelmsen  
Steve Weiss  
Blair Christensen  
Max Jackson  
Karen Fawcett

## CITY COUNCIL AGENDA

December 10<sup>th</sup>, 2024

[Zoom Meeting Link](#)

Meeting ID: 881 9891 4586

Passcode: 964820

### 7:00 PM City Council Meeting

Presiding: Mayor Michelle Tait

Mayor Pro Tem: Steve Weiss

1. **Call to Order** [Mayor Tait]
2. **Opening**
  - a. Pledge of Allegiance [Council Member Weiss]
3. **Consent Items**
  - a. Approval of meeting minutes for November 12<sup>th</sup>, 2024 as presented.
4. **Employee Recognition**
  - a. Recognition of Jordan Read for years of service.
5. **Business Items**
  - a. 2025 Meeting Schedule
  - b. Discussion/possible action to adopt Resolution 24-20; an information technology policy. [Jennie Knight]
6. **Closed Session**
  - a. Closed session for the purpose described in Utah Code Annotated §52-4-205(1)(d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state, if public discussion would: prevent the public body from completing the transaction the best possible terms.
7. **Business Items Cont.**
  - c. Discussion/possible action to approve the property acquisition to extend Wahlen Way. [Jennie Knight]
8. **Public Comment** – (3 Minute Maximum)
9. **Mayor/Council Follow-up**
10. **Adjournment**

The foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website [www.cityofharrisville.com](http://www.cityofharrisville.com), and at the Utah Public Notice Website at <http://pmn.utah.gov>. Notice of this meeting has also been duly provided as required by law.

In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Requests for assistance may be made by contacting the City Recorder at (801) 782-4100, at least three working days before the meeting.

Posted: By: Jack Fogal, City Recorder.

**MINUTES**  
**HARRISVILLE CITY COUNCIL**  
**November 12, 2024**  
**363 West Independence Blvd**  
**Harrisville, UT 84404**

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**Minutes of a regular Harrisville City Council meeting held on November 12th, 2024 at 7:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.**

**Present:** Mayor Michelle Tait, Council Member Karen Fawcett, Council Member Grover Wilhelmsen, Council Member Blair Christensen, Council Member Max Jackson  
Council Member Steve Weiss.

**Excused:**

**Staff:** Jennie Knight, City Administrator, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Mark Wilson, Chief of Police, Brody Flint, City Attorney, Bryan Fife, Parks and Recreation Director, Sgt. Taylor, Sgt. Davis, Dennis Moore, Assistant Chief of Police, Officer Duffy, Cynthia Benson, Deputy Recorder

**Visitors:** Arnold Tait, Greg Benson, Elle Benson, Alicia Fairbourne, Mandy Lynch, Ruth Miller, Brad Elmer, Jenessa Sullivan, Thatch Elmer, Sadie Greenhalgh, Elleigh Manley, Parker Manley, Scott Kirkland, Frances Hood, Steve Hood, Lily Hansen, Elisabeth Hansen, Brandon Brett, Shanna Edwards, Lynn Edwards, Janet Varble, Kevin Varble, Greg Montgomery, Sam Elder, Jason Harris, Kathleen Hohosh, Charles Ryna.

**1. Call to Order.**

Mayor Tait called the meeting to order and welcomed all in attendance.

**2. Opening Ceremony.**

Council Member Wilhelmsen opened with the Pledge of Allegiance.

**3. Consent Items**

**a. Approval of Meeting Minutes for October 29<sup>th</sup>, 2024 as presented.**

**Motion:** Council Member Wilhelmsen made a motion to approve the meeting minutes for October 29<sup>th</sup>, 2024 as presented, second by Council Member Jackson.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Fawcett, Yes

The motion passed unanimously

#### 4. Employee Recognition.

- a. Mayor Tait recognized Brad Elmer for his years of service on the Planning Commission.
- b. Alicia Fairbourne with the Utah Municipal Clerks Association recognized Cynthia Benson for earning her Certified Municipal Clerks Designation.
- c. Dennis Moore recognized Sgt. Taylor and Sgt. Davis for earning their Mid-Managers Certificate.

#### 5. Business Items.

##### a. Youth City Council Presentation

Elleigh Manley helped with the Fall Festival. She took pictures at the photo booth. She loved helping make people smile and had a great experience.

Sadie Greenhalgh assisted with the Fall Festival. She ran a booth passing out flyers to encourage people to join the YCC. They also had people sign a poster asking them what kindness is to them.

Lily Hansen explained they hiked up to the flag in North Ogden. They will partner with the YCC from Marriot Slaterville to assist parents with Christmas shopping. Their next meeting will be at the Harrisville Cabin on the 14<sup>th</sup> at 6:30. She invited Council to attend.

##### b. Public Hearing – to take public comment for or against Resolution 24-18; a resolution providing for the creation of Ben Lomond Public Infrastructure District Nos. 1-2 [Jennie Knight]

Jennie Knight explained this public hearing is about public infrastructure districts number 1 and 2 for the Ben Lomond Views Development Project. Council will not vote on this measure tonight. This hearing is to receive public input about the public infrastructure districts. The PID cannot levy a tax on current residents. It will only be on residents within the Ben Lomond Views Development Project. Any funds levied by the PID must be used for public infrastructure. The development must still comply with the MDA. Council Member Wilhelmsen inquired when adoption would be. Jennie Knight explained it could potentially be in December. Council Member Wilhelmsen inquired when the governing documents would be ready for review. Jennie Knight said those are still being negotiated but once they are ready we will provide them to Council.

**Motion:** Council Member Weiss motioned to open the public hearing for Resolution 24-18; a resolution providing for the creation of Ben Lomond Public Infrastructure District Nos. 1-2, second by Council Member Jackson.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Fawcett, Yes

The motion passed unanimously.

Frances Hood stated she sent at least three emails to Council and the Mayor this week. She talked with the Mayor of Hurricane about their experience with PIDs. One of the four PIDs approved in Hurricane burned through the levied funds and came back to ask for more. Please read the emails and ponder on their experiences. They wanted to give you the benefit of their experience. The risk lies with the developer and investor and should stay with them. The risk should not be transferred to the future residents of the Ben Lomond Development. Think of Nancy Reagan say no. Be like Saratoga Springs which has rejected all PIDs.

Shanna Edwards would like to speak for future property owners and residents of Harrisville. This is a large development of 664 units. Any future developers will want to use PIDs as well. Do we really want our children to pay more taxes than we do. By not approving this you are not denying the developer permission to build. The citizens expect slow measured growth rates.

Mandy Lynch is against the PID. The individuals who are in charge of the districts work for the developer or lender. This arrangement ignores Council Members that were elected to manage public funds responsibility. This is conflicting and lacks accountability. Weber County has the second highest tax rate in Utah, Harrisville City has the second highest tax rate in Weber County. The addition of 650 homes will put a strain on our public infrastructure. This strain will be paid for by the current residents of the City. The 24 homes across the street have not sold yet. What makes you think the 650 homes will sell. The market is changing and homes are taking longer to sell. There is an increased risk to city residents. This needs to come at a slower pace that will allow us to handle the increased strain on infrastructure.

Greg Montgomery advised Council they need to be mindful that they are creating a private taxing district. Only Weber School District has a higher tax rate. Is this the shift we want to see in Harrisville with development. Even though it is disclosed in the closing documents how many people will not read those documents. This will cause confusion on why they are paying a larger tax than their neighbors. What will the new residents get that the old residents will not get. How do you explain the equity. Do we want to set this trend in our City. This concept has been done in the state and it has mixed reviews.

**Motion:** Council Member Weiss motioned to close the public hearing for Resolution 24-18; a resolution providing for the creation of Ben Lomond Public Infrastructure District Nos. 1-2, second by Council Member Fawcett.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Fawcett, Yes

The motion passed unanimously.

**c. Discussion/possible action to approve Resolution 24-19; a resolution renewing the Franchise Agreement with Comcast.**

Jennie Knight explained historically we have entered into franchise agreements with larger utility providers. The franchise agreement with Comcast expired a few years ago. Comcast reached out and would like to renew it for five years at five percent. Council Member Wilhelmsen inquired what the benefit to us is. Jennie Knight stated we get five percent of the revenue from sales in the area. Council Member Wilhelmsen inquired will this expand Comcast. Jennie Knight explained it will not expand Comcast connections, this is like a rental agreement to be in our right of way. Council Member Fawcett inquired how much money we get. Jennie Knight explained it goes into the general fund but does not have exact figures.

**Motion:** Council Member Wilhelmsen motioned to approve Resolution 24-19; a resolution renewing the Franchise Agreement with Comcast, second by Council Member Fawcett.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Fawcett, Yes

The motion passed unanimously.

#### **6. Public Comment**

Mayor Tait opened the public comment period.

No public comment was offered.

Mayor Tait closed the public comment period.

#### **7. Mayor/Council Follow-up**

Chief Wilson explained we are getting into the holiday season. We are preparing for the shop with a hero event. Wal-Mart contacted the department today and wants to donate some turkey dinners to people in the City. The radio changeover was completed yesterday.

Justin Shinsel explained there is a lot of development in the City. Public Works is preparing for snow plowing season. Sanders and plows will be on trucks by this weekend. The public works facility is going up. The anticipated move in date is the end of February.

Bryan Fife explained they will have Santa at the cabin and the Santa parade next month. Boys' basketball is moving along.

Jennie Knight explained we are currently conducting the annual audit. The report should be available during the December meeting. She thanked staff for involvement in these extra events.

Council Member Wilhelmsen reported on the senior luncheon. It was really popular. North View Fire came to the lunch and answered questions about the fire district. They had great conversations.

Council Member Fawcett has had residents reach out about 2550 N. The residents want to know how we can address the safety issues by the stop sign. Mayor Tait stated she has spoken to Pleasant View and they are aware of it but she will remind them again.

**8. Adjournment**

**Motion:** Council Member Fawcett motioned to adjourn the meeting, second by Council Member Jackson.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Fawcett, Yes

The motion passed unanimously.

The meeting adjourned at 7:38 P.M.

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**MICHELLE TAIT**  
Mayor

**ATTEST:**

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**Jack Fogal**  
City Recorder  
Approved this 10th day of December, 2024



# HARRISVILLE CITY

363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmssen

Steve Weiss

Blair Christensen

Max Jackson

Karen Taylor-Fawcett

## HARRISVILLE CITY – 2025 MEETING SCHEDULE

In accordance with Utah Code Section 52-4-202(2), notice is hereby given of the 2025 Meeting Schedule for Harrisville City. The City Council will meet on January 14, 2025, at 7:00 PM, and will subsequently meet the second Tuesday of each month thereafter at the same time. The Planning Commission will meet on January 8, 2025, at 7:00 PM, and will subsequently meet the second Wednesday of each month thereafter at the same time. Special or emergency meetings may be called, if needed, in accordance with state law. Some meetings may be cancelled. Unless otherwise announced, all meetings will be held at the Harrisville City Offices located at: 363 W Independence Blvd, Harrisville, UT 84404. For special accommodation contact the city office at least 24 hours before any meeting. For questions, contact the city office at (801)782-4100.

Jack Fogal, City Recorder.

Published: December 11, 2024

<b>Harrisville City – 2025 Meeting Dates</b>	
<b>City Council</b>	<b>Planning Commission</b>
January 14, 2025	January 8, 2025
February 11, 2025	February 12, 2025
March 11, 2025	March 12, 2025
April 8, 2025	April 9, 2025
May 13, 2025	May 14, 2025
June 10, 2025	June 11, 2025
July 8, 2025	July 9, 2025
August 12, 2025	August 13, 2025
September 9, 2025	September 10, 2025
October 14, 2025	October 8, 2025
November 11, 2025	November 12, 2025
December 9, 2025	December 10, 2025

**HARRISVILLE CITY  
RESOLUTION 24-20**

**POLICY AND PROCEDURES UPDATES**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING SECTION C-27 INFORMATION TECHNOLOGY POLICY TO HARRISVILLE CITY PERSONNEL POLICIES AND PROCEDURES MANUAL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Harrisville City (hereafter referred to as the “City”) is a municipal corporation duly existing under the laws of the state of Utah;

**WHEREAS**, the City Council is authorized to adopt personnel policies and procedures for the effective and efficient administration of municipal government;

**WHEREAS**, the City Council adopted its current *Personnel Policies and Procedures Manual* on April 28, 2009, and has made various amendments to the same;

**WHEREAS**, the City Council desires to adopt an Information Technology Policy to achieve greater efficiency and clarity;

**NOW, THEREFORE**, be it resolved by the City Council of Harrisville City, Utah, that the Policies and Procedures Manual Section C-27 Information Technology Policy is hereby adopted to read as follows:

**Section 1.  
C-27 Information Technology Policy**

**C27-1 PURPOSE**

This policy outlines acceptable use of information technology (IT) resources provided by Harrisville City. The goal of this policy is to protect Harrisville City’s IT systems, ensure efficient use of resources, and maintain a secure, professional, and respectful environment for all users. These resources are intended to assist in the efficiency and effective day to day operations of city department; including collaboration and exchange of information with and between city departments, other branches of government, and others. These resources also provide public access to public information. Corporate online systems increase company production and employee effectiveness, but they can become a time waster instead of a production enhancer if used without policy guidelines. Harrisville City has total discretion over employee access privileges and the nature of public discussions on the online system, making it a productive and stable environment.



## **C27-2 Scope**

This policy applies to all employees, contractors, consultants, temporary staff, and other individuals who access or use Harrisville City's IT resources, included but not limited to:

- a. Computers (desktop, laptop, mobile devices)
- b. Servers, networks, and cloud services
- c. Software, applications, and databases
- d. Communication tools (email, instant messaging, video conferencing)
- e. Internet access

## **C27-3 EMPLOYEE RESPONSIBILITIES**

**Acceptable Use** means acceptable business use as activities that directly or indirectly support the business of Harrisville City.

**Personal Use** means personal use on city time as reasonable and limited personal communication or recreation, such as reading or game playing.

**Internet Filtering** means employees are blocked from accessing certain websites during work hours/while connected to the city network at the discretion of the city. Such websites may be blocked due to content or for security reasons such as viruses.

**Unacceptable Use** means devices may not be used at any time to store or transmit illicit materials, store, or transmit proprietary information belonging to another agency, harass others, engage in outside business activities, etc.

**Resources** means employees may use their mobile devices to access the following city owned resources: email, calendars, and contacts.

**Use in Vehicles** means Harrisville City has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

#### **C27-4 ACCEPTABLE USE**

IT resources are to be used primarily for professional and work-related purposes. Acceptable use includes, but is not limited to:

- Accessing and using city-provided software and services for business purposes.
- Communicating with departments, residents, and the public using organizational communication tools.
- Accessing external resources relevant to the employee's role, in accordance with job duties.
- Using City systems to share, store, and retrieve data necessary to complete work assignments.
- To help improve the effectiveness of an employee's use of these resources, incidental and occasional personal use is permitted, as long as such use does not:
  - Interfere with existing rules or policies pertaining to the city,
  - Disrupt or distract the conduct of city business (i.e. due to the volume of frequency)
  - Involve solicitation
  - Involve a for-profit personal business activity
  - Have the potential to harm the city, or
  - Involve illegal activities.

**NOTE:** Any resources used for personal use that incurs a cost must be reimbursed to the city.

#### **C27-5 PROHIBITED USE**

The following activities are prohibited on all IT resources:

**Illegal Activities:** engaging in illegal activities such as downloading or distributing pirated software, media, or engaging in unauthorized access to data. Illegal activities shall be defined as any violation of local, state, or federal laws.

**Commercial Use:** any use for commercial purposes, product advertisements or "for profit" personal activity.

**Religious or Political Lobbying:** any use for religious or political lobbying, such as using email to circulate solicitations or advertisements.

**Copyright Infringement:** duplicating, transmitting, or using software not in compliance with software license agreements. Unauthorized use of copyrighted materials or another person's original writings.

**Harassment:** using IT resources for any form of harassment, discriminatory behavior, or offensive communication, including but not limited to emails, messages, and images.

**Personal Use:** excessive personal use of IT resources, including social media, gaming, or other non-work-related activities, that interferes with productivity.

**Malicious Activities:** intentionally introducing malware, viruses, or other harmful software into IT systems.

**Inappropriate Content:** accessing, storing, or distributing content that is obscene, pornographic, or offensive.

**Unauthorized Access:** attempting to gain unauthorized access to any system, network, or data within or outside the organization.

**Resource Abuse:** using city IT resources for activities that consume an inordinate amount of bandwidth or system resources without prior approval. Wasting IT resources intentionally, placing a program in an endless loop, printing unnecessary amounts of paper, disrupting the use or performance of city-provided IT resources or any other computer system or network, or storing any information or software on city-provided IT resources which are not authorized by the department.

## **C27-6 PRIVACY AND SECURITY**

**Password Security:** users must create and maintain strong passwords and are responsible for the security of their login credentials. Sharing of passwords or allowing unauthorized individuals to access IT resources is prohibited.

**Data Protection:** users must handle and protect sensitive and confidential information according to Harrisville City's data protection and privacy policies. Access to sensitive data should be on a need-to-know basis and only for legitimate business purposes.

**Device Security:** all IT devices (i.e. laptops, mobile phones) must have up-to-date security software installed (i.e. antivirus, encryption, firewalls) and be protected with a password or other secure authentication methods.

**Confidential Information:** transmitting classified information under the Government Records Access and Management Act (GRAMA) with property security. Employees must use caution when sending classified information. Always display "CONFIDENTIAL" on the screen when sending classified information. Confirm that encryption has been enabled. Inform the recipient of the information's classification, their responsibility to keep it private, and their responsibility to dispose of it in a secure manner at the end of its retention period.

**Security Violation:** accessing accounts within or outside the city's computers and communications facilities for which employees are not authorized or do not have a business need. Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user responsible for the information or programs. Violation the privacy of individual users by reading email or private communications unless an employee is specifically authorized to maintain and support the system. Representing someone else, fictional, or real.

### **C27-7 BRING YOUR OWN DEVICE (BYOD)**

**Device Cost:** at the discretion of the Department Head, Harrisville City may reimburse the employee for all or part of the cost of the device.

**Additional Expense:** Harrisville City will not reimburse the employee for the following charges: roaming, plan overages, etc.

**Devices and Support:** Smartphones, including iPhone, Android, and Windows phones, are allowed.

**Tablets:** tablets, including iPad and Android, are allowed.

**Risks/Liabilities/Disclaimers:**

- Termination: Harrisville City reserves the right to disconnect devices or disable services without notification.
- Lost Devices: Lost or stolen devices must be reported to the Department Head within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon the loss of a personal device.
- Acceptable Use: the employee is expected to always use the devices in an ethical manner and adhere to the city's acceptable use policy as outlined above.
- Data Loss: employees assume full liability for risks including, but not limited to, the partial or complete loss of city and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

**C27-8 SOCIAL MEDIA/NETWORKING**

The purpose of Harrisville City's social networking policy is to allow the city to take advantage of social media's business benefits and promote its services, contribute to the relevant online dialog, and better engage with residents and the public, while avoiding the significant risks involved.

**Discrimination:** employees are forbidden from using social networks to post or display comments about co-workers, supervisors or Harrisville City that are vulgar, obscene threatening, harassing, or a violation of Harrisville City's policies on discrimination or harassment.

**Confidential Material:** employees may not use social networks to disclose any confidential or proprietary information about Harrisville City or its employees, residents, or other governmental entities.

**Identify:** when appropriate, employees should disclose their relationship with Harrisville City in the identifiable information and refrain from speaking on behalf of Harrisville City when not authorized.

**Unacceptable Use:** social media use is subject to the same workplace policies employees must follow in other situations, including but not limited to Harrisville City's policies regarding harassment, discrimination, defamation, confidentiality, non-competition and general internet use.

Harrisville City employees should keep in mind that they are personally responsible for what they post online and be mindful that what they say will be available publicly for a long time.

## **C27-9 OVERVIEW OF TECHNOLOGIES**

The following are examples of technologies that this policy governs. As new technologies gain popularity and use, they too will be governed by this policy. This overview will increase understanding of the uniqueness of these technologies as they relate to creating electronic records. Each of these technologies creates an electronic record. This is what separates these from other forms of communications such as telephone conversation. An electronic record is reproducible and therefore deserves special care.

**Email:** email is a main means of communication in city government, and it offers an efficient method of conducting city business. Email, as defined in this document, consists not only of the city-provided email system, but also the act of sending and receiving email through the internet.

**Backups:** as part of standard computing and telecommunications practices to prevent loss of data, email systems and the systems involved in the transmission and storage of email messages are usually "backed up" on a routine basis. This process results in copying data, such as the contents of an email message, onto storage media that may be retained for periods of time and in locations unknown to the sender or recipient of a message. The frequency and retention of backup copies

vary from organization to organization. While it may be difficult and time consuming, it should be assumed backup copies of email messages exist and can be retrieved, even though the sender or recipient has discarded his/her copy of a message.

**Special Status:** while password protecting an employee email account is beyond usual measures taken to protect access to paper records and telephones, it does not confer a special status on email records with respect to applicability of laws, policies, and practices.

**Monitoring:** in the course of their work, manager, network and computer operations personnel or system administrators may monitor the network or email system. It should be assumed that the content of email messages may be seen by these authorized individuals during the performance of their duties.

**Forgeries:** no system of communication is completely secure, including email. Just as with paper communications, an email message can be forged; and it can be distributed beyond the address list originally defined by its author.

**Viruses:** executable files (i.e. \*.exe, \*.com) can be transmitted via email. An employee must always check executable files attached to email messages for viruses before they are executed on city-provided IT resources.

**Legal Implications:** email and other electronic files may be accessible through the discovery process in the event of litigation.

**Facsimile (Fax):** fax machines, in the past, simply created a paper copy of the original message. With today's technology, this is becoming less and less true; an electronic copy may be created. The same rules governing acceptable use of other city-provided IT resources also apply to the use of fax technology. The faxed message may be "backed up" onto other storage media. As with other technologies the content of faxed message may be seen by authorized individuals during the performance of their duties. Use of fax technology does not always require a password for access. Recipients should not assume that the sender is always reported. A fax should always be

perceived as a non-private communication method. Remember, anyone at the other end may read a fax.

**Internet:** the internet provides the ability to communicate, collaborate with others and access information throughout the world. However, there is little in the way of hierarchy or control of the information available. Increased access to computers and people all over the world also brings the availability of controversial material that may not be considered of value to an individual or the city. Even if an employee is able to encrypt data, anything transmitted over the internet is subject to interception, reading, and copying by other people. This includes email, personal information, and passwords that are transmitted when logging into an account or logging into another computer. The following guidelines should be followed when accessing the internet:

- a. Internet access will only be authorized after formal approval is granted by Harrisville City.
- b. It is forbidden for Harrisville City personnel to use the internet in a way that violates the privacy rights of others or in a way that breaches restrictions under relevant laws and legislation.
- c. Harrisville City's internet access should never be used for personal gain. Games, or other personal recreation, letter writing campaign, chain letters, solicitation or other activities that might be construed as illegal or unethical.
- d. Data or other information downloaded from any internet site must be scanned for viruses.
- e. The internet is a unsecured communication medium and must not be used to transmit confidential, sensitive, or proprietary information.

**Voice Mail:** voice mail is a means of communication that is in a of itself unique because of the creation of a "record" and should always be remembered by the user. The sender must remember that the message can also be saved, replayed, and shared with others that the sender did not intend. It can also be used in litigation. The same rules of password protection and confidentiality that concern other technologies also apply here.



**Emerging Technologies:** This policy does not address the specific details of technologies that are not yet to be invented or implemented within city government. This policy should be sufficient to allow an employee to determine the acceptable use of any new or emerging technology. If employees have any questions regarding appropriate use of a particular technology, not specifically covered in this policy, they should contact their department head.

## **C27-10 MONITORING AND AUDITING**

Harrisville City reserves the right to monitor and audit all IT resource usage. This includes, but is not limited to:

- Tracking of internet usage, email traffic, and application access.
- Reviewing files stored on city devices and network storage.
- Scanning for signs of malicious activity or security vulnerabilities.

Monitoring is conducted to ensure compliance with this policy, protect unauthorized access, and ensure operational integrity.

## **C27-11 DISCIPLINARY ACTION**

Violations of this Acceptable Use Policy may result in disciplinary action, up to and including termination of employment of contract, legal action, and/or financial penalties, depending on the severity of the violation. Disciplinary actions will be taken in accordance with the organization's code of conduct and applicable laws.

## **C27-12 EXCEPTIONS**

Any exceptions to this policy must be approved in writing by the appropriate department head. Requests for exceptions should be submitted in advance, along with a clear justification for why the exception is necessary.

## **C27-13 POLICY REVIEW**

This policy will be reviewed annually or as needed to ensure its relevance and effectiveness. Any changes to this policy will be communicated to all users.

## **C27-14 ACKNOWLEDGMENT**

By accessing or using Harrisville City IT resources, users acknowledge and agree to comply with

the terms and conditions of this Acceptable Use Policy.

**Section 2. Effective Date.**

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED by the Harrisville City Council this 10th day of December, 2024.

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MICHELLE TAIT, Mayor

ATTEST:

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Jack Fogal, City Recorder

Roll Call Vote Tally    Yes    No

Grover Wilhelmsen    \_\_\_    \_\_\_

Steve Weiss    \_\_\_    \_\_\_

Blair Christensen    \_\_\_    \_\_\_

Max Jackson    \_\_\_    \_\_\_

Karen Fawcett    \_\_\_    \_\_\_

DRAFT