



City of Colusa California

STAFF REPORT

DATE: May 5, 2026
TO: Mayor Conrado and Members of Council
FROM: Jesse Cain, City Manager

AGENDA ITEM: Adoption of Updated Cell Phone Usage & Stipend Policy Adoption of Updated Cell Phone Usage & Stipend Policy

Recommendation: Adopt Resolution No. 2026-__ approving the updated Cell Phone Usage & Stipend Policy.

BACKGROUND ANALYSIS:

The City of Colusa currently maintains a Cell Phone Stipend Policy originally adopted in 2012. Due to advancements in technology, evolving workplace practices, and updated legal requirements, the existing policy requires modernization.

The proposed policy update reflects current operational needs and aligns with best practices among public agencies. It also addresses increasing reliance on mobile communication and ensures appropriate safeguards for the use of both personal and City-issued cellular devices.

The updated policy establishes clear expectations and standards for employees who use cellular devices for City business.

Key components of the policy include:

- A standardized \$50 per month stipend for eligible employees using personal devices
- Defined eligibility criteria and annual review requirements
- Clear employee responsibilities for personally owned devices
- Restrictions on personal cell phone use during work hours, limiting use to breaks and meal periods unless otherwise authorized
- Compliance requirements under the California Public Records Act
- Data protection and security expectations
- Use limitations for City-issued devices, including:
 - Prohibition of personal applications (e.g., TikTok, Facebook, Instagram, Snapchat, X, etc.), unless expressly authorized by the City Manager or designee for official business purposes
 - Restriction of personal use to minimal incidental use
 - No expectation of privacy for City-issued devices

The policy also maintains flexibility by allowing the City to modify or terminate the program as operational needs change.

BUDGET IMPACT: The fiscal impact is minimal. The stipend program is generally offset by reduced costs associated with issuing and maintaining City-owned cellular devices.

STAFF RECOMMENDATION: Approve Resolution No. 26-____ adopting an updated Cell Phone Usage & Stipend Policy.

ATTACHMENTS:

1. Resolution No. 26-____
2. Exhibit A – Cell Phone Usage & Stipend Policy