

From: **"Levitt, Karen"**

To: **"Direct to Mayor and Council - DL"**

Date: 3/25/2024 12:49:03 PM

Subject: Second Laptops and Other Computing Devices

Dear Mayor and Council,

This email amends the message in my March 14, 2024 email concerning second laptops for members of Council. Going forward, should any members of Council want a second laptop or an ipad, our Technology Services department will arrange for this, at no cost to the Council member. Please contact me if you wish to order a second laptop or an ipad.

Below are answers to a few related questions C' Kirby-Yung has asked ...

I wonder if you can advise what is standard issue for City management employees? Are they restricted to one device? Is a laptop?

- Standard issue for a manager or anyone who works from home is a City Windows laptop or Windows tablet. We have desktops for people whose job entails working in a City building all the time.
- Many City management employees are also provided a City cellphone, but this is not a standard issue.

Can they have two? Can they have a desktop and a laptop as another example? Are iPads issued?

- Managers/Directors can make call to allow for two such devices - though such instances are exceedingly rare ... Technology Services encourages a single laptop or a touchscreen Windows tablet people who regularly work from home.
- For requests beyond the standard technology provision, managers need to provide business justification. A business case, departmental cost center and General Manager (GM) approval is required for significant requests.
- iPads are not deemed suitable as the sole computing device for City employees, they may however be approved in the following usage scenarios:
 - as a shared device for a team that needs to run a web based application while mobile (e.g. public engagement staff),
 - as a secondary device for an employee who regularly uses a web based application while mobile (e.g., inspectors using POSSE software), or
 - as a secondary device for employees whose work-related mobility needs are largely met by access to City e-mail and calendar, Internet and intranet (Citywire) - and the City's standard Windows laptop would prove too cumbersome (e.g., senior executives).

And are those devices charged to individual departments?

- Initial purchase costs of technology devices (e.g., computers) and accessories for staff use are paid by the requesting business unit (for instance, when a new employee is hired into a net new position).
- Thereafter, Technology Services is responsible for capital budget planning and buying/deploying lifecycle replacements for all active Windows computers in the fleet.

Thanks,

Karen

Karen Levitt, Deputy City Manager (she/her)