



CITY OF SIGNAL HILL  
STAFF REPORT

2175 Cherry Avenue • Signal  
Hill, California 90755-3799

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1/25/2022

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**AGENDA ITEM**

**TO:**  
**HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM:**  
**CARMEN R. BROOKS  
CITY CLERK**  
  
**KIM BOLES  
EXECUTIVE ASSISTANT/DEPUTY CITY CLERK**

**SUBJECT:**  
**AMENDMENTS TO THE CITY ELECTRONIC MAIL AND INTERNET USAGE  
POLICIES**

**Summary:**

The City's Electronic Mail Policy was last approved on September 24, 2007. The City's Internet Usage Policy was last approved on May 31, 2000. To update both policies, staff worked with the City Attorney to prepare amendments for Council consideration.

**Recommendations:**

1. Approve the amended Electronic Mail Policy.
2. Approve the amended Internet Usage Policy.

**Fiscal Impact:**

There is no fiscal impact associated with the recommended actions.

**Strategic Plan Objective:**

Goal No. 6: Promote a transparent and open government.

**Background and Analysis:**

The City's Electronic Mail Policy was approved on September 24, 2007 (Attachment A). The City's Internet Usage Policy was approved on May 31, 2000 (Attachment B). After the recent review and amendment to the City's Social Media Policy, it was determined these policies should also be

amended to incorporate the same definitions and language.

#### Electronic Mail (Email) Policy

The Email Policy was established to set guidelines for the use of email on the City's computer network. Email is a business tool which is to be used in accordance with generally accepted business practices and current law, including but not limited to the California Public Records Act (Government Code, § 6250 *et seq.*), to provide an efficient and effective means of City communications. The Email Policy (Attachment C) is to be reviewed and a signed acknowledgement is required of all users, including all City Officials.

#### Internet Usage Policy

The Internet Usage Policy was established to set guidelines for the use of the internet for the City of Signal Hill. Official City business conducted via the internet shall comply with all statutory requirements as well as standards for integrity, accountability, and legal sufficiency. Thus, official City business conducted via the internet should meet or exceed the standards of performance for traditional methods (such as meetings, use of telephone, etc.) and promote a professional image for the City. The Internet Usage Policy (Attachment D) is to be reviewed and a signed acknowledgement is required of all users, including all City Officials.

Approved:

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Hannah Shin-Heydorn

Attachments