

**Administrative Regulations**  
**City of Iowa City**  
**Title: Purchasing Electronic Equipment**  
**A.R. Number:            Effective Date: 10/12/12      Page: 1 of 2**  
**Supersedes: A.R.    Dated:**



**I. Purpose**

Effective June 1, 2012 the City Clerk's Office discontinued the distribution of paper copies of weekly City Council packets. A policy providing for options for electronic distribution of packets to Council was adopted by Council resolution 12-375. This includes options for City-owned hardware and reimbursement for costs for personal equipment. This policy further defines procedures by which City staff may attain hardware with which to view weekly council packets.

**II. Policy**

Council Members may request a City-owned iPad for accessing the weekly packet or for use for other City business. The iPad will be returned at the end of individual Council Member terms.

Council Members may also choose to use personal equipment for accessing their weekly packet electronically, and may request a reimbursement of not to exceed \$600 for purchase of that equipment and provide receipts for that reimbursement. Council members are eligible for reimbursement every four years.

This policy may be extended to City staff and Commission Members at the discretion of the City Manager or designee.

**III. Procedures**

- A. Reimbursement for personal equipment will require the submission of receipts for that equipment.
- B. City IT staff will not service personal home computers or printers. Internet service (whether on a dedicated phone line, Cable Modem, or DSL) is an agreement between the Council Member, staff, or Commission Member and service provider. Contracting for installation and monthly recurring charges is the responsibility of the Council Member, staff, or Commission Member.
- C. The City will provide individual City Council Member email addresses to the public.
- D. Council Members should advise constituents communicating via email that the correspondence is public information.
- E. The City will distribute email correspondence addressed to "Council" in the next Council packet, or provide as a late handout if the items are scheduled for Council discussion. Staff will not receive any copies of emails sent to individual Council Members unless "Council" was indicated by the sender or provided by a Council Member.

- F. Council Members are advised to confine their City related business to the City email address and not personal email address. If a personal email address is used for City business, emails regarding City matters may be subject to open records requests. For those emails a Council Member chooses to retain, it is recommended that a separate file (either electronic or hard copy) be kept for City business.

#### **IV. Responsibility**

The distribution of weekly Council packets is the responsibility of the City Clerk's Office. The determination of which staff and commission members are to receive electronic equipment or reimbursement for hardware purchases is the responsibility of the City Manager or designee.


#### **VI. Related Policies**

This policy is consistent with Employee Handbook, section 11(f), Use of Public Property; City of Iowa City Internet/Intranet/Electronic Mail Policy; and Employee Handbook, section 12, Political Activity.

#### **VII. Regulation Update**

The method by which City Council receives weekly packets is at Council's discretion. The number of staff and commission members authorized for City-owned hardware use or personal hardware reimbursements will be determined by the City Manager or designee.

**Approved:**



Tom Markus, City Manager