

**Laketown, Utah
ORDINANCE 2021-06**

**AN ORDINANCE OF LAKETOWN AMENDING THE ADMINISTRATION OF
LAKETOWN TOWN CODE TITLE 1 ADDING
CHAPTER 15 PERSONAL USE OF TOWN OF LAKETOWN ASSETS POLICY**

WHEREAS, the town council desires to establish standards for personal use of Town of Laketown assets; and

WHEREAS, the state of Utah auditor's office recommends this addition and the town council conducted a public hearing for this amendment.

NOW THEREFORE, BE IT ORDAINED by the Laketown Town Council that the Laketown town code Administration Title 1 be amended to add chapter 1-15-1 Personal Use of Town of Laketown Assets Policy.

SECTION 1: Language to be added.

CHAPTER 15 Personal Use of Town of Laketown Assets Policy

SECTION

1-15-1 Personal Use of Town of Laketown Computers

1-15-2 Personal Use of Printers, Photocopy and Fax Machines

1-15-3 Non-Town of Laketown Use of Equipment

1-15-4 Town of Laketown Issued Credit or Purchasing Card

1-15-5 Administrative or Staff Time

1-15-1 Personal Use of Town of Laketown Computers:

Personal use of Town of Laketown computer software and applications must comply with the Town of Laketown Acceptable Computer Use Policy.

1-15-2 Personal Use of Printers, Photocopy and Fax Machines:

Photocopiers and printers are primarily reserved for Town of Laketown use; however, personal copies and printed materials can be made at a cost of 10 cents per page, paid to the clerk. Long distance charges incurred as a result of a personal fax transmission shall be the financial responsibility of the employee and reimbursed to the Town of Laketown.

1-15-3 Non-Town of Laketown Use of Equipment:

Town of Laketown equipment may only be used for Town of Laketown purposes.

1-15-4 Town of Laketown Issued Credit or Purchasing Card:

An entity credit or purchasing card may be issued to certain employees to assist in handling Town of Laketown purchases or travel costs. These cards are to be used for

town-related purchases only. Personal use of these cards is not allowed. All charges made to a Town of Laketown card must be paid upon receipt of the statement. See town policy on credit/purchasing cards.

Commented [A1]: Do we have this?

1-15-5 Administrative or Staff Time:

Employees should not ask administrative or clerical staff to use town time to work on assignments or perform tasks which are not town-related or are for personal use or gain.

SECTION 2: This ordinance shall take effect upon adoption.

PASSED and ADOPTED THIS 10th day of March 2022.

Town of Laketown:

Burdette W. Weston
Laketown Mayor

TOWN COUNCIL VOTE AS RECORDED:

	Aye	Nay
Council Member Clark:	_____	_____
Council Member Robinson:	_____	_____
Council Member Wight:	_____	_____
Council Member Willis:	_____	_____
Mayor Burdette W. Weston	_____	_____

ATTEST:

Amber Droesbeke
Clerk