

Village Policy: VB-36

Date Approved: March 23, 2009 (Resolution #2009-14)

POLICY TITLE: Establishing a Comprehensive Laptop Policy for Village Trustees, Including Reimbursement for Using Personal Laptops for Village Business

AUTHORIZATION: Village Board Resolution #2009-14

POLICY STATEMENT:

WHEREAS, the Village of Howard issued laptop computers to four Village Trustees in June 2008; and

WHEREAS, the Village will make laptop computers available to all Village Trustees in April 2009; and

WHEREAS, the Village of Howard strives to make policy decisions based on quantitative data; and

WHEREAS, the cost per black & white single-sided printed paper (based on industry standards) is \$0.04; and

WHEREAS, the annual elected official receives between 2,100 and 4,200 pieces of paper annually; and

WHEREAS, for every 16.67 reams of a paper (8,333 sheets) a mature tree is consumed; and

WHEREAS, utilizing laptop computers for the distribution of meeting staff report packets reduces the amount of staff time dedicated to creation of said packets by 90%; and

WHEREAS, the Village Board, being both cognizant of the cost and environmental impact of receiving paper packets, desire to either provide a laptop computer to Village Trustees or provide a cost reimbursement for elected officials who use their personal laptop computers for Village business.

NOW THEREFORE, BE IT RESOLVED, the Village Board of Trustees in Howard, Wisconsin does hereby declare that any Village Trustee who requests a laptop computer will receive a Village-issued laptop computer based on these conditions:

- Village Trustees no longer take paper Village Board & Plan Commission packets
- All laptop computers are deemed to have a useful life of four years
- All laptop computers will be depreciated over a period of three years, using straight line depreciation
- All computers purchased will be assigned a salvage value of \$100
- After the computer is fully depreciated, the Village Trustee currently using it may purchase it at salvage value or return it to the Village
- If a Village Trustee wishes to purchase their laptop prior to full depreciation, they agree to pay the depreciated value

BE IT FURTHER RESOLVED, the Village Board of Trustees in Howard, Wisconsin does hereby declare any elected official who does not receive a paper Village Board or Plan Commission packet and uses his or her personal laptop computer for Village business shall receive \$100.00 in reimbursement every April.