



## Legislation Text

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File #: 22-429, Version: 1

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### Memorandum

**Date:** May 3, 2022

**To:** The Honorable Lake County Board of Supervisors

**From:** Susan Parker, Interim County Administrative Officer

**Subject:** (a) Rescind the Wireless-Communications Devices Policies; and (b) Approve the Smartphone Stipend Policy

#### Executive Summary:

(a) I am asking your Board to rescind the current Wireless-Communications Devices Policies, which was last updated on December 4, 2007. Personal Smartphones are now the device utilized for communication, enabling the user access to email, text messaging and to join remote meetings online. A policy has been created to address Smartphone use and its stipend guidelines.

(b) The purpose of the Smartphone Stipend Policy is to provide a smartphone monetary stipend to specific County employees who have demonstrated the need to utilize such a device on a regular basis as part of their job duties. The specific group of County employees eligible for the stipend shall be limited to members of the Board of Supervisors, Elected Officials, Department Heads, and County Management employees who have demonstrated such a need and have been approved for the stipend by their Department Head.

The County stipend form has been updated so the Department Head can approve their own management staff and the County Administrative Officer only approves special requests for non-management employees.

**4/26/22 - There were some revisions made to the policy at the request of Supervisor Sabatier after this item was pulled and continued to the May 3, 2022 meeting.**

The following sections were added:

#### Definition

*Smartphone: A mobile phone that performs many of the functions of a computer, having a touchscreen interface and internet access for phone, text, email, and virtual meeting capability.*

#### Rationale

*Note: A personal smartphone used to conduct public business is subject to disclosure under the Public Records Act.*

Stipend

*F. Termination: Department Head may terminate the stipend for employees with specific work responsibilities related to the provision of County-related emergency services at any time.*

The following highlighted wording was eliminated:

Rationale

It is believed to be more **prudent and** efficient for the specific employees (listed above under Purpose) to utilize a single device, that being their own personal smartphone, for both personal and work related communications.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028** (check all that apply):

☐ Not applicable

- ☐ Well-being of Residents
- ☐ Economic Development
- ☐ Community Collaboration

- ☐ Public Safety
- ☐ Infrastructure
- ☐ Business Process Efficiency

- ☐ Disaster Prevention, Preparedness, Recovery
- ☒ County Workforce
- ☐ Clear Lake

**Recommended Action:**

- (a) Rescind the Wireless-Communications Devices Policies; and
- (b) Approve the Smartphone Stipend Policy