



# City of Hudson, Ohio

## Staff Report With Text

**File #:** 15-73      **Version:** 1      **Name:**

**Type:** Ordinance      **Status:** Passed

**File created:** 5/5/2015      **In control:** City Council

**On agenda:** 6/16/2015      **Final action:** 6/16/2015

**Title:** AN ORDINANCE AMENDING CHAPTER 254 OF THE CODIFIED ORDINANCES ENTITLED "EMPLOYEE HANDBOOK AND PERSONNEL RULES", TO ADOPT A CELLULAR PHONE USE AND ALLOWANCE POLICY.  
 Executive Summary: This Ordinance adopts the City policy for cell phone use and allowance as approved by the Personnel Advisory and Appeals Board (PAAB) on April 2, 2015.

**Sponsors:** William A. Currin

**Indexes:** Administration

**Code sections:**

**Attachments:** 1. 7.04 - Cell Phone Authorization - PAAB 4-2-2015, 2. 7.05 A - Cell Phone Allowance Policy - PAAB 4-2-2015, 3. 7.05 CI - City Issued Cell Phones - PAAB 4-2-2015, 4. 7.06 Cell Phone & Pager Use - PAAB 4-2-2015, 5. Ordinance No. 15-73

Date	Ver.	Action By	Action	Result
6/16/2015	1	City Council	third reading	
6/16/2015	1	City Council	adopted on third reading	Pass
6/2/2015	1	City Council	second reading	
5/19/2015	1	City Council	first reading	
5/12/2015	1	City Council Workshop	item forwarded	

### AN ORDINANCE AMENDING CHAPTER 254 OF THE CODIFIED ORDINANCES ENTITLED "EMPLOYEE HANDBOOK AND PERSONNEL RULES", TO ADOPT A CELLULAR PHONE USE AND ALLOWANCE POLICY.

**Executive Summary:** This Ordinance adopts the City policy for cell phone use and allowance as approved by the Personnel Advisory and Appeals Board (PAAB) on April 2, 2015.

#### Legislative History

None.

#### Purpose & Explanation

The City of Hudson recognizes that the performance of certain job responsibilities may require the use of a cellular (cell) phone or a Smartphone. This new cell phone policy addresses the current cell phone requirements and responsibilities, while authorizing a cell phone allowance. The benefits of such an approach include:

1. Reduction in the number of City purchased cell phones/equipment, saving an additional \$300-500 per month while cutting cell phone management time by 75%.
2. A single phone may be used for both personal and business purposes.

3. The allowance is not to be considered taxable income to the employee.

The amount of the allowance is as follows:

- Voice Only - \$30 per month
- Voice & Data - \$50 per month
- Voice, Data & Hotspot - \$60 per month

**Timing Considerations**

None.

**Fiscal Impact**

Supplemental Appropriation Required

Appropriation Not Required. The allowance would be paid with funds already appropriated for cell phones

**Suggested Action**

Staff recommends adopting the cell phone policy as approved by the PAAB.

**Submitted by,**

Jane Howington, City Manager

Jeff Knoblauch, Finance Director

Bill Hilbish, IS Manager