



## Legislation Details (With Text)

**File #:** 21-394      **Version:** 1      **Name:**  
**Type:** Motion      **Status:** Passed  
**File created:** 6/14/2021      **In control:** City Council  
**On agenda:** 7/13/2021      **Final action:**  
**Title:** Consider Approval of Updated Handbook Policy 4.25 (Personal Use of City Property).  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 1- 4.25 personal use of city property - redlined, 2. 2- 4.25 personal use of city property - final

Date	Ver.	Action By	Action	Result
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**City Council Meeting Date:** July 13, 2021

**To:** Mayor and City Council  
City Administrator

**From:** Communications & Human Resources Director Mahowald

Consider Approval of Updated Handbook Policy 4.25 (Personal Use of City Property).

### Action Requested:

The Northfield City Council approves a Motion adopting the attached updated Handbook Policy regarding Personal Use of City Property.

### Summary Report:

This policy was last updated in 2007. IT staff recommended updated language to the sections covering telephone use and cellular phone use to reflect current operational needs.

### Alternative Options:

None.

### Financial Impacts:

None.

### Tentative Timelines:

Staff recommends consideration of approval of Handbook Policy 4.25 Personal Use of City Property to be effective July 13, 2021.