



City of La Quinta

TO: The Honorable Mayor and Members of the City Council

FROM: Frank J. Spevacek, City Manager

DATE: March 3, 2015

SUBJECT: CITY COUNCIL iPADS

The City Council recently received new iPads as part of the City's on-going effort to update equipment. These iPads were only Wi Fi capable, meaning users could not access non-stored materials unless they were connected to a hosted Wi Fi. Staff was applying the City's new cell equipment and service policies (Section 1.98, Cell Phone Use Policy of the City's Personnel Policies and Procedures) wherein only field and emergency service personnel are issued City-owned devices that access City-funded cell service. The City Council has indicated a desire to have iPads that are cell service capable. To accomplish this (1) the existing devices may be replaced with Wi Fi and cell service capable devices (the City does have other needs for Wi Fi capable iPads), and (2) the current \$25 monthly cell phone stipend the Council receives should be increased to \$40 per month so Council Members may add the new devices to their personal cell service.

Cell Policy Revisions

The City Council adopted a revised Cell Phone Use Policy in July 2014 (Section 1.98 of the City's Personnel Policies and Procedures). The major revisions to this policy were that only field and emergency services personnel received City cell equipment and were provided City-funded cell service. All other City employees who required cell access for City business, receive a \$40 per month stipend to reimburse them for City business conducted on their personal cell and data devices. Per State statues, all City-owned devices (equipment and service) are subject to Public Records Act review. In order to limit personal use of City-funded devices and continue with Public

Records Act compliance, stipends were increased and a majority of City employees who had City-owned devices switched to personal devices. This new policy was followed when updated iPads were issued to the City Council.

Next Steps

Staff recommends that if the Council desires Wi Fi and cell capable iPads, that the City:

- Repurpose the existing Council iPads and purchase new iPads for Council use. There is a need for Wi Fi only iPads for other City business and instead of purchasing new iPads for this purpose, the City could instead purchase Wi Fi and cell capable iPads for Council use.
- Increase the existing \$25 monthly stipend the Council receives to utilize personal electronic devices to \$40 per month. This is the amount that City staff receives to reimburse them for using their personal devices and service for City business.

If the Council elects to move forward in this direction, then two things need to occur. First, the current City Council mobile device stipend is embedded in the Municipal Code (Section 2.04.050 Compensation and Reimbursement). Staff recommends that this Section be revised (which requires an ordinance to amend this Code section) to eliminate this reference and instead set all Council cell and mobile device stipends per the same procedure used for City employees – via resolution. Second, the City Cell Phone Use Policy would be revised (via resolution) to include the City Council stipends.