

**RESOLUTION No. 2016-216
CITY OF SHOREACRES**

A RESOLUTION ADOPTING A WRITTEN POLICY TO ALLOW ONLY AUTHORIZED CITY PERSONNEL TO HAVE ACCESS TO CITY ELECTRONIC RECORDS AND RESTRICT THE MAYOR FROM ACCESS THAT COULD LEAD TO THE ALTERATION, MANIPULATION OR ERASURE OF CITY ELECTRONIC RECORDS ; MAKING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND, PROVIDING AN EFFECTIVE DATE HEREOF.

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WHEREAS, The City of Shoreacres (hereinafter sometimes "City") believes that that it is the inherent responsibility of the City officers who create, receive and maintain public records to ensure their safekeeping and availability to the public.

WHEREAS, the City reasons that security should aim to minimize unauthorized addition, modification, alteration, erasure or deletion of data, records and documents.

WHEREAS, the City contends City electronic records are to be maintained in a manner consistent with accountability requirements.

WHEREAS, the City needs to ensure procedures are in place that achieve the following goals: 1) ensure that only authorized personnel have access to electronic records, 2) backup and recovery of records to protect against information loss, 3) personnel are trained in how to safeguard sensitive or classified electronic records, 4) minimize risk of unauthorized alteration or erasure of electronic records; and, 5) ensure the electronic records security is included in computer systems security plans.

WHEREAS, the City expressly restricts access to City electronic records to only authorized personnel, including the City Administrator and/or his/her authorized designee.

WHEREAS, the City wishes to restrict the Mayor of the City from having access that could lead to the alteration, manipulation or erasure of City electronic records.

WHEREAS, Section 22.042 of the Texas Local Government Code identifies the powers of the Mayor of the City. No clause within section 22.042 expressly allows the Mayor the right or power to have access that could lead to the alteration, manipulation or erasure of City electronic records.

WHEREAS, Section 102.001 of the Texas Local Government Code states the Mayor serves as the budget officer for the governing body. However, no clause within section 102.001 expressly allows the Mayor the right or power to have access that could lead to the alteration, manipulation or erasure of City electronic records.

WHEREAS, even though this Resolution restricts the Mayor's right to have access that could lead to the alteration, manipulation or erasure of City electronic records, nothing herein shall prevent the Mayor of the City from obtaining or viewing tangible, hard copies of any City document in her official capacity as Mayor.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES THAT:

Section 1. The City wishes to restrict access to City electronic records to only authorized personnel, including the City Administrator and/or his/her authorized designee.

Section 2. The City restricts the Mayor of the City from having access that could lead to the alteration, manipulation or erasure of City electronic records.

Section 3. Nothing herein shall prevent the Mayor of the City from obtaining or viewing tangible, hard copies of any City document in her official capacity as Mayor.

Section 4. The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this resolution and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 5. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED, this 28th day of November, 2016.

CITY OF SHOREACRES

(CITY SEAL)

By: _____

Kimberly Sanford, Mayor

ATTEST:

David K. Stall, CFM, TEM
City Secretary

M/2		Yea	Nay	N/V	Absent
<input type="checkbox"/>	K. Sanford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R. Bowles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	R. Hoskins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	D. Jennings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	J. McKown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	N. Schnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Passed / Failed _____

David Stall, City Secretary - Date