

COUNCIL POLICY MANUAL

**Policy 7.4.2 Council Equipment, Materials, and Supplies**

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**POLICY PURPOSE:**

It is the purpose of this policy to establish guidelines and standards regarding the provision of supplies and materials for Councilmembers.

**POLICY STATEMENT:**

- I. Certain supplies and materials are required by Councilmembers to discharge their functions. The City Manager shall make available to Councilmembers the following materials and supplies when requested, which shall be used predominantly for City business and only incidentally for personal use:
  - A. The means to access City Hall, both the Office of the City Manager administrative suite as well as the Council conference room.
  - B. One file cabinet (upon request) per four-year term to be returned to, or purchased from, the City at market rate when a Councilmember leaves office.
  - C. Customary office supplies and business cards for official City use. Individual Councilmembers shall have the choice of business cards from a set of standard City options. Councilmembers shall not use business cards that do not reflect their official position or title (i.e., Mayor, Vice Mayor, or Councilmember) at the time of use.
  - D. A technology allowance in the amount of \$1,300 per Councilmember per four-year term for the purchase of equipment including, but not limited to, a personal computer; printer; laptop; fax; or mobile electronic device, such as a cell phone, tablet, or notepad. Equipment purchased with this allowance shall be consistent with standard City issue, or approved by the Director of Information Technology, and shall be returned to or purchased from the City at market rate when a Councilmember leaves office. An amount not to exceed \$60 per month (non-taxable) shall be reimbursed for monthly service charges for equipment purchased under this policy.
    1. Public Records Act and Brown Act issues are associated with the use of these types of equipment. To the extent the equipment is used for the performance of official City business, much of the data contained in the equipment is public property and considered a public record, therefore subject to all Public Records Act and Brown Act policies.
  - E. Newly-elected and incumbent Councilmembers shall receive one City shirt per Council term year, style to be chosen by individual Councilmembers from standard choices available. Newly-elected Councilmembers will receive their first shirt in January following the certification of election results. A request for

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style preference will be sent to newly-elected and incumbent Councilmembers in December from the Executive Assistant to the City Council in preparation of ordering shirts for the next calendar year.

- F. Newly-elected Councilmembers, or Councilmembers who have changed titles after a Council election, shall receive a City name badge reflecting their new title.
- G. Technical Support. Technical support to maintain and facilitate the use of equipment is limited to official duties. Support will only be provided for equipment purchased in accordance with section I.D. of this policy, and only at the same level as is provided to City employees. Councilmembers must bring equipment to City facilities for repair or on-site maintenance. The Executive Assistant to Council coordinates the transport and return of equipment to be serviced by IT staff.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); Amended RTC #15-0317 (April 7, 2015))

Lead Department: Office of the City Manager

For reference, see also:

- Council Policy Manual 7.4.1, Section II, *Implementation*
- Council Policy Manual 7.4.11, *Council Files*
- City Charter, Section 807, *Prohibition Against Councilmanic Interference*
- Code of Ethics and Conduct for Elected Officials