



Date: February 9, 2018

To: Patrick H. West, City Manager *PL*

From: Lea D. Eriksen, Interim Director of Technology and Innovation  
Alex Basquez, Director of Human Resources *Basquez*

For: Mayor and Members of the City Council

Subject: **Mobile Device Stipend Utilization and Bring Your Own Device Policy**

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At its meeting on December 5, 2017, the City Council discussed the recommendation to authorize the City Manager to submit to the City Council purchase transactions for critical technology infrastructure needs (Agenda Item No. 29). Councilmember Mungo requested information on the City's mobile device stipend utilization rates and a potential expansion of the City's Bring Your Own Device (BYOD) policy. Information related to this request for information is provided below.

### **Current City Policy**

The City established the "Cellular Stipend Program" in 2003, which provides a \$30 per month taxable monthly stipend allowance to eligible employees who use their own cellular phone for City-related business. To be eligible, an employee must already have a City-provided cellular phone that would be turned in, or meet one or more of the following qualification factors:

- A significant percentage of the workday is spent out of the office;
- Functional responsibility of the position requires mobile communications for business needs. This would include supervision of field and/or emergency personnel;
- Position responsibilities require immediate communications after regular business hours, on weekends, and on holidays;
- Position responsibilities require support for services and systems on a 24-hour, seven day a week basis. This includes emergency response personnel; and,
- A means of security is needed for employees who must travel into unsafe situations.

When the program was established, cellular phones were primarily used for calling, and text messaging was a relatively new concept. As technology has advanced, cellular phones have essentially transitioned to mobile computing devices that can process a multitude of activities, where phone calls became an ancillary function. Accordingly, the Technology and Innovation Department is working with the Human Resources Department and the City Manager's Office to update the language in the City's policies regarding the use of mobile devices.

### Current Mobile Device Stipend Utilization Rate

As of December 2017, 235 City employees receive a mobile device stipend and there are 1,850 City issued devices. See summary chart below.

Summary of Stipend and City Issued Mobile Devices		
Category	Count	% of Total
Stipend Recipients	235	11%
City Issued Mobile Device	1,850	89%
<b>Total</b>	<b>2,085</b>	

The City offers the option of a monthly stipend or a City-issued cell phone/mobile device for employees that meet the requirements of the current policy. This allows an employee and department to determine what is best for their operational needs. For example, some City-issued mobile devices serve specific purposes, such as processing parking citations; and others may require certain features like being intrinsically safe, maintaining data security, and being waterproof. In these cases, using a personal device would not be feasible.

### Potential Expansion of the City's BYOD Policy

Expansion of the City's cell phone stipend program or elimination of City-issued mobile devices will have operational, financial, and labor impacts. These and other factors, including the 2017 California Supreme Court ruling on use of private electronic devices to conduct City-related business, will be considered in the update of the City's policies regarding use of mobile devices.

If you have any questions regarding this matter, please call Michael K. Kek, Customer Services Bureau Manager, at (562) 570-7002.

Attachment: Cellular Stipend Program (May 5, 2003)

CC: CHARLES PARKIN, CITY ATTORNEY  
LAURA L. DOUD, CITY AUDITOR  
TOM MODICA, ASSISTANT CITY MANAGER  
KEVIN JACKSON, DEPUTY CITY MANAGER  
REBECCA GARNER, ASSISTANT TO THE CITY MANAGER  
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #17-1043)  
DEPARTMENT HEADS



**Date:** May 5, 2003  
**To:** All Department Heads  
**From:** Gerald R. Miller, Acting City Manager  
**Subject:** **Cellular Stipend Program**

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### **Overview**

Beginning immediately, the City is initiating a cellular stipend pilot program. A cellular stipend is a monthly monetary allowance provided to eligible employees who use their own cellular phone for City-related business. The program's goal is to reduce City costs related to the use and administration of cellular phones. Employees meeting the qualifications to receive a City-issued cellular phone are eligible for the stipend program. Department Head approval must be obtained prior to an employee receiving a stipend.

### **Stipend Amount**

Employees approved for the program will receive a \$30 taxable monthly allowance in their paycheck. Based on plans currently offered by cellular providers, \$30 will get approximately 300 local minutes for City business.

### **Request Process**

Attached are copies of two forms: Cellular Phone Stipend Request and Stipend Guidelines. These forms are available for downloading from the front page of the City's Intranet. Employees requesting the stipend must complete both forms. Approved Stipend Request forms should be routed to the Technology Services Department for processing. Signed Stipend Guidelines forms should be kept on file by the departments.

If an eligible employee is approved to receive a stipend and currently uses a City-owned cellular phone, he or she may continue to use that device while employed by the City. The Technology Services Department will arrange to transfer the account to the employee's name and the monthly bill mailed to his or her address.

### **Employee Responsibilities**

It should be noted that employees are fully responsible for acquiring their own equipment and paying their bills. No allowance will be provided to purchase new equipment or replace lost or damaged equipment.

All Department Heads  
May 5, 2003  
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**Additional Information**

For more information about the program, please contact Toni Krino, Acting Manager of Customer Services in Technology Services, at 8-6870. Also, additional information is available on the City's Intranet.

GRM:tak

Attachments

cc: Mayor/City Council  
City Attorney  
City Auditor  
City Prosecutor