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MEMORANDUM

City Manager – Council Memo MC07-118

DATE: NOVEMBER 2, 2007
TO: MAYOR AND COUNCIL
FROM: W. MARK PENTZ, CITY MANAGER 
SUBJECT: CITY COUNCIL MOBILE COMMUNICATION
DEVICE (CELL PHONE) POLICY

RECOMMENDATION:

Staff recommends that the Mayor and Council adopt a formal mobile communication device (cell phone) policy, which would allow them the option of either being issued a City-owned cell phone or other communication device with billings coming to the City of Chandler, or receiving a monthly stipend for the use of the members' personal cell phone/device.

DISCUSSION:

It has been the practice of the City of Chandler to provide the Mayor and Council, if requested, with mobile phone equipment to facilitate their Council-related communications and business. However, there has been no written policy on the use of this equipment or on when cell phone records are to be made available under a freedom of information request. The purpose of this policy is to provide guidance to ensure taxpayer-funded equipment is used primarily for City-related business and to ensure public records are available when requested.

It is proposed that a City Council Mobile Communication Device (Cell Phone) Policy be adopted which allows for the selection of two options for use of such mobile communication devices such as cell phones or personal digital assistants (PDAs) for any City-related business.

PROPOSED MOTION:

Move to approve the City Council Mobile Communication Device (Cell Phone) Policy as recommended by Staff.

**CITY COUNCIL MOBILE COMMUNICATION
DEVICE (CELL PHONE) POLICY**

I. PURPOSE

It is the practice of the City of Chandler to provide its City officials with the equipment, services, and other resources necessary to perform their duties related to their position in a professional manner. This policy documents procedures for the usage of such equipment for City business.

II. PROCEDURES

City Councilmembers will select one of the following options when using mobile communication equipment:

Option 1

The City will provide the Mayor or City Councilmember with a mobile phone and other related equipment. The individual Councilmember will be responsible for selecting their monthly plan (i.e. number of minutes provided, etc.) but these plans should be the most effective and economical possible for the individual's needs.

Invoices for these bills shall go directly to the City of Chandler for payment. As with other public records, these invoices will be released in the event a freedom of information request for them is made.

While it is our policy that City-owned equipment is intended for official City business, it is acknowledged that circumstances may occur that can result in some incidental personal usage. Where incidental personal use occurs, it should be kept to a minimum. If a member's personal or private business use becomes excessive, the member should reimburse the City for that personal use.

It should be noted that the Mayor and Council would still have a great deal of discretion in the use of City-owned equipment under this option. The effectiveness of this alternative will continue to be dependent on the individual member's judgment.

Option 2

The Mayor or City Councilmember can purchase their own mobile phone and other related equipment but may receive a monthly stipend of \$75.00 per month to offset the cost attributed to their City-related business.

Invoices will go directly to the member for payment. However, in the event of a freedom of information request, it is expected the Councilmember will provide these records to the requesting party. Personal or private business numbers may be redacted to protect the privacy of the member and the other persons called.