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Title: ADOPTION OF COUNCIL POLICY AND PROCEDURE NO. 1.2.03 - CELLULAR TELEPHONE/SMARTPHONE ALLOWANCE FOR CARSON OFFICIALS AND UNCLASSIFIED EMPLOYEES (CITY COUNCIL)

Sponsors:

Indexes:

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Attachments: 1. CPP- Phone Allowance for Carson Officials and Unclassified Employees-Final - 12-06-2016, 2. CPP - Phone Allowance Form 1105-2016 for Elected Officials and Unclassified Employees-F 12-06-16

Date	Ver.	Action By	Action	Result
12/25/2016	1	City Council		
12/6/2016	1	City Council		

Report to Mayor and City Council

Tuesday, December 06, 2016

Discussion

SUBJECT:

ADOPTION OF COUNCIL POLICY AND PROCEDURE NO. 1.2.03 - CELLULAR TELEPHONE/SMARTPHONE ALLOWANCE FOR CARSON OFFICIALS AND UNCLASSIFIED EMPLOYEES (CITY COUNCIL)

I. SUMMARY

The policy and procedures on cellular telephone/Smartphone allowance for Carson Officials and Unclassified Employees are currently outlined under SMP 6.50 that was last approved by the City Council on June 7, 2011. Staff is recommending the repeal of the SMP and the adoption of Council Policy and Procedure (CPP) No. 1.2.03 to replace SMP 6.50.

II. RECOMMENDATION

REPEAL SMP 6.50 and ADOPT Council Policy and Procedure No. 1.2.03-Cellular Telephone/Smartphone Allowance for Carson Officials and Unclassified Employees.

III. ALTERNATIVES

Take whatever action the City Council deems appropriate.

IV. BACKGROUND

Staff has been in the process of updating policies and procedures which used to be memorialized via Standard Management Procedures or SMPs but are now documented as either Council Policy and Procedure (CPP) or Administrative Policy and Procedure (APP). One of the SMPs that requires immediate revision is SMP 6.50 which outlines the policy and procedures on cellular telephone/Smartphone allowance for Carson Officials and Unclassified Employees. This allowance program was implemented in May 2007 and then revised in June 2011 to encourage Carson Officials and Unclassified Employees to purchase their own cellular telephone or Smartphones rather than having the City provide and pay for the communication devices and the monthly service fees. Another reason for the allowance plan was to lessen the burden on Purchasing staff that was charged with ordering, issuing, tracking, and changing the phones.

However, under the SMP, included were the following options: (1) to be issued City-owned phones which still left the administrative burden to Staff and, (2) to provide reimbursement to the Carson Official or Unclassified Employee who paid for the cost of equipment; hence, the device becomes the property of the City. When these options were exercised, the City often ends up with devices that have antiquated technology that is no longer supported by the manufacturers when the user returns them upon separation from the City. To rectify the situation and to optimize City resources, Staff is recommending the repeal of SMP 6.50 and the adoption of CPP 1.2.03 which deletes the provisions on using City-owned phones, and the reimbursement to the users for the cost of the telephone equipment. The CPP is attached to this report as Exhibit No. 1. The related benefit election form, included in this report as Exhibit No. 2, was also revised to make it conform to the proposed policy.

Another area that was revisited was the protection of privacy of the Carson Officials and Unclassified Employees. Upon consultation with Assistant City Attorney Chris F. Neumeyer, Staff recommends a public policy that articulates maximum privacy protection allowable under the law. This is addressed under Section III D of the proposed CPP which states: "The City will protect the privacy of Carson Officials and Unclassified Employees to the fullest extent allowable under the law."

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. CPP 1.2.03 - Cellular Telephone/Smartphone Allowance for Carson Officials and Unclassified Employees. (pgs. 3 - 7)
2. Form 1105/1216 - Cellular Telephone/Smartphone Allowance Program - Benefit Election Form per 1.2.03. (pgs. 8 - 9)

1.

Prepared by: Trini H. Catbagan, City Controller