SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-E**

FROM: Steve Mack, General Manager

Meeting Date: April 5, 2012

SUBJECT: DISCUSSION/ACTION RE DISTRICT CELL PHONE POLICY

RECOMMENDED ACTION: Discuss and give direction on a District cell phone policy.

FISCAL IMPACT: small.

DISCUSSION:

Cell phones are an important part of the District's communications. Currently, the District pays for cell phones for the General Manager, the Field and Administrative Managers, and the two field supervisors, plus one cell phone for the on-call person. It is important that all these people have communication ability with the District. These are basic cell phones that fit the District's communication needs. The phones have photo-taking capabilities and this has been used for business-related purposes. These phones are available for personal use – there is no extra charge for personal phone calls. The District's plan does not pay for texting; we don't see a business need for that at this time.

Cell phone technology changes all the time (at the higher end). Some staff may want to have "smarter" phones than what we provide and probably don't want to carry two phones around. Some staff use texting for personal use and that's an extra charge on our plan. One person has asked to have a cell phone allowance in lieu of being provided a cell phone, so that he can have a smarter phone of his own choosing and not have to carry two phones. This is a reasonable request.

We have no adopted policies on cell phone use. It's time to do that but also we must recognize that the role of cell phones will change with time – I expect them to become more functional and that later employees – perhaps my replacement – will want a different role for cell phones than the current one. Many people out there use the smarter cell phones for keeping up with emails, calendar maintenance, and other business-related Internet use.

My inclination is to allow for an allowance for staff who want to get a different cell phone from what the District provides and to have staff reimburse the District for texting use. I welcome Board Members discussion, thoughts, ideas, and direction on this item.